

### **Child Protection Policy – Elys Musical Theatre clubs**

This policy applies to all staff, paid staff, volunteers or anyone working on behalf of *Lucy Ely and Elys Musical Theatre*.

The purpose of this policy is:

- to protect children and young people who receive our services.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

*Elys Musical theatre / Lucy Ely believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.*

We recognize that:

- the welfare of the child is paramount all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

### Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children. An adult who needs to take a child aside, e.g. for time out after bad behavior, will ask them to sit in the same room, separated from the class members if highly necessary.

### During the activity

A teacher/assistant will :

- Arrive to class with a lesson appropriately planned .
- Take a register and investigate any unexplained absences, this can be done by the assistant checking daily attendance with the office or calling the parent/carer by using our contact form.
- Encourage and try to boost confidence in every child .
- Arrive on time to set up for class and advise the school if running late .
- Ensure the space is clear of any hazards, floor is clean, aware of emergency exits and safe to use.
- Report any accidents or injuries to “Lucy Ely “ immediately after class.
- Administer first aid if required then record in incident report form, (enclosed in register)
- During the session, take a head count of all participants.
- Report any unexplained absences to the school office, immediately after taking the register.

### Photo and video consent

- This is given or not given by Parents and Carers when completing a registration form.
- Teachers and assistants are under no circumstances allowed to film or photograph children in classes, unless authorized by Lucy Ely, following guidance from parents/carers on enrolment form.
- Filming and photography will in most cases be confined to the performance session only, this is to minimize any risk.

- At performances parents and carers will be allowed to film or photograph and are asked that it is not to be shared online or publicly.

#### Departures from the club

- Children can only be collected by an adult who has been authorized to collect them on their registration form or that collects regularly.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. **The Teacher/assistant will contact the main parent or carer for confirmation if they have any concerns regarding departures.**
- The parent or carer must notify the Club if they will be late collecting their child.
- Children will only be allowed to leave the Club alone at the end of the session if this has been discussed this with the child's parents and we have received their written consent.

#### Respond appropriately to suspicions of abuse

- Changes in children's behavior/appearance will be investigated.
- Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to Lucy Ely, who will then report to the schools safeguarding officer or refer to social services.

*All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff, club coordinator and head teacher.*

#### Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

#### Signs of child abuse and neglect

Signs of possible abuse and neglect may include: significant changes in a child's behavior  
deterioration in a child's general well-being  
unexplained bruising or marks

When a child makes a disclosure to a member of staff, that member of staff will: Reassure the child that they were not to blame and were right to speak out

- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the incident straightaway on paper and report to Lucy Ely . Lucy Ely will then report to the Schools safeguarding officer and share copies of the report.

### Logging an incident

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern Date and time at which the record was made.
- Name and date of birth of the child involved
- A factual report of what has been disclosed or witnessed. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Lucy Ely who will make the school aware and then decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours.

If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

### Missing Children

- To minimize the risk children going missing during sessions, staff will carry out periodic head counts, particularly when transporting children between locations.
- If a child is missing the class teacher will report to the site manager to raise concern, ask an assistant to check their last location, then to a full search of the school classrooms and toilets, call the parent/carer to ensure that they have not been collected early. If not found Call 999 to report the missing child.

### We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with the School and those who need to know and involving parents and children appropriately.

### DBS checks and Recruitment

We will obtain enhanced DBS disclosures for all staff who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them.



- When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on record. We will update the DBS checks for all staff every 3 years, unless on the subscription service, which will then be checked every academic year.
- All staff have a face to face interview that explores the candidates suitability to work with children as well as his or her suitability for the post.
- We verify the applicants identity.
- Class teachers are referenced and have training in Performing Arts.

### Disqualification

The club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made.

**We are committed to reviewing our policy and good practice annually.**

<b><u>REPORTING PROCEDURE</u></b>
Member of staff has concerns about a child's safety or welfare.
Member of staff makes notes of concerns using the reporting form, and discusses them with Lucy Ely, the named person for child protection at the school should also be involved in discussion, depending on urgency.
If the child's family does not already know about the concern, the member of staff or manager discusses it with them unless: <ul style="list-style-type: none"><li>- A family member might be responsible for abusing the child</li><li>- Someone may be put in danger by the family being informed</li><li>- Informing the family might interfere with a criminal investigation</li></ul> If any of these circumstance apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.



## Mobile Phone Policy

Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

### Mobile phones and recording devices

Teachers may use mobile phones during the after school sessions, this will only be for music purposes and to be reachable by Lucy Ely for any urgent messages via text. They will NOT use the phone to make personal calls or to record video or photographic footage of any child unless specific consent is given by Lucy Ely and by the Parent / Carers.

### Children's use of mobile phones

Whilst we understand that some children have mobile phones, we do not allow them to be taken out of their bags during class time.

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club.