

BROS CHILD PROTECTION PROCEDURES

Responsibilities of the Society

At the outset of any production involving children the society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person on the production team with designated responsibility for child protection and safeguarding (referred to as the Nominated Safeguarding Person NSP).
- Ensure the contact details of the NSP and the code of conduct for members is clearly visible at all venues used by BROS for rehearsals and production.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Process in Case of Concern

BROS accepts that all members play a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect.

Suspicion of abuse

- If you see or suspect abuse of a child while in the care of the society, please make this known to the NSP. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chairman.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

NOTE: It is not the role of the NSP to investigate the case but to collect and record the information. And to refer to the Richmond Single Point of Access as possible

Richmond SPA 0208 891 7969

The information collected and recorded should be kept in a securely locked filing cabinet. The management committee member responsible for Child Protection should be informed of any referrals made, or any concerns that have been raised.

**** ALWAYS PHONE 999 IF THE CHILD IS IN IMMEDIATE DANGER ****

The Four Rs

All young people whatever their age, gender, culture, ability, language, religious beliefs, racial origin and/or sexual identity should be able to enjoy the activities of BROS in a fun environment, safe from abuse of any kind. In order to fulfil our obligations in relation to child protection and safeguarding and to offer a safe and supportive environment for young people to enjoy the activities we provide we will:

RESPOND

- We will never ignore concerns, signs or reports related to children's well-being and safety
- We will not delay our response

REPORT

- Members will report concerns to the Nominated Safeguarding Person
- We will ensure every member of staff is aware of who the NSP and how to contact them

RECORD

- We will always make a record of what happened
- We will record information as soon as possible

REFER

- We will refer all cases where there is a concern about significant harm or risk of harm to the Richmond SPA

The Role of the Nominated Safeguarding Person (NSP)

The NSP takes the lead responsibility for child protection including support for other members and information sharing with other agencies, and keeping up to date with legislation.

The NSP will

- Refer suspected abuse/neglect of children and young people to Richmond SPA. Urgent concerns must be reported immediately even if the NSP is not available
- Report allegations made against members of staff to the Local Area Designated Officer (LADO). This is known as the duty to refer.
- Develop and update child protection and other safeguarding policies ensuring staff are made aware of their responsibilities and families are familiar with how to raise a concern.
- Ensure that confidential records are kept of any concerns about a child or young person and of any conversation or referrals to statutory agencies.

The duty to refer and the role of the local area designated officer (LADO)

The LADO is employed by the local authority and should be alerted to all cases in which it is alleged that a person who works/volunteers with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. The LADO is involved from the initial phase of the allegation through to the

conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. The LADO will attend local strategy meetings and chair managing allegation strategy meetings. If you have concerns about a staff member or volunteer relating to child protection you are legally obliged to refer the case to the LADO, This is known as “the duty to refer”

- **Contact details:**

Viv Rimmer v.rimmer@richmond.gov.uk 020 8831 6008

Parents

- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents will be given a copy the society's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a disclosure and barring service check (DBS)
- No arrangements should be made for rehearsals outside of the rehearsal room, nor should private arrangements to meet be made with a child. The rehearsal schedule should be sent to each individual parent, and consent given to their attendance. Any changes to the schedule should be communicated directly to the parent/ legal guardian.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity e.g as part of the directions for the play/show being worked on.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- Consent for photography, the storage of such photos, and their use should be obtained from the parent /legal guardian at the start of the rehearsal process.
- Sharing on social media is not acceptable except for the direct purpose of promoting the production.
- Photography of children outside of the production process e.g in dressing rooms is strictly forbidden.

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of personal information.

Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with the NSP. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next

Speak immediately to the NSP. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording a Disclosure

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

1. The child's name, age and date of birth.
2. The child's home address and telephone number.
3. Whether or not the person making the report is expressing their own concerns or those of someone else.
4. The nature of the allegation. Include dates, time and special factors and other relevant information.
5. .
6. A description of any visible bruising or other injuries. Any indirect signs such as behavioural changes.
7. Details of witnesses to the incidents.
8. The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
9. Have the parents been contacted? (Note if the allegation has been made against the parent then advice should be sought from Richmond SPA as to how to proceed, before telling the parent).
10. If so, what has been said?

11. Has anyone else been consulted? If so, record details.

A template recording log is available at

http://www.harrowscb.co.uk/fckeditor/editor/images/userfiles/file/Green%20Book_new%20CAF_Sep%202013.pdf

on page 78

Rights & Confidentiality

- If a complaint is made against a member of the society, he or she will be made aware of his rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the society, a designated first-aider will administer first aid and the injury will be recorded in the society's accident book. This record will be countersigned by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

Disclosure and Barring Service Checks

- All children licensed by a local authority to perform must be supervised by a licensed chaperone/matron or the child's parent. Chaperones are licensed by the local authority and are subject to enhanced disclosure and barring checks
- The society will have a written code of practice for the handling of disclosure information
- The society will ensure that information contained in the disclosure is not misused.

Chaperones

- Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the society. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures.

- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a DBS will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.

- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Adopted September 2014

Review Date September 2015 (and annually thereafter)

Agreed and signed (date)

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