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## CHILD PROTECTION

### Safeguarding the Welfare of Children

**Red banana drama works with children and young adults in a variety of ways. We have a legal and moral duty to create the safest possible environment so that we are all protected in our working relationships**

#### **What is Safeguarding?**

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

#### **What is Child Protection?**

It is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

#### **What is a child?**

Red banana drama uses the word 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989. Extensions exist for children who are disabled or have special educational needs and for those in local authority care settings. Young people who marry before 18 are still classed as a child.

## **Policy Statement**

*The following applies to all children participating in red banana drama activities and to all facilitators working at red banana drama*

### **The welfare the child is paramount.**

Red banana drama supports and reinforces the existing legislation that sets out the key principles which are designed to promote the welfare of Young People and to practice in ways that keep them safe.

This applies equally to all children without prejudice to age, gender, ethnicity, disability, sexual orientation, or religion

Red banana drama will recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, for example with communication or the impact of discrimination

The Key Guidance for this document is:

### ***WORKING TOGETHER TO SAFEGUARD CHILDREN (Dept of ED 2018)***

- Everyone who works with children has a responsibility for keeping them safe
- Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns

## **How we will meet our commitment**

- All Arts workers will have current DBS checks
- All children will be equally welcomed, respected and treated as individuals regardless of age, gender reassignment, race, cultural background, sexual orientation religion or sex.
- Always treat young people with respect, listen and respond to them as individuals.
- Ensure that the Young person's welfare is considered when planning, organising and delivering activities

## Red banana drama

- Provide a safe area for classes. When applicable a risk assessment of the area will be carried out before each session to ensure that any dangers are removed or highlighted.
- Tutors will not be left alone with individual children; this is to protect them from any accusation.
- We will not accept any child on a course if we do not have emergency contact details and written confirmation of any allergies and relevant medical conditions.
- Arts workers will seek information of any condition that may impair a child's capacity to engage safely in the drama activity. It is the responsibility of the parent to inform us of any condition so that the worker can take any necessary precautions to ensure the safe participation of the child.
- Information on these forms will not be passed on to anyone outside of red banana drama without permission
- Detailed policies and procedures must be adhered to. These are:

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- Anyone helping at red banana will be made aware of the safeguarding and child protection procedures
- Red banana participants, persons acting with parental responsibilities and families will know about the policies. They will be available online and a link will be sent one joining. They will also be available in print.
- When working within schools/organisations, red banana will report safeguarding concerns to the safeguarding Lead. When a workshop/class/session/event is hosted at premises hired by red banana drama, where teachers/staff/parents may not be present the Suspected Abuse Procedure will be followed.
- Kerry Boorman will be responsible for safeguarding  
[Kerry\\_boorman@yahoo.co.uk](mailto:Kerry_boorman@yahoo.co.uk)
- Additional Advice and support can receive from NSPCC 08088005000 and Childline 0800111

## Codes of Conduct

This outlines the conduct red banana drama expects of anyone working or volunteering with them.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

- All children will be equally welcomed, respected and treated as individuals regardless of age, gender reassignment, race, cultural background, sexual orientation religion or sex.
- Always treat young people with respect, listen and respond to them as individuals.
- Ensure that the Young person's welfare is considered when planning, organising and delivering activities
- Provide a safe area for classes. When applicable a risk assessment of the area will be carried out before each session to ensure that any dangers are removed or highlighted.
- Try not to be left alone with a child and leave working space doors open
- Language and conversation must be appropriate around young people
- Always give children the specific help and encouragement needed to meet their needs.
- Always respect a young person's property and right of privacy
- Be careful about using nicknames – they may lead to misinterpretation or expectations
- Never ask any young person to perform a task that is potentially dangerous, illegal, or otherwise irresponsible
- Arts workers will seek information of any condition that may impair a child's capacity to engage safely in the drama activity. It is the responsibility of the parent to inform us of any condition so that the worker can take any necessary precautions to ensure the safe participation of the child.
- Information on these forms will not be passed on to anyone outside of red banana drama without permission

## Red banana drama

- Adhere to red banana dramas

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## Good Practice in Working with Young People

### Good practice in interpersonal dealings means:

- treating all children/vulnerable adults equally, with respect and dignity
- putting the welfare of each participant before the setting and achieving of work tasks
- building balanced relationships based on mutual trust and empowering children/vulnerable adults to share in any decision-making processes
- giving enthusiastic and constructive feedback rather than negative criticism
- making theatre arts safe and enjoyable
- being an excellent role model for dealings with other people
- recognising that children or adults with disabilities may be more vulnerable than others

### Good practice in physical contact means:

- Never use inappropriate touching. Physical contact is a very contentious area and almost any form of touching may be misconstrued
- only touching participants when necessary in relation to the particular activity
- seeking agreement of participants prior to any physical contact
- making sure participants with disabilities are informed of and comfortable with any necessary physical contact as well as those who are their parents/carers or guardian.
- spontaneous hugs from participants should be guided to the side of the body
- otherwise maintaining a safe and appropriate distance from participants

### Good practice in managing safeguarding information means:

- Parents' consent will be sought after to agree to their child being filmed and photographed.
- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse
- safe storage
- compliance with GDPR policy

**Good practice in professional development means:**

- being up to date about safeguarding legislation and policies for protection of children and adults
- undertaking relevant development and training

**Good practice in planning activities involving children and adults means:**

- undertaking a risk assessment at the outset and monitoring risk throughout the project
- identifying the people with designated safeguarding responsibility
- engaging in effective recruitment, including appropriate vetting of staff and volunteers
- clear identification of the Prime Theatre's Safeguarding Officers and their contact details

**NEVER**

- Engage in rough physical contact with a child apart from structured activities
- Allow or engage in inappropriate touching
- Allow staff or children to use inappropriate language unchallenged
- Make sexual comments about/to/or in the presence of a child
- Let any safeguarding issues go unchallenged or unrecorded
- Do things of a personal nature for children or adults that they can do themselves
- Acts of a personal nature for children (toilet, dressing, lifting) should necessitate the full parental consent. In an emergency, which requires this type of help (e.g. in assisting young or disabled children), parents should be fully informed as soon as is practicable.

If a tutor is accused of any kind of abuse or neglect the matter will immediately be taken very seriously.

## Internet Safety

- Arts workers should review their social networking sites when they join to ensure that information available publicly about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and red banana drama if they are published outside of the site.
- Arts Workers will not 'friend' any current participant of red banana
- Email communication is via the red banana email account. If children are messaged a parent will be cc into the conversation.
- Red banana drama facebook page. Participants can join but this should be used only for work communication.
- Any incidence of cyber bullying towards Arts workers will be taken seriously and will be dealt with in accordance with the person who has reported the incident,
- If a young person discloses, they receive threatening or abusive messages, they will be encouraged not to respond. Instead, they will be advised to save the messages and keep a copy. They can copy and paste the text or use the "print screen" button on their keyboard and then save it in a document (for example in Microsoft Word) to show a trusted adult.
- At relevant and appropriate times red banana will remind children to think carefully about images they post, to not share passwords and to keep them secure, to regularly check privacy settings, not to add 'friends' they don't know or send private messages to people unknown to them, to tell an adult if they receive unwanted images or have an image of them shared without consent

## Child Protection

- The company will do everything possible to create a place where children are safe from any physical, sexual or emotional abuse.

### Suspicious of Abuse

If we are concerned that a child may be experiencing any form of abuse (please see appendix) we will fill in a safeguarding form. We may contact the NSPCC [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) for advice or the local child protection service.

Before giving any information, we will consider how much information is needed, whether it is safe to share and that it does not put the child's safety or wellbeing at further risk

Whenever possible consent to share this information will be sought from the child and the person acting as responsible parent.

If appropriate and safe to do so, we will encourage the Young People to speak to their parents and encourage parents to support their young person in seeking help.

### Mental Health concerns

If a child speaks to use about their mental health we will encourage them to access appropriate support and if necessary help them to do this.

We never promise to keep what they tell us confidential.

### Disclosures of harm

If an individual confides about abuse, we will fill in a safeguarding form and Kerry Boorman will contact the local authority children's social care.

We will seek consent to share information about a child However if consent isn't given, we will still share information with relevant professionals *if* the circumstances protect a child from significant harm.

If a child makes a disclosure we will:

- Not promise to keep it a secret
- Make it clear you will only tell the people who need to know and who can help
- Remain calm and in control
- Listen carefully to what is said
- Make a note of what is said, using the individual's own words

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- Ask questions only for clarification, not ones that suggest answers
- Reassure the individual that they did the right thing in telling someone
- Tell the child, young person or vulnerable person what you are going to do next
- Note the date, time, names that were involved/mentioned
- Make sure to sign and date your record
- Pass all information to Kerry Boorman who will liaise with relevant authorities, usually social services
- Not give our own views or opinions. Remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.
- Will try to not show we are shocked If what the person is saying to shocks us

*It is the responsibility of the authorities to determine whether abuse has occurred.*

## **Significant and Immediate harm**

If a child discloses that they are at risk of *immediate danger* we will call the police or the local authority children's social care. Before doing so we will establish the basic facts.

We will include any information we have on the child's developmental needs and the ability of the person acting as parent to respond to these needs.

We will then follow the procedure above for making notes and filling in safeguarding forms

Any disclosure of FGM means that Red Banana Drama have a mandatory obligation to report to police. (Home Office 2016)

***If a child or young person needs confidential help and advice direct them to  
Childline. Calls to 0800 1111***

## GDPR Policy

This outlines the legal and ethical requirements of Kerry Boorman, trading as RBD regarding Data Protection and Transparency of information usage and storage

Kerry Boorman is ISO Registered

- How I will collect your personal information

If you wish to take part in any red banana drama class, you will provide me with your Name, Contact Number, Date of Birth, Email Address and Postal address. As well as any medical or additional details that may be relevant.

By becoming a participant of red banana and filling in the 'Personal Details' form, you give consent for red banana drama to hold this personal data.

- How I will use your information

This data will only be used to create registers, hold emergency contact details and to have on a database for administration purposes. Details will also be used to disseminate important information. Information will never be shared with other members.

A mailing list is kept informing those on it of classes and opportunities. All participants will be contacted to see if they wish to continue to be contacted once they have left. Any of those who do not reply or opt out will be removed. Data will be kept for 18 months and those on the mailing list will be given the opportunity to 'opt out' of receiving data with every communication, whether email or post.

I will not use it for marketing purposes or sell it to third parties.

It may become necessary to share your data with a third party in the following circumstances:

- Safeguarding Disclosure – if a child discloses significant risk to harm. By law red banana drama is obliged to make a report to the duty officer at child services.
- Medical Emergency – If your child has an accident or needs emergency care whilst at red banana drama

- How I will store your information

## Red banana drama

Your personal information is stored securely and confidentially, either electronically using codes with password protection or in paper format using a locked cabinet in a secure place.

Data will be regularly audited to make sure it is still relevant, if deemed not, it will be removed from systems.

Participants data will be kept for the length of time they participate and up to a year after leaving. On leaving, permission will be requested to add details to the general mailing list.

Red banana drama will never give data to another company or person. If it is requested by an outside party, the data subject will be given that party's data and it will be their decision to contact them.

### Viewing Data/Right to Erasure

Anyone whose data is held by the company has the right to either view the data being held or to ask for their data to be erased. Prime Theatre will provide all data held by the company to its owner within 30 days of the request.

If someone requests to be erased for records, all data will be identified then removed, this will include any back up data storage. We will not be able to erase any data that has been published in print such as names in Show Programmes.

We will not be able to continue with the request if any of the following apply:

- If a member of red banana drama and wish to continue to be.
- To exercise the right of freedom of expression and information
- To comply with the legal obligation for an official authority
- For the establishment, exercise or defence of legal claims.
- For archiving in the nations interest

### Data Controller

The amount of data that red banana holds is not big enough to have a Data Controller

### **Complaint/Enquiries/Comments**

- All people are entitled to expect courtesy and prompt attention to their needs
- All complaints will be taken seriously and dealt in a way that respect confidentiality
- The company wishes to work in partnership with clients, students and parents and welcomes suggestions and comments.