

**Guideline for developing
Safeguarding Policies and Procedures for
organisations that involve children in their
performances.**

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Introduction

Why?

It is good practise for organisations that involve children in their performances, or paid modelling to have a safeguarding policy which is regularly reviewed and updated, and ensure all members, staff and volunteers are familiar with it. Contained within this document are statement and guidelines that provide organisations with the framework that can be built on and tailored to meet the specific needs of the organisation

The NSPCC has noted the following characteristics are common in organisations where abuse is most likely to exist:

- Minimal supervision of children
- Inadequate guidelines or procedures for dealing with concerns about children
- Lack of specialist skills or knowledge about child protection
- Minimal staff support
- Children left to their own devices
- Discouragement of parental involvement (eg. as observers or as accompanying adults)
- Lack of resources
- Gaps between policy and practice
- Poor co-ordination and lack of consistency in supervision

These provide a useful first step in considering the policies and safe working practices the organisation should adopt to ensure the protection of children and vulnerable adults in their care

Up to what age?

A child is defined as anyone up to the age of 18 years. The regulations relating to children taking part in performances and modelling apply up to the statutory school leaving age. Children do not reach the statutory school leaving age until the end of June in the academic year in which they become 16. Organisations have a duty of care towards young people between the statutory school leaving age and 18. They may not be required to be supervised by chaperones but they are still need to be protected according to safeguarding policies and procedures.

Why do we need a Policy?

Organisations working with or providing services for children should have a written safeguarding policy and set of procedures in place. All members, staff and volunteers should be fully aware of the policy and procedures, understand their responsibilities and be 'signed up' to them. The policy should provide the foundation for:

An understanding across the organisation of its role in the protection of children in its care.

Practical objectives for ensuring the protection of children.

Reasons why the organisation needs formal procedures, including the recruitment and training of relevant personnel, responding to allegations of abuse, and who it is that takes lead responsibility within the organisation for the protection of children.

Acquiring basic information on current legislation and issues.

Accessing further information and advice.

Why do we need a procedure?

Linked to the safeguarding policy, organisations should have a set of procedures about how to put the policy into practice. The policy and the procedures should be dated and should be reviewed and updated regularly. They will be particular to how the organisation engages with children. The procedures should include:

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The organisation has a dedicated Child Protection/Welfare/Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to. That person's name is NAME INSERTED HERE and he/she can be contacted on TELEPHONE NUMBER INSERTED HERE

In implementing this child protection policy Name of Organisation will:

Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation

Communicate to all workers/members/volunteers/members their responsibility to work to the standards that are detailed by the Surrey Safeguarding Children Partnership, and the need to work at all times towards maintaining high standards of practice in protection of children

Ensure that all workers/members understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection

Ensure that the organisations named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)

Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner

Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.

Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them

This policy will be regularly monitored by the Executive Committee of the organisation and will be subject to annual review.

Date agreed:

Developing procedures

Your organisation's safeguarding procedures should detail the steps which will be followed where there are concerns that a child or young person could be experiencing abuse and/or neglect. The procedures should help to ensure a speedy and effective response for dealing with such concerns.

Section 1 – Introduction

Your introduction should give a brief outline of the work that you do with children and young people. You should make it clear that your organisation is committed to the welfare and protection of children and/or young people within all the activities your organisation undertakes.

You should include the purpose of the procedures (i.e. to ensure that all concerns about the care and protection of children/young people are

Section 4 - Named Person(s) for Child Protection and Safeguarding

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with child protection and safeguarding issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures.

For example:

Name of Organisation has an appointed individual who is responsible for dealing with any child protection and safeguarding concerns. In their absence, a deputy will always be available for workers/members to consult with.

The named persons for Child Protection and Safeguarding within Name of Organisation are:

Named person for child protection/safeguarding:

Work telephone number:

Mobile number:

Emergency contact no:

Deputy person for child protection/safeguarding

Name of contact person:

Work telephone number:

Mobile number:

Emergency contact no:

The role and responsibilities of the named person(s) are:

> To 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,

Recording of information

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.

An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.

The record will be stored securely and shared only with those who need to know about the incident or allegation.

Section 6 – Creating a Safe Organisation

The following section should provide clear guidelines that address the issues detailed below. Any part of this text can be copy and pasted into the organisations procedure.

Photographs and images of children

E-Safety

Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

The organisations e-

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.

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

The organisation has a policy and procedures for the taking, using and storage of photographs or images of children.

Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

The organisation's web-based materials and activities will be carefully monitored for inappropriate use.

The organisation will ensure confidentiality in order to protect the rights of its

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Section 7 – Disseminating/Reviewing policies and Procedures

All organisations should have in place a system for disseminating and reviewing their overall policies and procedures. They should be reviewed

Neglect

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