

THEATRIX CHILD PROTECTION POLICY

TheatrixChildProtectionPolicyV1.8.doc

CONTENTS

1. Introduction
2. The Aims of the Child Protection Policy
3. Our Role
4. Guideline Expectations for Workers
5. Designated Safeguarding Lead
6. Recognising Signs or Symptoms of Abuse
7. Responding to Signs or Symptoms of Abuse
8. Safer Working

APPENDICES

- I Key Phone Numbers
- II Code of Conduct – Workers
- III Code of Conduct – Students
- IV Photographs and Images of Children

I INTRODUCTION

Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and their families has a responsibility for keeping them safe.

This policy applies to all Theatrix workers and children. It shows a commitment to protecting and safeguarding children against potential harm or actual harm. It fully accepts and promotes the principle enshrined in the Children Act 1989 that the welfare of the child is our primary concern. The policy also demonstrates a commitment to working with statutory bodies, voluntary agencies to promote the safety and welfare of children and acting promptly whenever a concern is raised about a child or about the behaviour of an adult. Theatrix will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

Definitions

- A *Theatrix Worker* is anyone working for or on behalf of Theatrix including paid staff, ad hoc lesson teachers and volunteers.
- A *Theatrix Student* is anyone enrolled with Theatrix for the time being to receive tuition.
- A *child* is defined as anyone up to the age of 18 years. The regulation relating to children taking part in performances, apply up to statutory school leaving age, which is the last Friday in June of the school year in which they become 16. Theatrix have a duty of care towards young people between statutory school leaving age until they are 18. They may not be required to be supervised by chaperones, but they still need to be protected by Child Protection policies and procedures.
- A *vulnerable adult* is defined as anyone aged 18 years and above who is or may be unable to take care of him/herself, or is unable to protect him/herself against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
- *Safeguarding and promoting the welfare of children* are defined for the purposes of this guidance as:
 - protecting children from maltreatment;
 - preventing impairment of children's health or development;
 - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best life chances.
- *Child Protection* is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. See *Working together to safeguard children – UK Government March 2015*.

NB For the purposes of this policy any reference to a student is a reference to a child or vulnerable adult, and references to a child will generally apply to a vulnerable adult.

2 THE AIMS OF THE CHILD PROTECTION POLICY

This Policy will provide:

- An understanding across the organisation of its role in the protection of children in its care.
- Guideline expectations on how to keep children safe by implementing this policy.
- Contact details for a Designated Safeguarding Lead in Theatrix.
- Information on how to recognise if a child is suffering significant harm and how to respond.

- Guidelines for safer working practices.
- Safer recruitment practice linked to current legislation and issues.
- Training provision and staff supervision.
- What to do if there is a problem.
- Risk assessment and risk management e.g. areas of potential hazard, routes to and from the rehearsal and performance venue etc.

3 THEATRIX – OUR ROLE

- Theatrix recognises its duty of care under *The Children and Young Persons Act 1963*, *The Children (Performances and Activities) (England) Regulations 2014*, *The Children Act 1989* and *Working Together to Safeguard Children 2015*.
- Theatrix is fully committed to safeguarding the welfare of all children and young people up to the age of 18. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.
- Theatrix acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All Theatrix workers 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.

Our specific role at Theatrix with regard to Child Protection is to:

- Make sure Children are valued, listened to and respected.
- Establish clear guidelines or procedures for dealing with concerns about children.
- Recruit workers safely - ensuring necessary checks are made where appropriate and adequate supervision provided.
- Encourage Parental involvement (e.g. as observers or as accompanying adults).
- Ensure resources are sufficient to run safely.
- Give our workers knowledge of safeguarding and share information with children and parents to promote good practice.
- Ensure that all workers understand their legal and moral responsibility to protect students from harm, abuse and exploitation.
- Ensure that all workers understand their duty to report concerns that arise about a student, or a worker's conduct towards a student to the Designated Safeguarding Lead (DSL).
- Reflect this policy in our practice.
- Make sure the premises should be risk assessed and safe.
- NB It is NOT the role of Theatrix to decide whether a child has been abused or not. This is the role of the statutory authorities. It is however everybody's responsibility to ensure that concerns are shared and action is taken. Referrals will be made to the local authority by Theatrix if it is thought that a child is being abused or at risk of abuse. If a child is at risk of immediate harm the police will be called.
- All Theatrix workers should be fully aware of the policy. They must understand their responsibilities and be 'signed up' to them. Our safeguarding policy will be used and shared with Theatrix workers, parents and students; and it will be reviewed and updated annually.

4 THEATRIX – WORKERS' GUIDELINE EXPECTATIONS

Theatrix Workers are to:

- Understand and apply this policy and procedure in their activities;
- Identify opportunities and undertake appropriate training to support them in their role;
- Act appropriately at all times in conjunction with the Workers Code of Conduct and be able to challenge inappropriate behaviour in others;
- Be able to recognise harm; and
- Know how to report any concerns in a timely and appropriate way.

5 THEATRIX – DESIGNATED SAFEGUARDING LEAD

Theatrix has a Designated Safeguarding Lead (DSL) who is in charge of ensuring that the child protection policy is adhered to. The DSL is Rosemarie Partridge who can be contacted on: 01727 860217 or 07788 410304. There is also a Deputy DSL (DDSL), Rachel Barker, who can be contacted on: 07841 848719. This policy will be regularly monitored by the DSL and will be subject to an annual review.

The Theatrix DSL is to:

- Encourage all staff and volunteers to understand this policy and procedure
- Offer opportunities to undertake appropriate safeguarding training and refresher training
- Ensure that the policy and procedure is adhered to
- Ensure that a whistle blowing policy is developed, agreed and communicated with all staff and volunteers

- Ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, followed up to ensure the issues are addressed.
- Refer any child protection concerns to the statutory child protection agencies – (e.g. Police or local authority)
- Inform students and parents of who the DSL and Deputy DSL are and so they are able to raise any safeguarding concerns and know that these will be taken seriously and acted upon.
- Ensure that workers will work in a consistent and equitable manner in line with the safer working practice guidance. See Hertfordshire County Council (HCC) document http://www.thegrid.org.uk/info/welfare/child_protection/allegations/safe.shtml.
- Record any reported incidents in relation to a child/young person or breach of Safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

6 RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

Abuse comes under the four main headings of physical abuse, sexual abuse, emotional abuse and neglect. See UK Government document *What to do if you're worried a child is being abused: advice for practitioners*. All workers should read this document along with a copy of the safeguarding policy. A hard copy will be made available to all workers. It can also be accessed online.

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

6.1 Suspicion of abuse

You may observe signs or symptoms which may indicate a child is either suffering or at risk of suffering significant harm:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting themselves;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems in class, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from class;
- Children who are reluctant to go home after class;
- Children with poor class attendance and punctuality, or who are consistently late being picked up;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements;
- Parents who are dismissive and non-responsive to teacher's concerns;
- Parents who collect their children from class when drunk, or under the influence of drugs.

6.2 Physical Abuse

- Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
- Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones;
- Children with unexplained bruises or cuts, burns or scalds or bite marks;
- Children wearing clothes to cover injuries, even in hot weather;
- Children refusing to undress for costume fittings / dress rehearsals;
- Children displaying aggression towards others; and
- Children fearing physical contact – shrinking back if touched

NB In the performance sector, physical abuse could also include an adult's coercion into or conspiring with children and young people's excessive physical exercise and training and/or deprivation of sufficient rest and sustenance. Parents and other adults should also be alert to self-abuse including cutting and eating disorders.

6.3 Emotional Abuse

- Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.
- Although the effects of emotional abuse might take a long time to be recognisable, teachers will be in a position to observe it, for example, in the way that a parent interacts with their child.
- Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Some of the following signs may be indicators of emotional abuse:

- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons. In the performance sector this will also include trainers and mentors in loco parentis.
- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Children with poor personal hygiene;
- Children who are constantly tired;
- Children with clothes which are ill-fitting and/or dirty; and
- Children with no social relationships.

6.4 Sexual Abuse

The Sexual Offences Act 2003 makes it a criminal offence for a person in a position of trust to engage in sexual activities with a young person under the age of 18. Theatrical workers would be considered to be in a position of trust in relation to students under the age of 18. Sexual activities with vulnerable adults are also proscribed by this act. Theatrical workers should therefore be aware that any sexual activity with a student (child or young person under the age of 18 or with a vulnerable adult) could lead to prosecution under this act. This includes making an approach that could be interpreted as being intended to lead to sexual activity.

- Sexual abuse is any sexual activity with a student.
- You should be aware that many students who are victims of sexual abuse do not recognise themselves as such. They may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.
- Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing.
- It may include non-contact activities, such as involving students in the production of sexual images, forcing them to look at sexual images or watch sexual activities, encouraging them to behave in sexually inappropriate ways or grooming a student in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other students.

Some of the following signs may be indicators that a child, young person under the age of 18 or a vulnerable adult is being sexually abused:

- Display of knowledge or interest in sexual acts inappropriate to their age;
- Use of sexual language or have sexual knowledge that you wouldn't expect them to have;
- Asking others to behave sexually or play sexual games; and
- Having physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

6.5 Child Sexual Exploitation

- Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.
- In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

- Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss class or don't take part in education.

6.6 Neglect

- Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.
- Children who are neglected often also suffer from other types of abuse. It is important that workers remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify.
- Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured.

6.7 Bullying

- Bullying affects everyone at some point in their lives. It may be at school, at college, in an activity group or club, in the workplace or even at home.
- Parents, carers, teachers and others working with children have a duty to take action if they suspect or discover that children are being bullied.

Bullying includes:

- People calling you names;
- Making things up to get another person into trouble;
- Hitting, pinching, biting, pushing and shoving;
- Taking things away from someone;
- Damaging another person's belongings;
- Stealing someone's money;
- Taking someone's friends away from them;
- Cyberbullying;
- Spreading rumours;
- Threats and intimidation;
- Making silent or abusive phone calls;
- NB Bullies can also frighten the victim so that they don't want to go to Theatrix or take part in other activities. The victim may pretend to be ill to avoid the bully.

Theatrix has developed a *Students Code of Conduct* to assist with minimising the opportunity for bullying and encourage student participation in the activities of the group. See Appendix III.

6.8 Other Safeguarding Issues

Other safeguarding issues include:

- Forced marriage/honour based violence/ female genital mutilation (FGM)
- Gangs and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Mental health

- Private fostering
- Radicalisation/extremism
- Sexting/grooming and other E safety (children's online safety) issues
- Teenage relationship abuse
- Trafficking

NB It is not expected that all Theatrix workers will have direct experience of all these safeguarding issues. If a Theatrix Worker believes s/he is encountering such an issue, s/he should immediately seek advice from the DSL or DDSL.

7 RESPONDING TO SIGNS OR SYMPTOMS OF ABUSE

7.1 Disclosure of abuse

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

- Remain approachable, calm and in control, but do not delay in taking action.
- Listen carefully to what has been said without interrupting. 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 Designated Safeguarding Lead (DSL - the person with responsibility for child protection). Make it clear to the child that you will need to share the information with others and 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 will do next.
- Speak immediately to the DSL. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social Care or the Police.
- Never investigate or take sole responsibility for a situation where a child makes a disclosure.
- 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 information to. Make sure you sign and date your record.
- Respect confidentiality and file documents securely.

The DSL will discuss concerns with a parent/carer if this was thought not to place the child at further risk. When the disclosure is about something a parent/carer has done, the DSL should always seek advice from Children's Social Care First.

7.2 Allegations against Theatrix worker

Any report of concern about the behaviour of a worker or an allegation of abuse against a worker must immediately be reported to the DSL or who will refer to the appropriate Local Authority Designated Officer (LADO) if this is an allegation that a worker may have caused harm to a child. The DSL will cooperate fully with the LADO and will keep the worker informed as authorised by the LADO. In some cases the DSL or the LADO may be obliged to involve the police.

7.3 Concerns about a colleague

Workers who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All workers must remember that the welfare of a child is the primary concern. The Theatrix Whistleblowing Policy enables workers to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

7.4 Theatrix Whistleblowing Policy

Introduction

Theatrix is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the Principal and Theatrix workers.

This policy aims to help Theatrix workers to raise any concerns they may have about colleagues or the management of Theatrix with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

It is written in the context of the Public Interest Disclosure Act 1998 which protects workers who 'blow the whistle' on malpractices within their organisation.

7.4.1 Definitions

Whistleblowing is

Whistleblowing, or public interest disclosure, is when a worker reports a concern about the improper actions or omissions of their colleagues or their management which may cause harm to others or to the organisation. Obvious examples of such improper actions include theft, fraud, abuse and breaches of health and safety legislation.

The public interest disclosure should be made 'in good faith'. In other words the disclosure must be made out of real concern about wrongdoing. The whistleblower should reasonably believe the information and allegation is substantially true, even if the information later turns out to have been incorrect. It is not necessary the whistleblower to prove the wrongdoing that is alleged to have occurred or is likely to occur.

A whistleblower is usually not directly or personally affected by the concern and therefore rarely has a direct personal interest in the outcome of any investigation into their concerns. A whistleblower raises the concern so that others can address it.

Whistleblowing is not

Knowingly and maliciously making false accusations for ulterior motives is not whistleblowing. Whistleblowing is not the same as making a complaint or raising a grievance, where the individual is saying that they have personally been poorly treated.

A Theatrix Worker

A Theatrix Worker is anyone working for or on behalf of Theatrix including paid staff, ad hoc lesson teachers and volunteers.

Types of concern

The policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- a criminal offence
- a failure to comply with any legal obligation
- a failure in the protection of children or vulnerable adults
- a miscarriage of justice
- a health and safety risk to an individual
- damage to the environment
- or concealment of the above.

Examples of concern

Examples of concern may include:

- the physical or emotional abuse of children, young people, vulnerable adults or the elderly
- anyone making inappropriate use of Theatrix resources (eg, for their own personal use)
- negligent working practices that put the safety of Theatrix workers or students at risk
- a worker defrauding Theatrix or anyone using Theatrix

7.4.2 How to raise a concern

The person designated to handle whistleblowing concerns is the Principal and shall be known as the Whistleblowing Officer. If the matter concerns the Whistleblowing Officer, it should be raised with the LADO.

Individuals are encouraged to raise their concerns in writing where possible, setting out the background and history of their concerns (giving names, dates and places where possible) and indicating the reasons for their concerns. Workers may invite a colleague to be present during any meetings or interviews about the concerns they have raised.

If any individual is unsure whether to use this procedure or they want independent advice at any stage, they should contact the independent charity, Public Concern at Work's legal helpline on 020 7404 6609, email helpline@pcaw.co.uk. Public Concern at Work will be able to advise on how and with whom to raise a concern about malpractice.

Disclosures made to a legal advisor in the course of obtaining legal advice will be protected under the Public Interest Disclosure Act.

If the individual reasonably believes that the matter relates wholly or mainly to the conduct of a person or body other than Theatrix or any other matter for which a person or body other than Theatrix has legal responsibility, the disclosure should be made to that other person or body.

7.4.3 Protecting the individual raising a concern

If an individual raises a concern which they believe to be true, Theatrix will take appropriate action to protect the individual from any harassment, victimisation or bullying. Employees who raise a genuine concern under this policy will not be at risk of losing their job, nor will it influence any unrelated disciplinary action or redundancy procedures.

The matter will be treated confidentially if the individual requests it and their name or position will not be revealed without their permission unless Theatrix has to do so by law. If in other circumstances the concern cannot be resolved without revealing the individual's identity, the Whistleblowing Officer will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective but the Whistleblowing Officer will decide whether or not to consider the matter taking into account:

- the seriousness of the matter;
- whether the concern is believable;
- whether an investigation can be carried out based on the information provided.

7.4.4 How Theatrix will deal with a concern

How the concern will be dealt with, will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the Theatrix Whistleblowing Officer, the Principal, through a disciplinary process or it may be referred to the police, other agencies such as Social Services, an external auditor or an independent investigator. It may be necessary for the individual to give evidence in criminal or disciplinary proceedings.

Theatrix will give the individual feedback on the progress and outcome of any investigation wherever possible.

If the suspicions are not confirmed by an investigation, the matter will be closed. Staff will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.

7.4.5 Issues not covered by this policy

This policy does not deal with any complaints workers may have about their employment.

If an individual knowingly or maliciously makes an untrue allegation (eg in order to cause disruption within Theatrix), Theatrix will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

8 SAFER WORKING

8.1 Workers

All staff and volunteers must go through a recruitment process that takes into account safeguarding issues as follows:

- A DBS check;
- A CV should be submitted;
- A reference should be obtained – not from a family member and ideally from a previous employer;
- An interview will be conducted;
- Theatrix staff/volunteers will adhere to our safeguarding policy and expectations;
- Theatrix will promote safeguarding training with our staff/volunteers;
- Relevant qualifications and experience in order to practice safely.

8.2 Parents

- The organisation believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care and safeguarding of the children.
- All parents will have access to a copy of the organisation's Child Protection/safeguarding policy and procedures.
- All parents have the responsibility to agree arrangements with Theatrix regarding the release of their children after classes, rehearsals or performances. Unless such an arrangement is agreed Theatrix will not allow a child to leave the Theatre premises until collected by the parent/guardian.

8.3 Unsupervised Contact

- The organisation will ensure that no unauthorised adult has unsupervised contact with the children.
- If possible there should be two adults in the room when working with children.
- If unsupervised contact is unavoidable (i.e. only one member of staff present), steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with the door open.
- All children under 16 years old will be chaperoned at all times by Theatrix workers whilst backstage taking part in performances.

8.4 Behaviour

- It is expected that all workers and students respect each other.
- If there are incidents of unacceptable verbal or physical behaviour by or amongst students, these will be challenged by workers and where appropriate brought to the attention of the parent and Principal.
- All behaviour contrary to the Student Code of Conduct will be challenged.
- Sanctions should be applied in agreement with parents where necessary.
- Any incidents of unacceptable verbal or physical behaviour from workers must be brought to the attention of the Designated Safeguarding Lead and Principal. The relevant disciplinary process will be followed. If this has put a child at risk of significant harm the incident must be referred to the Local Authority Designated Officer (LADO).

8.5 Minimising the risk of physical injury in class and on stage

Theatrix workers will

- Check that the first aid kits in the Kitchen and the Green Room are present and properly stocked. If they are not, they will inform the Principal or Administrator.
- Ensure that they are aware if any student in a class has a medical or other condition that may require an urgent response.
- Comply with the following medical precautions

- Not administer any medicine e.g. paracetamol, unless specifically agreed as a medical necessity by the student's parent.
- Where a student carries emergency medication, eg an epi pen inhaler, ensure that they are aware where the student keeps it, or agree to keep readily available if appropriate.
- Not apply a plaster to a student as s/he may be allergic to it.
- Comply with the following safety precautions in classes
 - Not allow students to work barefoot.
 - Check that students' shoe laces are tied.
 - Not allow students to chew gum.
 - Encourage students to wear clothes that facilitate movement.
- Ensure that the teaching or performance space is kept free of moveable obstacles and hazards.
- Ensure that any equipment, props or furniture used is safe and fit for purpose, eg stage blocks should be used for students to stand on rather than chairs.
- Ensure that all drama activities are appropriate to the size of the teaching or performance space, and the number and age of the students.
- Ensure that all physical theatre, contact or stage fighting exercises are thoroughly explained, choreographed and rehearsed before their commencement: and that students are instructed to remove any jewellery for such exercises.
- Ensure that the use of long or sharp props is closely supervised.

NB See also Theatrix Health and Safety Rules.

APPENDICES

I KEY TELEPHONE NUMBERS

Rosemarie Partridge	01727 860217	Mobile 07788 410304
Dennis O'Connell-Baker	01727 860217	Mobile 07713 931532
Rachel Barker		Mobile 07841 848719
Police	Emergency 999	Non-emergency 101
Police Joint Child Protection Investigation Team	01707 354000	
HCC Local Authority Designated Officer	0300 123 4043	
HCC Safeguarding Children Out-of-Hours Helpline	0300 123 4043	

II CODE OF CONDUCT – WORKERS

INTRODUCTION

This Code of Conduct is intended as a guide to all workers. It sets out standards of conduct which workers are expected to follow when within, or representing Theatrix. Workers are requested to read this Code carefully and consider the issues which it raises and should seek advice and guidance if necessary.

The Sexual Offences Act 2003 makes it a criminal offence for a person in a position of trust to engage in sexual activities with a young person under the age of 18. Theatrix workers would be considered to be in a position of trust in relation to students under the age of 18. Sexual activities with vulnerable adults are also proscribed by this act. Theatrix workers should therefore be aware that any sexual activity with a student under the age of 18 or with a vulnerable adult could lead to prosecution under this act. This includes making an approach that could be interpreted as being intended to lead to sexual activity.

Theatrix Workers will ensure that:

BEHAVIOUR

- Everyone will be treated with respect and dignity.
- Enthusiastic and constructive criticism will be given to students rather than negative criticism.
- They will provide a positive role model.
- Any physical contact made with a student is unambiguously necessary and integral to the teaching process, is expressly permitted by and comfortable for the student and is conducted openly and in the presence of others (students or workers).
- They avoid any behaviour that could be construed or misinterpreted as inappropriate by a student.
- They avoid sharing personal or confidential information with a student.
- Action will be taken to stop any inappropriate behaviour by students.
- A position where professional duty and private interests conflict is avoided, eg using Theatrix to promote or advertise your or someone else's business
- They do not make online associations/friendships with current students via social networking sites or using texting/email facilities on either their mobile phone or PC/Mac to communicate with current students under the age of 18 years old or who are vulnerable adults.

- Any necessary professional communications on behalf of Theatrix with current students under the age of 18 years old are made via the students' parents.
- Their personal conduct on social networking sites avoids words and deeds that might bring the worker or Theatrix into disrepute.
- They report to the Principal any misgivings they may have in respect of their own behaviour, eg where physical conduct with a student has unintentionally caused an adverse reaction or their behaviour has been misconstrued.

SAFEGUARDING

- The welfare of the child is the primary concern.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Bullying will not be accepted or condoned.

DISCRIMINATION

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

PROFESSIONAL DEVELOPMENT

- They will keep informed of changes in legislation and policies for the protection of children.
- They will undertake relevant professional development and training in their field.
- They will receive dedicated safeguarding training.

HEALTH AND SAFETY

- They will comply with health and safety by taking care of their personal hygiene.
- They are fit for work ie not influenced by drugs or alcohol?
- They will ensure that a register is taken in every session and contact and medical details for every child is up to date and available at the place of teaching or performance.
- They are familiar with fire precautions, procedures and drill routines.
- Personal data held by Theatrix is only to be used to assist in working duties; it must not be disclosed to any third party. All workers should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public.

V CODE OF CONDUCT – STUDENTS

INTRODUCTION

This Code of Conduct is intended as a guide to all students. It sets out standards of conduct which students are expected to follow when involved in Theatrix activities. Students are requested to read this Code carefully and consider the issues which it raises and should seek advice and guidance if necessary.

Theatrix students will comply with the following:

- Be polite and respectful to everyone including fellow students and Theatrix workers.
- Follow instructions and class guidelines to keep yourself and others safe.
- Our classes may involve physical theatre. Physical contact that makes you uncomfortable or may harm others is not acceptable.
- Do not be a bully and if you see someone being bullied, immediately report it to your Theatrix Teacher.
- Phones should not be used in class. Please keep them on the side in silent mode.
- Photographs must not be taken of fellow students at Theatrix without their permission. The photo must not be placed on social media.
- All students are encouraged to be present and prompt. Theatrix attendance and participation in class are an essential part of the learning and rehearsal process. This is necessary for student success and will achieve the best results from your time at Theatrix.
- Avoid distractions that interfere with you learning theatre skills; your priority is to be the best that you can be.
- Do not become a distraction for others. Give every other student the opportunity to maximize their potential.
- Encourage your fellow students.
- Represent yourself in a manner that you will be proud of. Take advantage of the opportunities you have at Theatrix. The skills you learn will be valuable throughout your life.

IV PHOTOGRAPHS AND IMAGES OF CHILDREN

An authorised Theatrix photographer takes pictures during performances of students' work for parents, production rehearsals and public performances. These photographs are used for archival, educational and publicity purposes, our Facebook page and to illustrate our publications, eg play programmes. However, it is a matter for the individual student's parents/guardians to decide whether or not we should be taking and using such photographs. Therefore

- Theatrix needs permission from the parent/guardian to photograph/video a child in a class, rehearsal or performance.

- Theatrix prohibits any photography during shows apart from by a Theatrix authorised photographer who is made aware of any children who are not to be photographed as per a parental/guardian decision.
- The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments is expressly forbidden.
- It is the responsibility of the parent/guardian of a Theatrix student to seek the permission of other Theatrix students' parents/guardians to include them in a group photograph/video and to post such images on social media.

SIGNED ON BEHALF OF THEATRIX

Signature

Name in CAPITALS

Position in CAPITALS

Date

Policy Review Date
