

Child Protection Policy

OBJECTIVES

In order to achieve the principles of the Policy Statement BADA will:

- Create an environment where young people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continue to develop awareness in all staff and volunteers of the need for Child Protection and their responsibilities in identifying abuse, with particular care being taken for young people with disabilities
- Ensuring that all staff are aware of the referral procedures at BADA
- Ensuring that outside agencies are involved as appropriate
- Ensure young people know there are adults at BADA whom they can approach if they are worried

BEHAVIOUR STATEMENT

ALWAYS :

- Treat others as you would expect them to treat you.
- Provide an example you wish others to follow.
- Respect a person's right to privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned
- Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse
- Be aware of the possible implications of physical contact with young people

NEVER:

- Show favouritism to any individual
- Make suggestive remarks or gestures
- Do things of a personal nature for a child that they could do for themselves.
- Permit abusive youth peer activities (e.g. bullying, ridiculing or initiation ceremonies)
- Jump to conclusions
- Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people (e.g. tantrums, crushes)
- Exaggerate or trivialise child abuse issues
- Rely upon just your good name to protect you
- Believe "it could never happen to me", both dealing with abuse or being accused of committing abuse

If one-to-one contact is unavoidable

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the young person to areas where there are more people
- Obtain permission from the young person before any physical contact is made,

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for instance if you need to administer first aid

- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child or other people
- Avoid where possible giving young people a lift alone, however short the journey.

When this is unavoidable, it is advisable to get consent from the young person's parents or guardian. You must also ensure the young person sits in the back of the car. Staff and volunteers should also take insurance cover into account when considering giving lifts to young people, as BADA's insurance does not cover this.

PROCEDURES :

If you suspect or are told that a young person is being abused:

- You **must** always refer to the designated persons at The Bowden Academy of Dramatic Arts. Don't investigate yourself.
- Write down the details as you know them on the Child Protection report form.
- Ensure that the young person is given the opportunity to talk to you, or an independent person.
- Listen to the young person without interruption, and do not ask questions about what you may suspect
- Do not approach a suspected abuser yourself. Provide support to the young person.
- Accept at face value what the young person says
- Do not pass judgement on what is said, but do try to alleviate any fears or guilt which the young person may have
- Make it clear that you can offer support but that you **must** pass on the information

Please follow the Procedures for Reporting guidelines, and utilise the contact sheet and report form provided.

If you receive an allegation of child abuse by an adult:

- Contact the Director or Principal. Any information, no matter how trivial it may appear, must be shared.
- Record the nature of the allegation in detail
- Do not try to resolve the issue yourself – follow the Procedures for Reporting guidelines, and use the report form provided.
- Staff/Volunteers who hear an allegation of abuse against another member of the team, or indeed themselves, should report the matter immediately to the Director.

MONITORING & RECORD KEEPING

- All incidents should, ideally, be written up within the hour. Legally they must be recorded within 24 hours.
- Written notes should be attached if made separately from the attached report sheets
- Reports should be signed by the staff member/volunteer, with the name printed and designation.

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- Reports and records should be passed to the Director who in turn will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

The Bowden Academy of Dramatic Arts' Child Protection and recruitment procedure

All volunteers and staff are CRB checked.

THE ROLE OF THE DESIGNATED PERSONS

To be effective in this role they must:

- Act as a source of advice, support and expertise within the organisation and be responsible for co-ordinating action regarding referrals, liaising with Social Services and other relevant agencies in cases of abuse and allegations of abuse, regarding both young people and members of staff/volunteers.
- Ensure each member of staff has access to, and is aware of, BADA's Child Protection Policy.
- Ensure the Child Protection Policy is reviewed annually.
- Be able to keep accurate, detailed and secure written records of concerns and referrals.
- Ensure parents/carers have access to the Child Protection Policy to alert them to the fact that BADA may need to make referrals.