

Safeguarding Policy for Shine On Stage 2016

Updated April 2016. Alice Nicholson (formerly Alice Jackson) has Level 1 training in Safeguarding, delivered by Radlett Preparatory School on behalf of Hertfordshire County Council January 2014.

Shine On Stage acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all pupils. A child or young person is anyone under the age of 18.

2. The key principals of the Safeguarding Children Policy are that:

- The child's welfare is, and must always be, of paramount importance.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

3. Shine On Stage has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the Safeguarding Children Policy and Procedures applies to everyone involved with Shine On Stage, whether in a paid or voluntary capacity.

4. We endorse and adopt Responsible Recruitment guidelines for recruiting new teachers and volunteers and we will:

- Specify what the role is and what tasks it involves and subject all teachers and volunteers to random and regular observations.
- Request identification documents, an Enhanced CRB/DBS Disclosure and Public Liability Insurance proof.
- Ensure any helper who is not CRB/DBS checked is supervised by someone who is.

No **Shine on Stage** tutor will ever:

- hit or otherwise physically assault or physically abuse children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse.
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive

All **Shine on Stage** tutors must:

- plan and organise the work and the workplace so as to minimise risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.

5. The principal of Shine On Stage, Alice Nicholson, is the first point of contact for all who have concerns about the welfare of any child or young person. Mrs Nicholson will be familiar with the procedures for referring any concerns.

6. We acknowledge and endorse the identification of bullying as a category of abuse. Bullying of any kind is not acceptable. If bullying does occur, all participants or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Principal, and in cases of serious bullying, the appropriate disciplinary procedures will be put into place.

7. Reporting your concerns about the welfare of a child or young person.

Safeguarding is everyone's responsibility. If you are worried about a child, it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns immediately.
- If the issue is one of poor practice, Alice Nicholson will either: – Deal with the matter herself or – Seek advice through the appropriate channels
- If the concern is more serious - possible child abuse, where possible, contact the Local Authority first, then immediately contact the Police or Children's Services.
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them there is a child protection concern. Let the principal know what action you have taken, and they in turn will inform the appropriate governing bodies.
- If at any time you are not able to contact the principal, or the matter is clearly serious then you can either: – Contact the Local Safeguarding Children's Board – Contact the Police – Call the NSPCC 24 hour helpline for advice 0808 800 5000