

## Child Protection Policy.

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### Child Protection Policy - The ARC Centre

The ARC Centre is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and protect children from harm, abuse and exploitation. The ARC Centre acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

The ARC Centre recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014. Working Together to Safeguard Children 2013.

The ARC Centre believes that:

- the welfare of the child is paramount;
- all children, whatever the 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 employees or volunteers of the company should be clear on how to respond appropriately

The ARC Centre 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 employees or volunteers of the company be 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 & 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 company should be clear on how to respond appropriately

The ARC Centre has a dedicated Child Protection/Welfare Officer, who oversees ensuring that the child protection policy and procedures are adhered to. That person's name is Louise Wilkinson-Jaffé and she can be contacted on [louise@the-arc-centre.co.uk](mailto:louise@the-arc-centre.co.uk)

In implementing this child protection policy The ARC Centre will:

- Communicate to all employees or volunteers of staff their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all employees or volunteers their responsibility to work to the standards that are always detailed in the Surrey Safeguarding Children Board and the need to work towards maintaining high standards of practice in protection of children
- Ensure that all employees or volunteers understand their duty to report concerns that arise about a child or young person, or a worker conduct towards a child/young person to the company's named person for children protection (Louise Wilkinson-Jaffé, please see page 1 for contact information)

- Ensure that the company's named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies –
- Ensure that any procedures relating to the conduct of employees or volunteers 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 organisations 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.

The policy will be regularly monitored by the Executive Co-Directors of the organisation and will be subject to annual review.

Completed: September 2018 Review Date: September 2020

Multi-Agency Safeguarding Hub (MASH)

0300 470 9100 or out of hours 01483 517898

Child Safety Procedure –

The ARC Centre

The ARC Centre is committed to making sure that the welfare and protection of the children is at the fore front of all we do. We want to ensure all children feel safe and all adults know how to effectively report safe guarding issues. By adults following these procedures we can swiftly advise the correct authorities. We want all the children and young people regardless of their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity to feel comfortable and know that they can perform without concern or judgement. We will support and encourage.

Recognising the Signs and Symptoms of Abuse -

Adult employees or volunteers are to make sure they understand the following definitions and make sure they report any of the following signs of abuse.

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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 also include neglect of, or unresponsive to, a child's basic emotional needs.

**Bullying:** Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation: Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/ photographic work and roles in professional stage productions.

## Responsibilities of the Company

The Co-Directors will:

- Undertake a risk assessment and monitor risk.
- Identify at the outset the person with a designated responsibility for child protection (please check child protection policy)
- Engage in effective recruitment of chaperones and other individuals with responsibility for children including appropriate vetting (if necessary in consultation with the local authority).
- Ensure that children are supervised at all times;
- Know how to get in touch with the local authority social care services, in case it needs to report a concern – number to be stored in child protection officers' phone and included on list of children.

The ARC Centre has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for employees or volunteers to consult with.

Names Person for Child Protection – Louise Wilkinson-Jaffé

Telephone number – 0208 405 0252

Mobile Number – 07946 688841

Emergency Contact Number – 07946 688841

Name of contact person –Iain Greenwood

Telephone number - 0208 405 0252

Mobile Number – 07756852941

Emergency Contact Number – 02086511013

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

- To ensure that all employees or volunteers 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 child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.
- The named person(s) will record any reported incidents in relation to a child/young person. These will be kept in a secure place.

Stages to follow if you are worried about a child

Suspicion of abuse

1. If you see or suspect abuse of a child while in the care of The ARC Centre, please make this known to the person with responsibility for child protection.
2. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer ( LADO)
3. Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
4. If a serious allegation is made against any member of *the* pantomime, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms, filming location, TV Studio, etc. and will

not have any unsupervised contact with any other children in the production.

## Disclosure of abuse

If a child confides in you that abuse has taken place:

1. Remain calm and in control but do not delay taking action.
2. Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
3. Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
4. Reassure the child that 'they did the right thing' in telling someone.
5. Tell the child what you are going to do next.
6. Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social care or the Police.
7. Never investigate or take sole responsibility for a situation where a child makes a disclosure
8. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

## Who to tell and what to tell them

1. If you have concerns about the wellbeing of a child in your care you have a duty to report it to the company's welfare officer who will contact Surrey County Council Children's Services.

## Recording of information

1. 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.
2. 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.
3. The record will be stored securely and shared only with those who need to know about the incident or allegation.

## Photographs and image of children

- Permission must be sought out by parents before rehearsals start for photographs/ video to be taken. These will only be taken by a safe guarding officer.
- Photos used on the website are used with parental permission. The Co-Directors understands its responsibility to its young employees or volunteers to reduce the risk of photos being used inappropriately. No photo is to be labelled/captioned with the child's name.

## E-safety

- Mobile phones are not to be used during class unless pre-organised. Children to report any issues to safe guarding officer and they will note it down and make the phone call to the adult if the child is feeling unwell etc.
- Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

## Parents

- The company believes it to be important that there is a partnership between parents and the company. Parents are encouraged to be involved in the activities of the company and to share responsibility for the care of children.



- Parents are able to request to see a copy of the child protection policy and procedures. This will also be available in print format at rehearsals etc.
- All parents have the responsibility to collect (or arrange collection of) their children after classes. The parents have a responsibility to ensure suitable arrangements are in place to take children home.

### Unsupervised Contact

- The company will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the centre when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure from the Disclosure and Barring Service

### Managing sensitive information

- The company 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 company's web-based materials and activities will be carefully monitored for inappropriate use.
- The company will ensure confidentiality in order to protect the rights of its employees or volunteers, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

#### Rights & Confidentiality

- If a complaint is made against a member of the company he or she will be made aware of his rights under the company's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

#### Accidents

- To avoid accidents, Rangers will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the company, a designated first-aider will administer first aid and the injury will be recorded in the company's accident book. This record will be counter-signed by the person with responsibility for child protection.

#### Reviewing Policies and Procedures

The ARC Centre will review their child protection policies and procedures annually. Any changes or amendments will be discussed by the Co-Directors, voted and agreed on. Further to this all employees or volunteers, parents and chaperones will be made aware of these changes.

The final draft of the document will be agreed and signed at a Co-Directors meeting before the start of the season (September).

Review Date – September 2024