

# THEATR YR IFANC

## SAFEGUARDING POLICY

Theatr yr Ifanc is fully committed to safeguarding the welfare of all children and young people up to the age of 21. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Theatr yr Ifanc acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Theatr yr Ifanc recognises its duty of care under The Children (Performances and Activities) (Wales) Regulations 2015 <https://www.nncee.org.uk/legislation-employment-a-entertainment/uk-performance-legislation/wales> with due reference to previous, non-devolved legislation as shown in the link. Explaining this to young people is supported by use of:

[Keeping young performers safe young persons summary](#)

Performances involving children will follow all relevant legislation and requirements: <https://www.flintshire.gov.uk/en/Resident/Children,-Young-People--Families/Child-Performance-Licence.aspx>

The Social Services and Well-Being (Wales) Act 2014, part 7 Safeguarding covers all ages, children and adults. The Learning Hub provides all the information from “the Act” in one place including the relevant [Statutory Guidance](#) This is the overriding legislation for safeguarding in Wales.

The Wales Safeguarding Procedures were written to give practitioner guidance to all sectors across Wales and launched in November 2019. The Procedures can be downloaded to a phone or tablet as an app:

<https://www.safeguarding.wales/>

Theatr yr Ifanc strongly recommends that all staff in regular working contact with young people download the app.

Children are entitled to be protected from abuse, neglect or harm. Any young volunteers not yet 18 will still be protected as children even if they undertake volunteer responsibilities. A DBS check for young volunteers is not possible before the age of 16 years, as they should not be placed in a position of responsibility requiring a check before this age.

Under the Act, a child at risk is defined as:

- A child at risk of, or suffering, abuse, neglect or harm, and

- Has needs for care and support (whether these needs are being met or not).

Relevant partners of the local authority have a duty to report a child at risk. This does not directly apply to Theatr yr Ifanc (although further contractual arrangements e.g. with schools or the local authority could alter this). Theatr yr Ifanc understands that there is an expectation that they should report to the local authority social services (or the Police) where there is *reasonable cause to suspect* that a child is at risk of, or suffering, abuse, neglect or harm.

The Act also defines an adult at risk and this is included in this policy because a situation that places an adult at risk will have severe repercussions for any child in the same household e.g. domestic abuse, addiction, mental health issues, chronic physical illness.

An adult at risk is:

- An adult who is at risk of, or suffering, abuse or neglect, and
- Has needs for care and support, and,
- Due to those needs, is unable to protect themselves from the abuse or threat of abuse.

Theatr yr Ifanc will ensure that all staff, members, trustees, volunteers and leaders, assistants throughout the organisation understand and enact that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Theatr Yr Ifanc will ensure that:

- Everyone will be treated with respect and dignity.
- The welfare of each child will always be put first.
- Enthusiastic and constructive criticism will be given to pupils rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members will provide a positive role model.
- Action will be taken to stop any inappropriate behaviour.
- All members (staff, trustees, volunteers, children, young people, adults) will comply with health & safety legislation.
- Trustees and staff/volunteers will keep informed of changes in legislation and policies for the protection of children.

- Trustees and staff/volunteers will undertake relevant professional development and training.
- Staff/volunteers will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance. Parents are required to complete a registration form before a child's first class and to keep leaders updated of any changes to key information; including medical details.
- All lead staff members will receive dedicated safeguarding training.

Theatr Yr Ifanc has a designated Safeguarding lead who is responsible for ensuring that the child protection policy is adhered to. The Designated Safeguarding Lead (DSL) is JENNY HUMPHREYS and she can be contacted on: 07779341006. Our Deputy DSL (DDSL) is REBECCA JONES and she can be contacted on 07999813634.

All concerns, suspicions or allegations regarding harm towards the young people in the care of Theatr yr Ifanc should be reported to or discussed with these safeguarding officers, ideally within 24 hours of the issue arising.

If it is deemed appropriate for Theatr yr Ifanc to make a report to Social Services of abuse, neglect or harm, then the notified person at Theatr yr Ifanc will gather any known information about the relevant child (this is not an investigation but a collating of information already known) and ensure that the relevant information is appropriately shared. In the absence of either DSL/DDSL, or an emergency, any other member of Theatr yr Ifanc with reasonable cause to suspect abuse, neglect or harm may report directly to Social Services but will inform Theatr yr Ifanc / DSL/DDSL of this action as soon as possible.

In implementing this policy Theatr yr Ifanc will:

- Ensure that all workers/members understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all workers/members and volunteers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person to the Designated Safeguarding Lead.
- The DSL/DDSL will refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care).
- Children, young people and parents will be informed of who the Designated Safeguarding Lead and Deputy are and be able to raise any safeguarding concerns and know that these will be taken seriously and acted upon.

- Ensure that workers/members will work in a consistent and equitable manner in line with the safer working practice guidance.

This policy will be regularly monitored by Jenny Humphreys and will be subject to an annual review.

Signed:

JENNY HUMPHREYS (DSL)

Date policy agreed: 24/03/2022

Date policy to be reviewed: 01/10/2024

### **Section 1:**

#### **Our Leaders**

- All Theatr yr Ifanc leaders and assistants hold Enhanced DBS certificates, updated every 2-3 years.
- Chaperones appointed by Theatr yr Ifanc (this does not include parents dealing only with their own children) are in regulated activity and require by law an enhanced DBS check with barring list check (children's workforce) even for a single occasion.
- All new leaders & assistants complete a minimum period of 6 months working under supervision, before leading classes.
- We aim to follow NSPCC guidance in our ratio of adults to children and where possible aim for 2 members of staff to be present at each class. NSPCC guidelines recommend:
  - 2 - 3 years - one adult to four children
  - 4 - 8 years - one adult to six children
  - 9 - 12 years - one adult to eight children
  - 13 - 18 years - one adult to ten children
- There will always be other members of staff present in the buildings where we teach, to help in an emergency, and their usual locations known.
- Theatr yr Ifanc will always ensure that written consent is given from parents/ carers if children or young people are to be taken off site.

### **Section 2:**

#### **Behaviour Policy (Leaders and Assistants)**

- Parents/ carers will always be informed if leaders/assistants have had to do things of a personal nature for a child such as changing clothing. Where this becomes a regular occurrence, parents may be asked to provide extra support for their child.

- Leaders/assistants should not do things for a child that they can do for themselves
- Staff are alerted to the need to treat children with dignity and not to ask them to do anything which might embarrass them or be contrary to their cultural or religious beliefs.
- Workshop leaders are informed of any changes regarding child protection laws or best practice.
- Workshop staff understand that the language and tone they adopt are important factors in a child's sense of safety and reassurance.
- Workshop leaders are responsible for devising sessions and carrying out appropriate risk assessments on the space, activities and equipment used during each session and are aware of the need to take steps to eliminate any activity or equipment that could endanger the children attending the club.
- During workshops, we encourage independent learning where possible, and adults should have minimal physical contact with children. Drama is a physical activity and it is sometimes necessary to have some physical contact when demonstrating exercises or joining in activities to encourage others, but staff should be mindful of what/how much contact is appropriate. Persistent inappropriate physical contact or verbal/language with any member of Theatr yr Ifanc will be a disciplinary matter.
- Theatr yr Ifanc staff should discourage children from leaning, lying or sitting on them (or each other) and other clingy behaviour. Children may need to be reassured, encouraged to engage with the session and asked not to hold onto/lean onto adults. Adults will take themselves away from a child who repeatedly tries to sit/lean on them. Positive behaviour of other children will be rewarded to set an example of how we want children to behave with the adults in the room.
- It is expected that all staff and pupils respect each other.
- If there are incidents of unacceptable verbal or physical behaviour relating to or witnessed by pupils these will be challenged by staff as soon as possible (but ideally outside the session) and not in front of pupils. Persistent inappropriate behaviour will incur disciplinary procedures and where appropriate brought to the attention of the parent.
- All prejudice incidents will be challenged.

## **Section 2a**

### **Behaviour Policy (Parents/Carers and Children)**

Theatr yr Ifanc aim to offer children a safe space to explore stories and their own imaginations in a nurturing environment and with the support of all members of the group. This behaviour policy for parents/carers and children, has been created to help all pupils to feel calm, confident and encouraged during their time with us. By completing our Registration Form and joining Theatr yr Ifanc, parents/carers are agreeing to adhere to the behaviour policy as set out below.

**Expectations:**

Whilst Theatr yr Ifanc is a space to explore and express a wide range of feelings and emotions, it is important that children try their best to listen to, and follow, the instructions of workshop leaders and assistants. This helps us to keep all children safe whilst they are in our care.

We teach children from a very young age and understand that each child develops at their own pace. However, we ask that all parents and carers support us in the following requests, which help to make our sessions a safe and supportive space for all.

- Children are expected to respect all teaching staff and pupils.
- Children are asked to be kind to one another, aiming to always have “Kind Hands, Kind Feet, Kind Words.” This means that children should never intentionally hurt anyone physically or emotionally.
- We ask that pupils join in with circle time, to show unity and support for all members of the group.
- We ask that pupils try their best during games & activities and that they ask for help where needed.
- We ask that pupils adhere to the rules set out by the workshop leader. These may include; not climbing/jumping/running in the space unless instructed as part of an activity and treating all pupils in a respectful and safe way.
- Behaviour that puts the safety of others at risk will not be tolerated.
  - If there are incidents of unacceptable verbal or physical behaviour between pupils these will be challenged by leaders and where appropriate brought to the attention of the parent.
  - All prejudice incidents will be challenged.
  - Sanctions will be applied; in agreement with parents where necessary.

**Behaviour Policy:**

Theatr yr Ifanc have a ‘3-Step’ Warning System regarding disruptive behaviour in all of our meetings. This is designed to allow children to make better choices and to reach their full potential in class. Workshop Leaders are expected at all times, to demonstrate patience & understanding of the child as an individual and to offer classes that inspire, encourage and engage.

If a pupil’s behaviour is consistently disruptive, the following 3 Step warning system will be adhered to:

- 1st Step – The workshop leader will issue a ‘1st Step’ verbal warning.

- 2nd Step – If disruptive behaviour continues, the child will be issued a 2nd Step warning and may be asked to take a break from the game or activity. DSL (Jenny Humphreys) will be informed.
- 3rd Step – Following 2 verbal warnings, the child may be asked to sit aside from the rest of the group for a minimum of 5 minutes, the parents will be informed at the end of the session. If this happens on more than 2 occasions during the term, it will be decided whether it is appropriate for that child to continue for the remainder of that term.
- If appropriate, parents may be contacted during the session and asked to collect their child.

Serious behaviour incidents may fall outside of this procedure and the parent/carer will be informed at the end of the class. Any steps taken will be communicated within 24 hours

### **Section 3:**

#### **Medical issues**

- A registration form requesting emergency contact details must be completed before joining Theatr yr Ifanc. Children will not be allowed to take part in sessions if parents or guardians have not completed and returned this form.
- Parents /guardians must fill in a new form for each class, if there are any changes that we need to be aware of.
- We ask that parents/ guardians complete forms (not nannies or other carers) to ensure that all information is correct.
- Parents/guardians are asked to alert Theatr yr Ifanc leaders before the first session if their child has any specific needs associated with their health or has a disability which will require Theatr yr Ifanc to make a reasonable adjustment in order to enable them to participate.
- If any child has an allergy which may be affected by their participation in the session, they must let Theatr yr Ifanc know before attendance and ensure the carer or parent has any appropriate medicine that they can administer or knows what steps to take to ensure the safety of the child should the need arise.
- If an accident or illness occurs during a Theatr yr Ifanc session, the leader or assistant will assess the situation and remove the child from the activity. They will be taken to a quiet area where they can be comforted and helped (where possible).
- Where appropriate the assistant will contact a first aider. The first aider will take action to administer first aid or contact the emergency services or arrange for the child to return home, depending on what is necessary. If a child does not need the emergency services, but the child continues to feel ill the Theatr yr Ifanc staff will contact the parent/guardian and request that the child is taken home.

- If a child needs to take medication or may need staff to administer medication the parent must discuss this with staff prior to the club. Staff should be fully informed to be able to prompt and guide child to take their own medication themselves, but staff must **not** administer medication unless medically trained to do so.

#### **Section 4**

##### **Collection arrangements**

- Parents must come to a designated area to pick up their children at the agreed time
- Theatr yr Ifanc must be informed at least 24 hours in advance, if anyone other than the named parent/carer on the child's registration form will be collecting a child from Academi! or junior sessions. There is no need to inform Theatr yr Ifanc if additions to who can pick up a child were entered during registration.
- Theatr yr Ifanc leaders are contracted to stay until all children are picked up by one of the registered carers, we expect parents to be on time or notify us beforehand if they are going to be late.
- Academi! and junior children will not be allowed off the premises to be picked up.

#### **Section 5**

##### **Responding to a child protection concern**

- Leaders and assistants are asked to direct all concerns to the DSL or Deputy DSL who will escalate if needed. Leaders and assistants are also asked to complete a 'cause for concern' report where there is a concern for a child's wellbeing and immediate steps will be taken where it is suspected that a child may be in immediate danger.
- Relevant staff receive regular, sufficient support to enable them to recognise children in need of support and / or safeguarding.
- Relevant staff understand the roles and responsibilities of other departments and agencies in safeguarding children.