



# Child Protection & Safeguarding Policy

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### **About This Policy**

We in Belper Musical Theatre and Belper Junior Musical Theatre are committed to a practice which protects children from harm.

Volunteers and employees in this society accept and recognise our responsibilities to develop awareness of issues which cause children and young people harm.

We will endeavour to safeguard children and young people by-

- adopting child protection guidelines through a code of behaviour for volunteers and employees;
- sharing information about child protection and good practice with children, parents, volunteers and employees
- sharing information about concerns with agencies who need to know about involving parents and children appropriately;
- following carefully the procedures for recruitment and selection of volunteers and employees.

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## **Code of Behaviour**

### **Statement of Intent**

It is the policy of Belper Musical Theatre and Belper Junior Musical Theatre to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. This society is committed to creating a safe environment in which children can feel comfortable and secure while engaged in Belper Musical Theatre and Belper Junior Musical Theatre's rehearsals or performances. Employees and volunteers should, at all times, show respect and understanding for individual's rights, safety and welfare and conduct themselves in a way that reflects the ethos and principles of Belper Musical Theatre and Belper Junior Musical Theatre.

### **Guidelines for all Belper Musical Theatre and Belper Junior Musical Theatre employees and volunteers**

#### **Attitude**

Employees and volunteers should be committed to:-

- treat children and young people (CYP) with respect and dignity
- listen to what a CYP is saying
- value each CYP
- recognise the unique contribution each individual can make
- encourage and praise each child or young person

#### **By Example**

Employees and volunteers should endeavour to:-

- provide an example, which we would wish others to follow
- use appropriate language with CYP and challenge any inappropriate language used by a CYP or an adult working with CYP
- respect a young person's right to privacy

#### **One to One Contact**

Employees and Volunteers should:-

- not spend excessive amounts of time alone with CYP, away from others
- in the unlikely event of having to meet with an individual CYP, make every effort to keep this meeting as open as possible
- if privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

#### **Physical Contact**

Employees and Volunteers should never:-

- engage in sexually provocative or rough physical games, including horseplay
- do things of a personal nature for a CYP that they can do for themselves
- allow, or engage in, inappropriate touching of any kind

#### **General**

Employees and volunteers should:-

- be aware that someone might misinterpret our actions no matter how well intentioned
- never draw any conclusions about others without checking the facts
- never allow ourselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes
- never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about or to, a CYP, even in fun

## **Sharing Information About Child Protection and Good Practice**

Good communication is essential in any organisation. In Belper Musical Theatre and Belper Junior Musical Theatre, every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. Some information is confidential and should only be shared on a strictly need-to-know basis.

### **Children and Young People (CYP)**

CYP have a right to information, especially any information that could make life better and safer for them. Belper Musical Theatre and Belper Junior Musical Theatre will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties. When sharing information, Belper Musical Theatre and Belper Junior Musical Theatre will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

### **Parents and Carers**

Parents/carers with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- publishing the name Designated Child Protection Officer(s) and how to make a complaint on the website [www.belpermusicaltheatre.co.uk](http://www.belpermusicaltheatre.co.uk)
- publishing a full copy of the Child Protection Policy on the website [www.belpermusicaltheatre.co.uk](http://www.belpermusicaltheatre.co.uk)

### **Employees and Volunteers**

Each employee or volunteer will be made aware of their responsibilities under the CP legislation and will have access to Belper Musical Theatre and Belper Junior Musical Theatre's CP policy. Guidance on what constitutes as abuse and how to recognise it will also be made available (see appendix 1).

Employees and volunteers leading rehearsals will be known by the society to have a current DBS check. At performances, CYP will be accompanied by licensed chaperones, assisted by others with DBS checks.

### **Other Bodies**

A copy of our CP policy will be made available to any other appropriate body.

## **Procedure for Reporting Allegations or Suspicions of Abuse**

In any case where an allegation is made, or someone in Belper Musical Theatre and Belper Junior Musical Theatre has concerns, a record should be made. Details (see appendix 2) must include, as far as practical:

- name of child or young person
- age
- home address
- date of birth
- name/s and address of parent/s or carer/s with parental responsibility
- telephone number
- is the person making the report expressing their own concerns or passing on those of somebody else? If so, record details.
- What has prompted the concern? Include dates and times of any specific incidents
- Has the child or young persons been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated CP officer, social services etc.
- Has anyone else been consulted? If so, record details.

The Designated Child Protection office must have a copy of the allegation/concern report and must make comments on the action taken.

### **Designated Child Protection Officers**

1. Jennifer Lewis

07976 930608

[sarahandjen@btinternet.com](mailto:sarahandjen@btinternet.com)

2. Stacey Hyndman

07769 152723

[Stacey.hyndman@hotmail.com](mailto:Stacey.hyndman@hotmail.com)

The Designated CP officers will inform the relevant outside agencies of the incident.

#### **Social Services**

Derbyshire Tel: 01629 533190

Derby City Tel: 01332 641172

Nottinghamshire Tel: 0300 500 8080

#### **Police**

Emergency Tel: 999

Non-emergency Tel: 101

**NSPCC Helpline** Tel: 0808 800 5000

**Child Line** Tel: 0800 11 11

## **Disclosure**

- Never guarantee absolute confidentiality, as CP will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly. Offer him/her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption. Accept what is said- it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately (see appendix 2), as soon as possible after the event. Use the child's words or explanations- do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of Belper Musical Theatre and Belper Junior Musical Theatre's Designated CP officers for advice/guidance. The Designated CP officer may then discuss the concern/suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated CP officers are not available, or it is inappropriate to approach them, the volunteer or employee with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

## **Appendix 1- Definitions**

The lists below are by no means exhaustive to give employees and volunteers involved with Belper Musical Theatre and Belper Junior Musical Theatre some guidance on how to recognise child abuse. Any information has to be seen in the context of the CYP's whole situation and circumstances. Different types of abuse *may* overlap or co-exist.

### **Physical Abuse**

Physical abuse is the causing of physical harm to a CYP. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

#### **Signs of possible physical abuse:-**

- unexplained injuries or burns, particularly if they are recurrent;
- improbably excuses given to explain injuries;
- refusal to discuss injuries;
- untreated injuries or delay in reporting them;
- excessive physical punishment;
- arms and legs kept covered even in hot weather;
- fear of returning home;
- aggressive towards others;
- running away;
- administration of toxic substances.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment.

#### **Signs of possible neglect:-**

- constant hunger or inappropriate/erratic eating patterns;
- poor personal hygiene;
- constant tiredness;
- lack of adequate clothing;
- failure to seek appropriate/necessary medical attention;
- unhygienic home conditions.



### **Emotional Abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally- inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children.

#### **Signs of possible emotional abuse:-**

- low self-esteem;
- continual self-deprecation;
- sudden speech disorder/refusal to speak;
- fear of carers;
- severe hostility/aggression towards other children;
- significant decline in concentration span;
- self-harm.

### **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards the child or encouraging children to behave in sexually inappropriate ways.

#### **Signs of possible sexual abuse:-**

- sleep disturbances or nightmare;
- complaints of genital itching or pain;
- self harm;
- eating disorders;
- unexplained pregnancy;
- acting in a sexually explicit manner;
- anxiety/depression/withdrawn;
- fear of undressing e.g. for physical exercise;
- low self-esteem;
- inappropriate sexual awareness;
- running away;
- developmental regression;
- lack of trust in adults or over familiarity with adults.

### **Significant Harm**

Significant harm can result from a specific incident, a series of incidents or accumulation of concerns over a period of time. It is essential that when considering the presence of likelihood of significant harm that the impact (or potential impact) on the child takes priority and not simply the alleged abusive behaviour.

To understand and identify significant harm, it is necessary to consider:-

- the nature of harm, either through an act of commission or omission;
- the impact on the child's health and development, taking into account their age and stage of development;
- the child's development within the context of their family and wider environment;
- the context in which a harmful incident or behaviour occurred;
- any particular needs, such as a medical condition, communication impairment or disability that may affect the child's development, make them more vulnerable or influence the level and type of care provided by the family;
- the capacity of parents or carers to meet adequately the child's needs;
- the wider and environmental family context.

### **Prevent Duties**

Belper Junior Musical Theatre and Belper Musical Theatre will ensure all employees and volunteers adhere to their duties in the Prevent guidance 2015 to prevent radicalisation.

The child protection officers:-

- establish or use existing mechanisms for understanding the risk of extremism
- ensure staff understand the risk and build capabilities to deal with issues arising
- communicate the importance of the duty
- ensure all employees and volunteers implement the duty

Belper Junior Musical Theatre and Belper Musical Theatre will respond to any concern about Prevent as a Safeguarding concern and will report in the usual way using local Safeguarding Procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

Belper Junior Musical Theatre and Belper Musical Theatre will use the relevant forms to record any concerns, keeping records which will be treated as a Child Protection Record, storing them as appropriate.

### **Child Sexual Exploitation**

Risk factors may include;

- going missing
- engagement in offending
- disengagement from education
- using drugs or alcohol
- unexplained gifts/money
- repeat concerns about sexual health
- decline in emotional wellbeing

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police.

### **Child Criminal Exploitation (including county lines)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims

### **Female Genital Mutilation**

Belper Junior Musical Theatre and Belper Musical Theatre recognises and understands that there is a now a mandatory reporting duty for all adults to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. All suspected or actual cases of FGM are a Safeguarding concern in which Safeguarding procedures will be followed; this will include a referral to the police.

Signs may include:-

- days absent from school
- not participating in physical activities
- in pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- confides that she is having a special procedure, cut or celebration
- plans to take a holiday which may be unexplained or extended in a country known to practice FGM

<b>Child Protection INCIDENT RECORD FORM</b>
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Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
Child's date of birth:
Date and time of any incident:
Your observations:
Action taken so far:

## BJMT Child Protection Policy

External agencies contacted (date & time)	
<b>Police</b> yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Social care</b> yes/ no	If yes – which: Name and contact number: Details of advice received:
<b>NGB</b> yes/no	Name and contact number: Details of advice received:
<b>Local authority</b> yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Other</b> (eg NSPCC)	Which: Name and contact number: Details of advice received:

Signature:

Contact No:

Date:

**Please hand this form to the CP officers as soon as possible.**

Remember to maintain confidentiality on a *need to know* basis. Do not discuss this incident with anyone other than those who need to know.