



Shout Out! Drama Safeguarding & Protection Policy

Shout Out! Drama makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Shout Out! Drama comes into contact with children through the following activities: delivery of services, involvement in residential activities, general contact.

The types of contact with children and will be general physical contact during the delivery of services.

This policy seeks to ensure that Shout Out! Drama undertakes its responsibilities with regard to protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

The principal pieces of legislation governing this policy are:

- o Working together to safeguard Children 2010
 - o The Children Act 1989
- o The Adoption and Children Act 2002:
 - o The Children act 2004
- o Safeguarding Vulnerable Groups Act 2006
 - o Care Standards Act 2000
- o Public Interest Disclosure Act 1998
 - o The Police Act – CRB 1997
 - o Mental Health Act 1983
- o NHS and Community Care Act 1990
- o Rehabilitation of Offenders Act 1974

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
 - Bullying
 - Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.



We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Designated Senior Manager /lead officer is **Hannah Ball**. This person's responsibilities are to ensure:

- *The policy is in place and appropriate*
 - *The policy is accessible*
 - *The policy is implemented*
- *The policy is monitored and reviewed*
- *Promoting the welfare of children*
- *Ensure staff (paid and unpaid) have access to appropriate training/information*
- *Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately*
 - *Keep up to date with local arrangements for safeguarding and CRB*
 - *Develop and maintain effective links with relevant agencies*
 - *Take forward concerns about responses*

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place

Shout Out! Drama expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- *Use of abusive language*
- *Response to inappropriate behaviour / language*
 - *Use of punishment or chastisement*
- *Passing on service users' personal contact details*
- *Degree of accessibility to service users (e.g. not providing personal contact details)*

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Shout Out! Drama.

Communicate your concerns with your immediate manager



Seek medical attention for the vulnerable person if needed





Discuss with parents of child

Or with vulnerable person.

Obtain permission to make referral if safe and appropriate



if needed seek advice from the Children and Families helpdesk or Adults helpdesk



Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact



Ensure that feedback from the Local Authority is received and their response recorded

Shout Out! Drama recognises it's duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

If a Staff Allegation is made, or you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour:

The LADO **MUST** be involved and consulted on **ALL** staff allegation incidents before an investigation of any type occurs.

If it appears that a staff member or volunteer has:

- 1* behaved in a way that has harmed a child, or may have harmed a child, or,
- 2* possibly committed a criminal offence against or related to a child, or,
- 3* behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

then these procedures must be followed:

- Record your concerns and report them to the Designated Senior.
- The Designated Senior should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.
- At the earliest opportunity, contact the setting's Child Protection Officer - see list in Appendix A.
- It may be clear in some cases, where a child has been injured and/or there is clear evidence of significant harm or risk of significant harm, that an immediate referral must be made to the police, First Response or emergency services. In addition:



- Either the Designated Senior or the Child Protection Officer must then contact the Local Authority Designated Officer (LADO) WITHIN 1 WORKING DAY of receiving the report of an allegation.

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Local Authority Designated Officer (LADO)
Telephone: 0117 903 7795 or Work Mobile: 07795 091020

- The setting should then follow the LADO's advice on how to deal with allegations against staff. Note: Do not start any investigation into the allegation until the LADO has been contacted.
- The setting should take advice from the LADO on how and when to inform the parents of the child.
- The setting is required to inform OFSTED of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing within 14 days. (See Appendix A.)

If the concern is regarding the Designated Senior, the above procedure will be followed but the report will be made to the Deputy worker/Child Protection Officer.

Shout Out! Drama recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

Shout Out! Drama will make clients aware of the Safeguarding Policy through the following means; a statement to customers about safeguarding arrangements displayed on the website. A hard copy given to each parent when their child joins a service.

This policy will be reviewed Hannah Ball, every 2 years and when there are changes in legislation.