



DYNAMO YOUTH THEATRE

CHILD PROTECTION POLICY

POLICY STATEMENT

Dynamo Youth Theatre is fully committed to safeguarding the well-being of its participants in accordance with the Home Office code of Practice, Safe from Harm. Trustees, volunteers and leaders should be fully aware of the organisation's Child safety guidelines. They should also show respect and understanding for their own rights, safety and welfare and conduct themselves in a way that reflects the principles of Dynamo Youth Theatre. The process of implementing the policy is the responsibility of the Artistic Director.

All participants, whether adult or child, are provided with a copy of the Youth Theatre's Child Protection Policy Statement.

OBJECTIVES

In order to achieve the principles of the Policy Statement, DYT will:

- Create an environment where young people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continue to develop awareness in all trustees, volunteers and leaders of the need for Child Protection and their responsibilities in identifying abuse, with particular care being taken for young people with disabilities
- Ensuring that all trustees, volunteers and leaders are aware of the referral procedures at DYT
- Ensuring that outside agencies are involved as appropriate
- Providing information for parents/carers outlining procedures laid down within this and other related DYT policies
- Ensure young people know there are adults at DYT whom they can approach if they are worried

CODE OF GOOD BEHAVIOUR AND GOOD PRACTICE

You should:

- Treat others as you would expect them to treat you
- Provide an example you wish others to follow
- Where possible plan activities which involve more than one adult being present or at least within sight or hearing
- Respect a person's right to privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned
- Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse
- Be aware of the possible implications of physical contact with young people



You should not:

- Show favouritism to any individual
- Make suggestive remarks or gestures, even in jest
- Have inappropriate physical or verbal contact with others
- Allow young people to use inappropriate language unchallenged (i.e. swearing, racial/sexual taunts)
- Permit abusive behaviour (e.g. bullying, ridiculing or initiation ceremonies)
- Jump to conclusions or make assumptions about others without checking facts
- Encourage inappropriate attention seeking behaviour
- Exaggerate or trivialise child abuse issues
- Rely upon just your good name to protect you, by deliberately placing yourself or others in a compromising situation
- Believe it could never happen to you

If one-to-one contact is unavoidable:

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the young person to areas where there are more people
- Obtain permission from the young person before any physical contact is made, for instance if you need to administer first aid
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child or other people
- Avoid where possible giving young people a lift alone, however short the journey. When this is unavoidable, it is advisable to get consent from the young person's parents or guardian. You must also ensure the young person sits in the back of the car. Trustees and volunteers should also take insurance cover into account when considering giving lifts to young people, as DYT insurance does not cover this.

PROCEDURES:

If you suspect or are told that a young person is being abused:

- You must always refer to the designated persons at Dynamo Youth Theatre. Don't investigate yourself.
- Write down the details as you know them on the Child Protection Report Form.
- Ensure that the young person is given the opportunity to talk to you, or an independent person
- Do not press for information or ask leading questions
- Accept at face value what the young person says
- Your reaction should be neutral, do not pass judgement on what is said
- You must never promise that you will not tell anyone
- Do not approach a suspected abuser yourself
- Offer support to the young person; try to alleviate any fears or guilt which the young person may have.



Please follow the procedures for reporting guidelines, and utilise the contact sheet and report form provided.

If you receive an allegation of child abuse by an adult:

- Contact the Artistic Director. Any information, no matter how trivial it may appear, must be shared.
- Record the nature of the allegation in detail
- Do not try to resolve the issue yourself – follow the Procedures for Reporting guidelines and use the report form provided
- Trustees and volunteers, who hear an allegation of abuse against another member of the team, or indeed against themselves, should report the matter immediately to the Artistic Director. If the allegation is against the Artistic Director, the Chair of the board of Trustees should be contacted.

MONITORING AND RECORD KEEPING

- All incidents should, ideally, be written up within the hour. Legally they must be recorded within 24 hours.
- Written notes should be attached if made separately from the attached report sheet
- Reports should be signed by trustee/ volunteer/leader, with the name printed and designation
- Reports and records should be passed to the Artistic Director who in turn will take responsibility for the safe storage and processing of this information
- All information gathered should be treated with strict confidentiality

Dynamo Youth Theatre's Child Protection and recruitment procedure

All trustees, volunteers and leaders must provide evidence of clearance by the Criminal Records Bureau at the appropriate level for the adult's involvement with DYT.

DYT will undertake to obtain such clearance using an umbrella organisation such as Havant Borough Council. To that end all personal details as required on the CRB form will be provided by the trustees/ volunteers.

Trustees, volunteers and leaders without a CRB check will not be permitted to serve unsupervised with the organisation until the process has been completed.

THE ROLE OF THE DESIGNATED PERSONS

To be effective in this role they must;

- Act as a source of advice, support and expertise within the organisation and be responsible for co-ordinating action regarding referrals, liaising with Social services and other relevant agencies in cases of abuse and allegations of abuse, regarding both young people and trustees/volunteers/leaders



- Ensure each trustee and volunteer has access to, and is aware of DYT's Child Protection Policy.
- Ensure the Child Protection Policy is reviewed annually
- Be able to keep accurate, detailed and secure written records of concerns and referrals
- Ensure parents/carers see copies of the Child Protection Policy to alert them to the fact that DYT may need to make referrals.

THE ROLE OF THE BOARD

- To sanction a robust Child Protection Policy, review it annually monitor and evaluate its effectiveness and be satisfied that it is being complied with.
- To ensure a designated person or persons are allocated with the responsibility for Child Protection co-ordination, along with a nominated board member.
- To ensure necessary training takes place for the Designated Persons to carry out their role.
- To ensure that there are safe and effective recruitment and disciplinary procedures in place.
- To ensure an annual item is placed on Board meeting agenda, detailing changes affecting policy and procedure, training undertaken and numbers of cases/incidents (without names or details).



**DYNAMO YOUTH THEATRE
CHILD PROTECTION POLICY
INCIDENT REPORT**

Name of company member:

Date of birth:

Parent/Guardian's name:

Contact address of child:

Contact telephone number:

Time and date of incident:

Description of incident:

Reported to:

Action taken:

Signature:

Date:

Reported by:

Attach additional sheets as required