



THEATR YR IFANC RHOS 1990 YOUTH THEATRE - SAFEGUARDING POLICY & PROCEDURES



Theatr yr Ifanc Rhos 1990 Youth Theatre is committed to providing a safe environment for all its members who attend weekly workshops and contribute to productions, wherever they may be held. It is guided by prevailing legislation and current guidance from Wrexham County Borough Council.

Its inherent belief is that all children and young people under its care are future citizens of the world and will have had a safe and creative learning environment whilst members of the group.

Terms of reference

TYI = Theatr Yr Ifanc

TYI Officers = Chair, Vice Chair, Secretary, Treasurer and Safeguarding Officers.

Committee = wider TYI committee comprising parent volunteers, volunteers, former TYI staff etc.

DBS = Disclosure Barring Service (formally known as CRB)

Definitions of Abuse

Somebody may abuse a child or young person by inflicting harm, or by failing to prevent harm. The categories are:-

PHYSICAL - may involve shaking, hitting, throwing or otherwise causing physical harm to a member.

EMOTIONAL - the persistent emotional ill treatment of a member as to cause severe and persistent adverse effects on the member. It may involve them being informed that they are worthless or inadequate.

SEXUAL - persuading or forcing a member to take part in sexual relationships or activities whether or not they are aware that this is happening.

This is of particular consideration when Theatr yr Ifanc Rhos 1990 Youth Theatre are away from their rehearsal spaces on tours or trips.

NEGLECT - failing to ensure that they are securely chaperoned and supported during rehearsals, production and offsite excursions, and that security is maintained through adequate documentation and registration procedures.

Our Commitment to Safeguarding

Theatr yr Ifanc Rhos 1990 Youth Theatre will

- Ensure that children and young people feel secure and that they know who they can approach if they are concerned or in difficulty.

- Designate two Safeguarding Officers to have overall responsibility for the safeguarding of its members, undertake relevant training and complete all procedures and paperwork.
- Ensure that DBS checks are carried out at regular intervals (2 years).
- Ensure the correct minimum ratio of adults to young people as per NSPCC guidelines *(4 – 8 year olds, 1 adult to 6 children; 9 – 12 year olds, 1 adult to 8 children; 13 – 18 year olds, 1 adult to 10 children)*
- Publicise the safeguarding policy, procedures and other relevant documents on the TYI website and ensure that all members and their parents have the opportunity to view and make comments, as appropriate.
- Annually remind committee members, staff, volunteers and parents of the location of the safeguarding procedure, policy and other documents, on the TYI website.
- Act promptly upon any concern being raised.
- Ensure that any investigations are dealt with promptly and with adequate care and concern for the members.
- Ensure that all investigations are completed thoroughly, professionally and confidentially.
- If required, work with appropriate agencies, to ensure that concerns are dealt with correctly and legally.
- Endeavour to provide appropriate support to its members, staff and parents/carers, whilst concerns are investigated.
- Ensure that TYI Officers are promptly alerted to the beginning of an investigation by a Safeguarding Officer.
- Ensure that fair, appropriate and transparent decisions are made at the conclusion of an investigation.

DBS checks

A DBS check will be undertaken for all Artistic staff, support staff, and volunteers involved with chaperoning and other duties who the committee deem requires a DBS check.

A new DBS check will be required after a length of two years.

In the event of an allegation or a significant event involving an adult linked to TYI, a new DBS check will be required.

Disclosures on a DBS check

TYI staff, volunteers, committee members and any other relevant person, required to complete a DBS check, will be encouraged to disclose any issues, ahead of a DBS result being received. This will allow the Safeguarding Officers to obtain appropriate guidance on how to continue.

When a DBS check reveals a disclosure, it will be discussed by the Safeguarding Officers and a written recommendation presented to the TYI Officers in a special meeting convened for the situation. A decision will then be made and communicated to the appropriate applicant, in writing by the TYI Officers.

Decisions may include:

- Dismissal
- Suspension whilst an investigation is carried out
- Written warning
- Cessation of volunteer role or activities
- A chaperone system
- No action

A rationale for the decision will be given.

Training and Support

Accredited safeguarding training will be undertaken by the two officers and renewed at the appropriate time.

The Artistic Director and support staff will be required to complete safeguarding training which should also be renewed at the appropriate time. This will be monitored by the Safeguarding Officers.

Safeguarding Officers will be supported if, there is a conflict of interest or they are unable to conduct an investigation for other reasons. In these circumstances, the Safeguarding Officers should contact TYI Officers to allow for appropriate measures to be implemented. Safeguarding Officers will also be issued with a job description with role expectations and guidelines.

Accessibility

The Safeguarding Officers will be named in the safeguarding procedure, and their contact details (TYI Safeguarding phone number and email address) will be displayed on the TYI website, and also in the 'Safeguarding – What do I Need to Know?' booklet distributed to all members at the start of every academic year, so that parents and young people will know the correct person to contact.

New parents/carers will also be signposted to this document when they sign up their child to TYI.

Committee Members

TYI will ensure that every Committee Member and appointed Officers/Artistic Team know

- who the designated Safeguarding Officers are, and their role.
- that they also have individual responsibility for referring concerns using the proper channels.

Being alert to the signs of abuse

Definitions of abuse and the signs to be aware of, and how to respond, will be included in the "Safeguarding – What Do You Need To Know" document.

Training courses will be paid for, when needed, by TYI for the Artistic staff, Safeguarding Officers and Chaperones.

Written records

TYI will keep confidential and encrypted, written records of concerns even when there is no need to refer to appropriate agencies.

Following any allegation or concern, a report titled the “Cause for Concern” document (located on the TYI Google Drive) will be completed by one of the Safeguarding Officers, who will take the lead in investigating the issue. If external agencies need to be contacted (eg SPOA) then procedures will be followed, and their guidance will be acted upon.

Following their investigation, the Safeguarding Officers will ratify their decision with the other Safeguarding Officer and a decision will be made.

If the Safeguarding Officers do not agree on the outcome, the issue will be raised to TYI Chair or Vice Chair for a final decision.

If the Safeguarding Officers do agree on the outcome, they will inform the TYI Officers of the investigation outcome and the decision reached. A special meeting should be convened for this situation and any relevant minutes, included in the report.

Finalised reports will be stored in an encrypted folder on the TYI Google Drive. Safeguarding Officers and TYI Officers will receive the password only.

Actions following a Safeguarding investigation

Safeguarding Officers can recommend the following actions;

- Dismissal of the Artistic Director, Artistic staff or other supporting staff members
- Dismissal of a Committee member, Chaperone or other volunteer
- Revocation of membership of a TYI member
- Written or oral warning (to be documented) to any of the above parties.
- No action

The final decision will be made by TYI Officers, in a special convened meeting, which will be minuted. Minutes and the decision letter/email will be stored safely in the encrypted folder on the TYI Google Drive.

Safeguarding Procedure

Theatr yr Ifanc Rhos 1990 Youth Theatre will follow the statutory framework ‘Working Together to Safeguard Children 2018’

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

which has been endorsed by Wrexham Children’s Safeguarding Team.

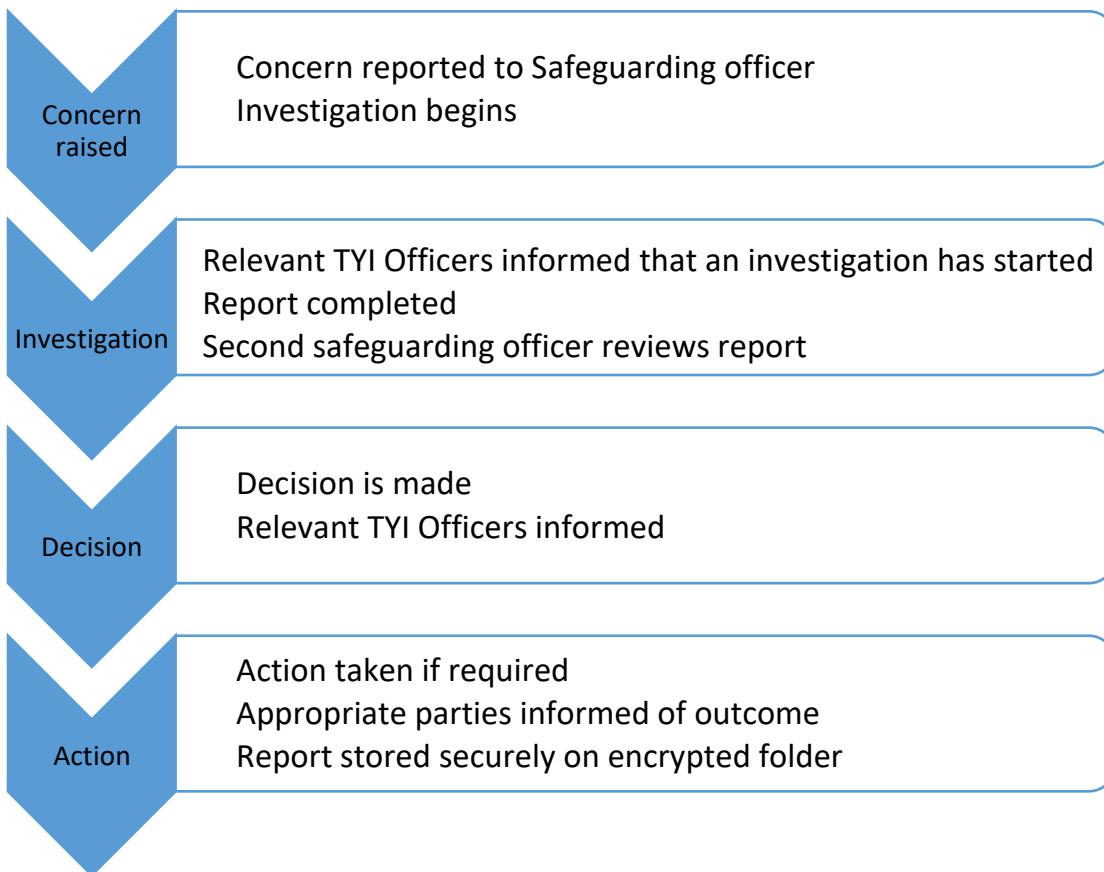
If you have a concern, please report it as soon as possible, to one of our Safeguarding Officers, no matter how big or small. You can find their contact details here

safeguarding@theatr-ifanc-rhos1990.co.uk

01978 595668

If you see it, suspect it, say it.

The following flow chart describes what will happen once a concern is raised: Working Together to Safeguard Children 2018



If you have any questions, please contact one of our Safeguarding Officers or the Chair of the Committee.

This policy was amended by TYI Officers and ratified by the **Theatr yr Ifanc Rhos 1990 Youth Theatre** committee on 2nd February 2023 following the original version created on March 10th, 2016. The policy and its effectiveness regarding its implementation, will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance.
- as a result of any other significant change or event.