



KIMBERLEY PERFORMING ARTS CENTRE

CHILD PROTECTION POLICY AND PROCEDURES

Signed: 

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Kimberley Performing Arts Centre Child Protection Policy and Procedures

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- **INTRODUCTION**

- The following policy outlines the principles Kimberley Performing Arts Centre adheres to in order to safeguard the children we work with. It is supported by a series of Good Practice Guidelines that cover every area of the company's work that involves children. Kimberley Performing Arts Centre works with children in education and community settings, students on our training programmes and as child performers with the professional company.
- For the purpose of this document 'Employee' refers to staff and volunteers. This includes all employees, whether on permanent, temporary or freelance contracts, volunteers and anyone in paid or unpaid work on behalf of Kimberley Performing Arts Centre, including outreach workers, musicians, designers, directors etc. The Policy and Good Practice Guidelines apply to all the above mentioned.
- Kimberley Performing Arts Centre uses the word 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989.
- Kimberley Performing Arts Centre recognises the statutory responsibility of Local Authority Social Work Services to ensure the welfare of children and is committed to complying with Local Area Child Protection procedures.
- Organisations and individuals who wish to hire Kimberley Performing Arts Centre studios are required to have their own Child Protection Policy and Procedures in place.

- **POLICY STATEMENT**

- We at Kimberley Performing Arts Centre are committed to practice that protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues that cause children harm.

- We will endeavour to safeguard children by:
 - Sharing information about child protection and good practise with children, parents and careers, staff and volunteers (see Appendix 2) which will include the name (s) of designated members of staff (Child Protection Coordinators) to contact regarding the issues.
 - Sharing information about concerns with agencies who need to know, and involving parents and children appropriately. The designated person will work closely with the local area safeguarding Children Board (LSCB) at all times (see appendix 1 for useful contacts).
 - Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
 - Carefully following the procedures for recruitment and selection of all staff and volunteers involved directly in all of our activities with children. This will include a Disclosure and Barring Services (DBS) Check formally known as a CRB for all staff and volunteers previously mentioned where appropriate.
 - Providing effective management for staff and volunteers through supervision, support and training in child protection where appropriate.
 - Ensuring and maintaining confidentiality of the child and any member of staff about whom an allegation is made.
 - Our policy and good practice procedures will be reviewed at regular intervals and bad practices will be improved or altered.

- We will not tolerate child abuse in any of our activities and will make every endeavour to ensure that all children in our care are protected from physical, sexual and emotional abuse or neglect. We will not tolerate racism, sexism, bullying, homophobic remarks or behaviour, sectarianism or any form of discrimination towards disabled people and towards minority groups.

- We recognise the needs of children from minority ethnic groups and disabled children and our policies and procedures laid out in this document apply to all children and young people regardless of gender, ethnicity, disability, sexual orientation or religion as applied in the Company's Equal Opportunities Policy.

- Kimberley Performing Arts Centre's community programme also involves work with vulnerable adults, e.g. adults with learning difficulties. The principles outlines below apply equally to our work with vulnerable adults.

- **ABUSE**

- All forms of child abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission. Abuse is the wrongful application of power by someone in a dominant position.

- Recognising child abuse is not easy, Kimberley Performing Arts Centre does not consider it the employee's responsibility to decide whether or not abuse has taken place. If employees have any anxieties or concerns with regards to a possible case of child abuse, it is essential that they report this using Kimberley Performing Arts Centre's Procedures (see Appendix 2 and 3, and then let the appropriate bodies investigate. This applies regardless of whether the concern relates to the behaviour of another employee, or the possibility that a child might be a victim of abuse at home or elsewhere. There has been growing awareness that the abuse of children can take many forms.

- Types of abuse :

It is generally accepted that there are 4 main forms of abuse:

- Physical – including hitting, shaking, throwing, scalding, drowning, suffocating and burning or otherwise harming a child. Failure to act to protect a child is also considered to be physical abuse. In our work, this could involve:
 - Inappropriate touching
 - Over training or dangerous training
 - Failure to assess physical limits or pre-existing injuries or medical conditions
 - Failure to notice an injury done during class and administer appropriate first aid care
 - Administering, condoning or failure to intervene in drug use
- Emotional – the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This can include making a child feel worthless, unloved or inadequate, often causing children to feel frightened or in danger. In our work, this could involve:

- Exposing children to humiliating, taunting or aggressive behaviour or tone
 - Demeaning children's efforts by continuous negative feedback
 - Failure to intervene where a child's self-confidence and worth are challenged or undermined
- Sexual – involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact and non-contact activities such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in inappropriate ways.

In our work, this could involve:

- Inappropriate touching
 - Creating opportunities to access children's bodies
 - Inappropriate sexual conversations including sexting
- 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 caregiver failing to provide adequate food, shelter and clothing, failure to protect a child from harm or danger, or the failure to ensure access to appropriate medical treatment. In our work, this could involve:
 - Exposing children to unnecessary cold or heat
 - Exposing children to unhygienic conditions, lack of food, water or medical care
 - Non-intervention in bullying or taunting
 - Consistently and continually failing to acknowledge, address and teach a child in and outside the classroom
 - Detecting signs of abuse

It is important to remember the above-mentioned list of types of abuse is not a definitive or exhaustive. In all cases, children who talk about any type of abuse do so because they want it to stop. It is important, therefore, that we listen to and take seriously any child who talks to us about abuse.

- There can be an overlap between different forms of abuse:

- Some signs of physical abuse:
 - Unexplained injuries or burns, and other signs of excessive physical punishment particularly if recurrent
 - Improbable excuses given to explain injuries
 - Refusal to discuss injuries
 - Untreated injuries, or delay in reporting them
 - Arms and legs kept covered in hot weather, or a reluctance to remove clothing to expose these arms
 - Aggression towards others

- Some signs of neglect
 - Constant hunger
 - Poor personal hygiene
 - Constant tiredness
 - Poor state of clothing
 - Frequent lateness and/or unexplained non-attendance
 - Untreated medical conditions
 - Low self esteem
 - Poor relationships with other children

- Possible signs of emotional abuse
 - Low self esteem
 - Sudden speech disorder
 - Significant decline in concentration
 - Social immaturity

- Self-mutilation
- Neurotic Behaviour (e.g. rocking etc.)
- Possible signs of Sexual abuse

Not all children are able to tell that they have been sexually abused. Changes in a child's behaviour or physical nature may be a signal that something has happened.

Some behavioural signs:

- Lack of trust in adults or over familiarity with adults
- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Display of knowledge beyond a child's years
- Low self-esteem and poor peer relations
- Unusual interest in any sexual matters
- Fear of bathrooms, showers etc.

Some physical signs:

- Bruises, scratches, bite marks to the thigh or genital area
- Discomfort/difficulty in walking or sitting
- Itching, soreness, discharge/bleeding from intimate areas

NB: a child who is distressed may have some of these signs, which should alert staff to a problem. It is the combination and frequency of these signs that may indicate sexual abuse. Staff will always seek advice. Staff should endeavour to notice all changes in behaviour.

- **BULLYING**

- Bullying is not acceptable to Kimberley Performing Arts Centre under any circumstances or in any situation. Bullying can occur amongst any members of staff and in particular context of this document: from teacher to student, student to student, student to teacher.

- Bullying can include:
 - Physical actions such as hitting, kicking and any other unwanted physical contact
 - Name calling, humiliation, ignoring, and making degrading and/or disrespectful comments
 - Racial insults and gestures
 - Sexual comments and suggestions
 - Applying undue continuous emotional pressure on an individual
 - Making inappropriate comments relating to an individual's personality rather than their work or ability.
- If a child tells you that they are being bullied they must be taken seriously, and given support. Similarly the bullying needs to be supported, as they may well be victims of bullying themselves. Any incident of bullying will first be discussed with the victim's and the bully's and if necessary with their parents and teacher.

- **RESPONDING TO COMPLAINTS OF ABUSE OR ALLEGED/SUSPECTED INCIDENTS**

- Abuse may become apparent in a number of ways:
 - Through observation
 - A child may tell you

- A third party may have reported an incident, or may have a strong suspicion
 - You may have a suspicion
- All staff will follow the following guidelines and procedure if an allegation is brought to the attention:

STEP 1 – LISTEN AND REASSURE

DO:	DON'T:
Stay Calm – do not rush into inappropriate action	Panic
Reassure the child – that they are not to blame and confirm that you know how difficult it must be to confide	Make promises you can't keep by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality
Listen – to what the child says and show that you take them seriously	Make the child repeat the story unnecessarily
Keep questions to a minimum – use open ended questions i.e. Those where more than a yes/no response is required. This includes asking broad questions about the context of any incidents. It is ok to ask the child to describe how something happened or what was going on at that time until such information pertaining to possible or actual abuse or neglect has been disclosed. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.	Delay
Ensure that you clearly understand what the child has said so that you can pass it on to the appropriate agencies	
Consult with the identified Child Protection Co-ordinator – ensuring that you communicate all the information accurately	
Maintain confidentiality – complete child protection incident form and sign and date (see Appendix one)	

- **STEP 2 – RECORD**

The following process should be followed if the allegation concerns cases of ABUSE, BULLYING Or MISCONDUCT

- Make a full report of any allegations or suspicions on paper (an incident report form is available see appendix 3). Record what the child has said, and/or your concerns, legibly and accurately. Details should include:
 - The Child's name, address and date of birth
 - Date and time of the incident and/or nature of allegations
 - Any observations, e.g. description of behaviour and emotional state of the child, injuries etc.
 - The child's account, if it can be given, of what has happened
 - Any action taken as a result of concerns, e.g. comments made to the child; if parent/carer has been contacted etc.
 - Record if these concerns are those of a third party
 - Sign and date the report
 - Keep a copy of the report
- Give the report to the Child Protection Coordinator (CPC), unless they are involved in the complaint, who will then involve either the parent/carer, Principal, Social Services Department (SSD) or Police.

Note: SSD investigate child protection issues on behalf of Local Safeguarding Children Board (LSCB)

- Confidentiality is maintained

- **STEP 3 – INVOLVE THE APPROPRIATE PEOPLE**

Once a member of staff has completed the report they must ensure that the CPC has been informed so a decision can be made as to the most appropriate action.

If the member of staff is unhappy with the CPC's handling of the incident or the allegations are made specifically against this individual, they should contact the person in charge immediately and make a record of this. This will be Kimberley Performing Arts Centre's Principal, who can then contact the relevant authority to take further action.

For reasons of confidentiality, once the situation has been reported/moved on, the reporting member of staff will not be informed of the details of the specific actions taken as a result of the investigation. However, they will be able to find reassurance in the general information

about the case having been resolved.

- **GOOD PRACTICE GUIDELINES, HEALTH AND SAFETY WORKING PRACTICES**

- For all teaching programmes or projects held at Kimberley Performing Arts Centre headquarters. Kimberley Performing Arts Centre will ensure, where possible, that:
 - Groups will have no more than 25 members for children up to 12 years of age and no more than 30 members of children for children 12 years and over
 - An appropriate number of legally responsible adults are present (1:10 e.g. teacher, musician and chaperone)
 - There is adequate space, heating and/or ventilation
 - Equipment will meet safety standards
 - Risk assessments will be carried out on the workplace
 - There will be a first aid box available which meets current Health and Safety regulations and a member of staff trained in first aid will be present
 - Separate changing and toilet facilities will be provided for adults and children
 - Regular and appropriate food and drink breaks will be allocated
 - Special needs will be catered for
 - All participants and legally responsible adults will be informed of the fire evacuation procedures
 - Children will be aware of Child Protection Coordinators (CPCs) to whom they may report any worries or concerns
 - Contact names and telephone numbers for Child Protection Coordinators are displayed/published
 - Effective and regular communication with parents is established through the use of a termly newsletter, notice boards and other forms of communication
- For all teaching programmes or projects held in Centres, we will:
 - Work within the Centre's own child protection policies
 - Work only with teacher/carers present

- For more information on the above please see separate handbooks:

- Education Guidelines for Centres

- **RECRUITMENT**

- Kimberley Performing Arts Centre has established procedures for effective and safe recruitment of all staff which includes reviewing the applicants experience, training and qualifications in relation to the post for which they are being employed.
- Where appropriate to the post, either working closely with children or working in a position of trust, a request for Enhanced Disclosure will be made to the DBS (formally CRB) and references taken up with previous employers.

- **CHILDREN IN PERFORMANCES**

- Occasionally children and young people are engaged by Kimberley Performing Arts Centre to take part in our productions at venues around the country. The company's relationship with any employee is governed by employment law, however where an employee is under the age of 18 we are mindful of the fact that they are still defined as a child in law. As far as is practically possible within their job role, the principles behind our Child Protection Policy are adhered to.
- All children taking part in any performances will be licensed by their Local Education Welfare Office to take part in the performance. This will require permission from the parent/carer, principal and a medical certificate. Whilst in the theatre they will be accompanied at all times by either a parent/carer or licensed chaperone (this may be a teacher, Kimberley Performing Arts Centre employee etc.)
- Separate dressing rooms and toilets will be provided for children performing with the company, where theatre facilities permit.

- **USE OF CHILD IMAGES IN PHOTOGRAPHS/VIDEO/WEBSITE**

- As a means of publicising the work of Kimberley Performing Arts Centre in our

programmes and on our website we would naturally seek to use images of participants of our teaching programmes and projects. However, given the current climate of child protection and the misuse of images in child pornography and paedophile websites, this will only be done within the following guidelines:

- Formal permission in writing will be obtained from parents/carers or Centre for the use of all child images (See Appendix 5). In the case of children age 16+ permission will also be sought from the young person's themselves.
 - Permission will detail specific use of any image
 - Images used will be clearly labelled and dated, omitting personal information such as names, addresses, age etc.
 - No inappropriate images will be taken
 - All images will be available for inspection by the child, parent/carer or centre prior to use
 - A parent/carer wishing to photograph/record their child participating in any of our activities will be required to fill in a simple form which details their name, address, who they are with and the reason for use of camera/recorder (see Appendix 6). Should any other parent/carer express an objection to the use of camera/recorder at the time, this consent will be withdrawn immediately
 - Due to the nature of dance, only images of young people wearing a minimum of full leotard and tights or wearing additional clothing will be used for publicity
 - New permission will be sought for other use of any image
-
- **MONITORING THE POLICY**
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- It will be the responsibility of Kimberley Performing Arts Centre to monitor its Child Protection Policy and Procedures by:
 - Keeping records of cases brought and their outcomes
 - Accepting comments from participants, parents, staff, employees on the ease of implementation and effect of the policy
 - Consulting participants, parents, organisations on how to improve the policy and procedures. Working in partnership with children and their parents/carers is essential for the protection of the child.

APPENDIX 1

USEFUL CONTACTS

Child Protection Co-ordinator:

Kim Cooper

Principal

Kimberley Performing Arts Centre

Enderby Road

Scunthorpe

North Lincolnshire

DN17 2JL

Tel: 01724 862405 or 07436813659

Social Work Duty Team

North Lincolnshire Children and Young People Services

Church Square House

30-40 High Street

Scunthorpe

North Lincolnshire

DN15 6NL

Tel: 01724 296500

Out of hours emergency number 01724 296555

NSPCC (Children's Services Office) 0113 217 2200

232 Stanningley Road

Leeds

LS13 3BA

NSPCC (National Helpline) 0808 800 5000

help@nspcc.org.uk

APPENDIX 2

GUIDELINES FOR REPORTING ALLEGATIONS

Action to take if you suspect Child Abuse

APPENDIX 3

GOOD PRACTICE GUIDELINES:

CODE OF CONDUCT FOR KIMBERLEY PERFORMING ARTS CENTRE EMPLOYEES

This code of conduct has been developed to help all employees ensure the safety of all the children they work with and is also designed to help protect staff. This should be read in conjunction with Kimberley Performing Arts Centre's Child Protection Policy.

Adherence to good working practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained.

Kimberley Performing Arts Centre accepts responsibility of duty of care from the point of the receipt of the child (from a parent/carer/teacher) and to the point of return to the parent/carer/teacher. This duty of care is non-transferable to members of staff whom have not been specifically appointed by Kimberley Performing Arts Centre to be teaching or act as chaperones and child support staff.

Staff and volunteers will:

- Create a safe and enjoyable environment
- Always endeavour to maintain visibility and openness (publicly) when working with children to avoid situations where an employee and an individual child cannot be observed (i.e. be aware of positioning in a room and open doors, blinds/curtains)
- Respect a child's right to personal privacy and encourage them to feel comfortable
- Provide an example of good conduct for others to follow that includes: being polite and respectful of others, using appropriate inoffensive language, carrying out duties with professionalism and care for others and the environment and premises.
- Challenge unacceptable behaviour, such as being impolite and disrespectful to others and the premises, using inappropriate verbal or physical teasing or abuse, being disruptive and hindering others in their enjoyment of the classes and other activities
- Report all allegations/suspensions of abuse
- Give enthusiastic and constructive feedback rather than negative criticism
- Treat all children equally, with respect and dignity and put their welfare and safety first
- Be aware that any physical contact with a child may be misinterpreted. Given the physical nature of dance, some physical contact by the teacher and other students may be necessary, but should never be inappropriate, of a sexual, threatening or aggressive nature. Physical contact will only take place with the consent of the child and the purpose of the contact should be made clear.
- Take time to listen to children's views and take these on board in any relevant decision-making process
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form if appropriate

Staff and volunteers will not:

- Engage in rough, physical or sexually provocative games
- Have inappropriate physical or verbal contact with children or young people
- Do anything of a personal nature for a child if they can do it for themselves

- Make sexually suggestive comments in front of, about, or to a child, even in fun
- Spend excessive amounts of time alone with children, away from others
- Meet with children outside organised classes unless this is with the knowledge and consent of parents
- Show favouritism to any individual
- Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- Tolerate or condone bullying (this may take the form of physical abuse, name-calling, teasing, humiliation, racial taunts, sexual comments, unwanted physical contact etc.)
- Take children alone in a car on journeys, however short, without the express permission of parents. If it is essential it must be done with the parents/carers' consent, and insurance liability needs to be checked.
- Let allegations made by a child go without being addressed and recorded (see section 5 of the child protection policy for procedures)
- Deter children from making allegations through fear of not being believed
- Abuse any position/relationship of trust

APPENDIX 4

CHILD PROTECTION INCIDENT REPORT FORM

Please complete this form to ensure any allegations of abuse, bullying or misconduct are correctly documented and pass to the Child Protection Coordinator.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know

Your name:
Your position:
Child's name:
Child's address:
Parents/carer names and address:
Child's date of birth (if known):
Date, time and place of alleged incident:

Your observations:

Record exactly what the child said in their own words and any questions you asked if the situation needed clarification: (Remember, do not lead the child – record actual details. Continue on a separate sheet if necessary)

Action taken:

External agencies contacted (date and time)

Police: yes/no
If yes, which:

Name and contact number:

Details of advice received:

Social Services: yes/no

If yes, which:

Name and contact number:

Details of advice received:

Other (e.g. NSPCC) yes/no

If yes, which
Name and contact number:

Signature:

Print name:

Date:

Child Protection Coordinator NB: If you contact Social Work Services Duty Teams regarding the above a copy of this form should be sent to them following a telephone report.

APPENDIX 5

PARENTAL PERMISSION SLIP FOR USE OF CHILD IMAGERY

PHOTO PERMISSION SLIP FOR 2016/2017

Dear Parent

Photographs/video of your son/daughter participating in their classes may be taken on Kimberley Performing Arts Centre's behalf throughout this year. These will be used for future

publicity and in connection with Kimberley Performing Arts Centre training programmes in Kimberley Performing Arts Centre's publications and on our website.

Other parents may wish to photograph/video their child participating in class and your child may be included in these images.

Please complete the below permission slip to allow us to use images of your son/daughter for the above purposes and to allow other parents to photo/video classes that your child attends. Images including your son/daughter will not be used without your completion of this form

Yours sincerely

KPAC Board of Directors

Name of son/daughter _____

I do/do not give permission for images of my son/daughter to be used in local newspapers in connection with Kimberley Performing Arts Centre training programmes.

I do /do not give permission for images of my son/daughter to be used for Kimberley Performing Arts Centre publicity.

I do / do not give permission for images of my son/daughter to be used on the Kimberley Performing Arts Centre web site.

I do/do not give permission for other parents of Kimberley Performing Arts Centre to take photos/video that may contain images of my son/daughter.

(Please delete as appropriate)

Name of Parent/ Guardian

Signature _____ Date _____

Please complete this form and hand it in at the beginning of the year.