

Chameleon Chords Youth Theatre

Child Protection & Safeguarding Policy

Policy Statement

It is the policy of **Chameleon Chords** that the welfare of the children and young people is integral and that they all have a right to protection from physical, sexual and emotional abuse. Children and young people are defined as under the age of 18.

Here at **Chameleon Chords**, we are fully committed to safeguarding the welfare of all children and young people involved in our projects and performances. We recognise our responsibility to take all steps to protect children from harm, abuse and exploitation.

Chameleon Chords acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Its staff will work together to encourage the development of an ethos that embraces difference and diversity and respects the rights of all children and young people.

The Team at Chameleon Chords will therefore:

1. Ensure that the designated child protection person understands her responsibility to refer any child protection concerns to the child protection agencies
2. Provide a secure and welcoming environment for the children and young people
3. Ensure the duty of care of the young people and children always come first
4. Facilitate involvement of parents or carers in the work of the company and make child protection procedures available to them
5. Make sure that written permission is received from parents/carers for their children to participate in the company's activities and that important information is provided in relation to the specific needs of children
6. Take seriously any allegation or suspicion of abuse towards a child with whom Chameleon Chords is in contact and recognise that any child can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of procedures.
7. Bullying will not be condoned or accepted

Responsibilities within this policy

- In every respect, employees and volunteers ensure that the relationships they form with children and young people are appropriate.
- The Management of Chameleon Chords ensures that any staff working directly with children and young people have a Disclosure and Barring Service.
- In cases where there is an allegation or suspicion of child abuse, the Designated Person will take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.
- Any allegation or suspicion of child abuse is reported to the appropriate authorities.
- Chameleon Chords will work with the appropriate local agencies, in particular Liverpool City Council, to ensure that children are safeguarded through the effective operation of Chameleon Chord's child protection procedures.
- Chameleon Chords is committed to reviewing our policy and good practice at regular intervals.

Managing sensitive information

Permission will be sought from the parents/carers for use of photographic material featuring children for promotional or other purposes.

Recording

- 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 must be recorded.
- 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.
- The record will be stored securely and shared only with those who need to know about the incident or allegations

Chaperones

- Chaperones will be appointed by the society for the care of children/vulnerable adults during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent/carer might be

reasonably expected to give to a child/vulnerable adult. The maximum number of children//vulnerable adults in the chaperone's care shall not exceed 12.

- Chaperones will be made aware of the society's Safeguarding Policy and Procedures.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the safeguarding officer.
- If a chaperone considers that a child//vulnerable adult is unwell or too tired to continue, the chaperone must inform the producer and if necessary the safeguarding officer.

Required actions

All staff working at Chameleon Chord's are required to report instances of actual or suspected child abuse to the Designated Person(s) with responsibility for child protection.

The Designated Person is: Chelsea Moore

When an individual concern/incident is brought to the notice of the Designated Person(s), they will seek advice from Liverpool City Council or Wirral Council

All parents/ carers of children involved in theatre activities will be informed of our safeguarding responsibilities and the existence of this policy. In situations where children or young people sustain injury or are otherwise affected by an accident or incident.

Contact Details

Designated Safeguarding Lead

Name: Chelsea Moore

Contact: 07427504176