

Smile Productions CIC
Child Protection and Safeguarding Policy

Introduction

Everyone who participates in this Society is entitled to do so in an enjoyable and safe environment. Smile Productions CIC have a moral and legal obligation to ensure that, when given the responsibility of children, young people and vulnerable adults, members and volunteers provide them with the highest possible standard of care.

The aim of this policy is to promote good practice, by providing children and young people with the appropriate safety and protection whilst in the care of the Society and to allow members and volunteers to make informed and confident responses to specific child protection and safeguarding issues.

Smile Productions CIC recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1986, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the Child Performance and Activities Licensing Legislation (England) 2015.

Throughout this policy –

In relation to chaperoning, the term “child” refers to all children of compulsory school age including those in school Year 11. All children satisfying this description will be licensed and required a licensed chaperone as stated below. In all other cases “child/young person” will refer to all children under the legal age of 18 years. This Society recognises that young people between 16-18 years of age may be treated differently and that they do not require licensing or chaperoning. The Society will allow discretion on an individual basis where deemed appropriate.

Policy Statement

Smile Productions CIC is committed to:

- The welfare of children and young people;
- All children and young people, whatever their age, culture, ability, gender, racial origin, religious beliefs and or sexual identity, being able to participate with Smile Productions within a fun and safe environment;
- Taking all reasonable and precautionary steps to protect children and young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;
- All suspicions and allegations of poor practice or abuse being taken seriously and responded to both swiftly and appropriately;
- A member of Smile Productions being named as a designated Safeguarding Officer and ensuring they receive training on appropriate guidance in good practice and child protection and safeguarding procedures;
- Working in partnership with parents and children for the protection of all children;
- Ensuring Committee members checking that there is an appropriate adult to work with children at all times.

Monitoring and Reviewing of Policy and Procedures

The implementation of procedures will be regularly monitored and reviewed. The Safeguarding Officer will regularly report to the Committee with any issues or changes and ensure new versions of this Policy are available to all parents and members.

Safeguarding Officer

Smile Productions CIC has a dedicated Safeguarding Officer who is in charge of ensuring that the Child Protection and Safeguarding Policy and Procedures are adhered to. This designated person is Jo Guillatt who is contactable on 07757061978 or projectgive2021@gmail.com.

Responsibilities of Smile Productions CIC

At the outset of any production involving children or young people, the Society will;

- Undertake a risk assessment by our Health & Safety Officer and monitor any risks throughout the production process;

- To ensure all children, young people or vulnerable adults have their own Individual Care Plan to ensure their needs are adequately met and to safeguard themselves and others;
- Identify at the outset the person with designated responsibility for Child Protection and Safeguarding;
- Engage in the effective recruitment of Chaperones and other individuals with responsibility for children, including the vetting process;
- Ensure that all children are supervised at all times;
- Have appropriate measures in place to contact the Local Authority Social Services, should a concern need to be reported;
- All committee members must hold a Safeguarding Level 1 qualification;
- Ensure performance licences procedures are implemented and adhered to;
- In the event of a safeguarding or child protection issue, the person reporting the claim must contact the Designated Safeguarding Officer in the first instance on 07757061978 or projectgive2021@gmail.com. The only person with access to this phone number and email address is the DSL, to ensure all correspondence remains confidential;
- Should a claim be made against the Designated Safeguarding Officer, the complaint should be made directly to the society chairman, Ian Grainger, on 07900490778 or grainger.i@sky.com;
- In the event of a complaint being made against Smile Productions CIC as a whole, the individual making the complaint should do so directly to Dudley MBC Children's Entertainment and Licensing department in the first instance.

Responsibilities of Parents

- This Society believes in the importance of a partnership between Parents and the Society. Parents are encouraged to be involved in the activities of the Society and share responsibility for the care of the children and you people.
- All parents will be provided with a copy of the Child Protection and Safeguarding Policy.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances and to ensure their children are signed in/out when required. It is NOT a responsibility of the Society to take children or young people home.

Unsupervised Contact

- Smile Productions CIC will endeavour to ensure that no adult has unsupervised contact with children or young people.
- The Society will ensure there are always a minimum of 2 adults in the room when working directly with children.
- If for any reason unsupervised contact is unavoidable, necessary steps will be taken in order to minimise the risk. For example, work will be carried out in a public area or designated room whereby the door is left open.
- If it is predicted that an individual is likely to require unsupervised contact with children, they will be required to obtain the necessary DBS check prior to this taking place.
- No child will be left unsupervised at any given time.

Physical Contact

- Adults will only have physical contact with children when absolutely necessary and will only be in relation to the specific activity or performance taking place.
- Adults will seek the consent of the child prior to any physical contact and ensure the purpose of the contact is made clear from the outset.

Managing Sensitive Information

- Smile Productions CIC will request parental consent for the taking, using and storage of any and all photographs, videos and/or videos of children for promotional purposes.
- The Societies web-based materials will be carefully monitored for inappropriate use.
- Smile Productions CIC will ensure confidentiality in order to protect the rights of its members including the safe handling, storage and disposal of sensitive information.

Suspicion of Abuse

- If anybody sees and/or suspects abuse of a child whilst in the care of Smile Productions, this should be made known to the Safeguarding Officer or in their absence, the Deputy Safeguarding Officer. If the suspicion is in relation to the Safeguarding Officer then the concern should be raised with the Chairperson directly.

- Please ensure that you make a note for your own records of what you have witnessed as well as your response to the event in question, in case there is a follow-up or investigation in which you are involved.
- If a serious allegation is made against any member, associated person and/or volunteer of Smile Productions that person may be suspended with immediate effect, at the discretion of the Committee, whilst an investigation is conducted and subsequently concluded. Should this occur, the individual will be restricted from access to any theatre or rehearsal spaces and will refrain from divulging any information regarding the ongoing investigation with any members of the society.

Disclosure of Abuse

If a child confides in you and reports that abuse has taken place, you must ensure:

- You remain calm and in control, but do not delay in taking appropriate action;
- To listen carefully to what is being said. Allow the child to lead you at their own pace and only ask questions for clarification. Do not ask questions that suggest a particular answer;
- You do not promise to keep anything a secret. Use your first opportunity to share the disclosed information with the Safeguarding Officer. Make it clear to the child that you will need to share this information with others. Also make it clear that you will only share the information with people who need to know and will be able to help;
- To reassure the child that they did the right thing for telling someone;
- To tell the child what you are going to do next;
- You speak to the Safeguarding Officer immediately. It is that person's responsibility to liaise with any relevant authorities, such as social services, and/or the police;
- As soon as possible after the disclosing conversation, you make a note of exactly what was said, using the child's exact wording. You must note the date, time and any specific names that are involved/mentioned. You **MUST** sign and date your recording.
- Do not assume or presume anything relating to any matters.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of any/all allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with an appropriate statutory child protection agency.
- An accurate note shall be made of the date and time of any incident/disclosure, the parties involved, what was said or done and by whom, any investigative action, any

further action/s taken eg. suspension of an individual, why the matter was not reported to an appropriate authority (if appropriate) and the name/s of the persons reporting including to whom it was reported.

- Any record will be stored securely by the Safeguarding Officer and shared only with those who need to be aware of the incident and/or allegation.

Rights & Confidentiality

- If a complaint is made against a member of the Society, they will be made aware of their rights under the Society's disciplinary procedures.
- Regardless of your feelings toward any accusation and/or allegation, both the alleged abuser and victim have the right to confidentiality under the Data Protection Act 2018. Also remember that any pursuing criminal investigation could be compromised through the release of confidential information.
- Under Criminal Law, the Crown, or any other prosecuting authority, has to prove guilt of any individual and the defendant is therefore presumed innocent until proven guilty.

Accidents

- In order to avoid accidents, children and chaperones will be advised of health and safety rules and notified of any areas that are defined as out of bounds. Children and Parents will be informed of appropriate clothing and footwear relevant to the activities being undertaken.
- If a child is injured whilst in the care of Smile Productions CIC, a designated First-Aider will administer first aid and the injury will be recorded in the Society's accident book.
- Any first aid recording will be countersigned by the Safeguarding Officer.
- If a child joins a production with a pre-existing injury, this will be recorded in the accident book and countersigned by the Safeguarding Officer.

Criminal Record Disclosures

- All Chaperones, Committee members and/or other personnel, as deemed appropriate by the committee, associated with Smile Productions will be subjected to the relevant Disclosure and Barring Service checks.
- Smile Productions CIC will ensure that information contained in these disclosures is not misused.

Chaperones

- Chaperones will be appointed by Smile Productions CIC for the care of children during the production process. By law, the chaperone is acting 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 any appointed chaperones care shall not exceed 12.
- Any potential chaperones will be required to attend the relevant training required by the appropriate Local Authority and undergo any relating checks in order to obtain an official chaperones license.
- All chaperones will be made aware of and issued with a copy of the Society's Child Protection and Safeguarding Policy.
- Whereby unsupervised access is unavoidable, or is a requirement of the relevant local authority, a criminal record disclosure will be sought.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must first 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 inform the producer to cease using children in this way and contact the local authority.
- During performances, chaperones will be responsible for meeting children at a designated area and for facilitating parents/designated adults to sign them in.
- Children are not to leave the theatre or rehearsal space without chaperone supervision unless in the company of their parent/s or designated adult.
- Children are not allowed to enter adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures within the venue and will ensure that children within their care do not place themselves or any other persons in danger.
- Chaperones must ensure any accidents are reported and recorded by the Society.

- Chaperones should have confirmed written arrangements for children after performances. If someone different is to collect a child, this should be a designated adult and be listed on the authorised collection paperwork.
- Children should be signed out when leaving by the parent or designated adult and this should be facilitated by a chaperone.

Declaration

On behalf of Smile Productions CIC I, Jo Guillatt, hereby agree to oversee the implementation of and upholding of the Child Protection and Safeguarding Policy:

Printed: Jo GUILLIATT

Signed: [Signature]

Date: 17/5/2022

Next Review date: MAY 2024