

Author: Peter Swingler

Date of issue: September 2016 for discussion at committee on 18 October 2016

Review date: October 2017

TIP TOP PRODUCTIONS

Safeguarding

It should be noted that as a producing community theatre our contact with children or young people is limited. The notable exception is our annual pantomime in which there are children appearing; there is always a suitable chaperone in residence. If exceptionally a child appears in any other production an identical arrangement will be put in place.

This policy applies to all paid staff; the board of trustees (committee), volunteers, students, members or anyone working on behalf of Tip Top Productions

THE DESIGNATED SENIOR PERSON

The Child Protection Officer for Tip Top Productions is Peter Swingler

The purpose of this policy is:

- To protect children and young people who receive Tip Top Productions' services. This includes the children of adults who use our services; to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Tip Top Productions believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children (anyone who has not yet reached the official minimum school leaving age) and young people (A young person is anyone under 18) and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989 • United Convention of the Rights of the Child 1991 • Data Protection Act 1998 • Sexual Offences Act 2003 • Children Act 2004 • Protection of Freedoms Act 2012 • Relevant government guidance on safeguarding children

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them; and by making this policy freely available
- adopting child protection practices through procedures and a code of conduct for members, staff and volunteers
- recruiting members, staff and volunteers safely, ensuring all necessary checks are made if they are in sole charge of children or vulnerable members
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

DEALING WITH A DISCLOSURE

If a child or young person discloses that he or she has been harmed in some way, the member of the production team/staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child or young person to talk freely
- Reassure, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Children's

Services: Safeguarding and Specialist Services

- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information either to the director of the production, any member of the production team or to the Tip Top Designated Officer and Child Protection Officer Peter Swingler peters@tiptopproductions.co.uk without delay

We are committed to reviewing our policy annually.

This policy was last reviewed on: ___18 October 2016_____ (date)

Signed: __Peter Swingler_____ (this should be signed by the most senior person in the organisation, for example the safeguarding lead on our committee).