

# **NEW VENTURE THEATRE – SAFEGUARDING AND CHILD PROTECTION POLICY**

**The New Venture Theatre recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, the Children Act 1989 revised 2004.**

**The society recognizes that abuse can take many forms, whether it is physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to a practice which protects children from harm. All members of the Society accept and recognize the responsibilities to develop awareness of the issues which cause children harm.**

**The society believes that:**

- **Safeguarding is everyone's responsibility.**
- **The welfare of children is paramount;**
- **All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;**
- **All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;**
- **All members and employees of the society should be clear on how to respond appropriately.**
- **All members working with Youth will be provided with a copy of the Society's Code of Behaviour [Appendix A] and sign to that effect.**

**The society will ensure that:**

- **All children will be treated equally and with respect and dignity;**
- **The welfare of each child will always be put first;**
- **A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;**
- **Enthusiastic and constructive feedback will be given rather than negative criticism;**
- **Bullying will not be accepted or condoned;**
- **All adult members of the society provide a positive role model for dealing with other people;**
- **Action will be taken to stop any inappropriate verbal or physical behaviour;**
- **It will keep up to date with health and safety legislation;**
- **It will keep informed of changes in legislation and policies for the protection of children;**
- **It will undertake relevant development and training;**
- **It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.**

**The society has child protection procedures which accompany this policy. This policy should also be read in conjunction with the society's Equal Opportunities Policy and Health and Safety Policy.**

**The society has a dedicated Safeguarding and Child Protection Officer, who is in charge of ensuring that the safeguarding and child protection policy and procedures are adhered to. That person's name is Patricia Lyne [aka Pat Boxall] and she can be contacted on Tel: 01273 770004 Mob: 07786 585253 email: pat.lyne\_47@btinternet.com**

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

**Date 7<sup>TH</sup> March 2006. Last reviewed and updated 9<sup>th</sup> March 2016**

## **SAFEGURDING AND CHILD PROTECTION POLICY APPENDIX A**

### **CODE OF BEHAVIOUR - FOR ALL THOSE WORKING WITH YOUTH AT THE NEW VENTURE THEATRE**

**All those working with children should not:**

- Spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other members or volunteers should be aware of the meeting.

- Make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in teaching moves or similar. In all such cases contact should only take place with the consent of the child.

- Take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians).

- Meet children outside of organised activities, unless it is with the knowledge and consent of the parents and the person in charge of the event.

- Start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.

- Ever (even in fun):

- Initiate or engage in sexually provocative conversations or activity.

- Allow the use of inappropriate language to go unchallenged.

- Do things of a personal nature for children that they can do themselves.

- Allow any allegations made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues.

- Make promises to keep any disclosure confidential from relevant authorities.

- 7. Show favouritism to any one child, nor should they issue or threaten any form of physical punishment.

**All those working with children must:**

- Respect children's rights to privacy and encourage children to feel comfortable enough to report attitudes or behaviour they do not like.

- Act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the company. All pre-existing relationships between members/volunteers should be declared.

- Refrain from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any child or children; or if they have been identified as a duty officer for any period of time.
- Be aware of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the designated persons.
- If a member or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, they should make others aware of this.
- If a member or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another members or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this to a designated person.
- All NVT members will ensure that:
  - A balanced relationship based on mutual trust is built which empowers the children to share in the decision-making process;
  - Enthusiastic and constructive feedback will be given rather than negative criticism;
  - Bullying is not accepted or condoned and will be reported;
  - All adult members recognise their responsibility in providing a positive role model for dealing with other people;
  - Action will be taken to stop any inappropriate verbal or physical behaviour;
  - they are kept up-to-date with health and safety legislation;
  - they will keep informed of changes in legislation and policies for the protection of children;
  - they undertake relevant development and training;
  - we hold an up-to-date record of every child involved with the NVT/NVYT and will retain a contact name and number in case of emergencies.

Signed (NVYT Group Leader) .....

Signed (Volunteer) .....

Date .....

# SAFEGUARDING AND CHILD PROTECTION POLICY

## APPENDIX B

**'Children's interests are paramount' (Children's Act 1989)**

### Useful Contacts

Pat Boxall NVT S&CPO  
01273 770004  
07786 585253  
[pat.lyne\\_47@btinternet.com](mailto:pat.lyne_47@btinternet.com)

Ian Black NVT Chairman  
01903 603423  
07956 530696  
[ian.black@newventuretheatre.org.uk](mailto:ian.black@newventuretheatre.org.uk)

Local Authority Designated Officer (LADO)  
Darrel Clews, Safeguarding Team, Children's Services  
Mouselcomb Hub, North Building, Hodshrove Lane, BN2 4SB  
01273 295643  
07795 335879  
[darrel.clews@brighton-hove.gcsx.gov.uk](mailto:darrel.clews@brighton-hove.gcsx.gov.uk)

Multi-Agency (MASH)  
01273 290400  
[MASH@brighton-hove.gcsx.gov.uk](mailto:MASH@brighton-hove.gcsx.gov.uk)  
Out of hours/emergency 01273 335905/335906

BHCC Safeguarding (LSCB) 01895 549910  
Safeguarding and Quality Assurance Unit  
(Admin) [Claire-louise.mackay@brighton-hove.gcsx.gov.uk](mailto:Claire-louise.mackay@brighton-hove.gcsx.gov.uk)  
[mia.brown@brighton-hove.gcsx.gov.uk](mailto:mia.brown@brighton-hove.gcsx.gov.uk)

Police 101/Brighton CPT

Childline/NSPC: 0808 8005000

Sample Quality Protects Scheme  
[lisa.matthew@safety-net.org.uk](mailto:lisa.matthew@safety-net.org.uk)  
01273 420973

# SAFEGUARDING AND CHILD PROTECTION POLICY

## APPENDIX C



### Record of Concern Form

|  |   |
|--|---|
| Date:  | Name of Worker  |
| Name of Child and parent/carer if known  | How has the concern come to your attention?<br>(please tick) <ul style="list-style-type: none"> <li>• Direct contact/ observation</li> <li>• disclosure</li> <li>• Third party</li> </ul>   |
| Details about the child if known:<br>D.O.B<br>Gender<br>Address<br><br>Siblings/other family members | Do you think this issue is:- <ul style="list-style-type: none"> <li><input type="checkbox"/> Child Protection</li> <li><input type="checkbox"/> Safeguarding</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Equalities</li> </ul> |
| Phone numbers for parent/carer(s) and child if known:  |   |