Our Child Protection Policy

Safeguarding Officer: Mr Brian Webster Principle of The Guernsey Academy of Theatrical Education (G.A.T.E)

Statement : The 'Guernsey Academy of Theatrical Education' otherwise known as (G.A.T.E) has a duty of care to ensure the safety and wellbeing of all its students/children whilst taking part in classes with G.A.T.E. G.A.T.E will provide, as far as is reasonably practicable, an environment that is safe and with minimum risk to all who take part. A child is defined as a person under the age of 18

Policy Aims

The aim of the G.A.T.E Child Protection Policy is to promote good practice:
Providing children and young people with appropriate safety and protection whilst in the care of G.A.T.E. all staff/volunteers, to make informed and confident responses to specific child protection issues.

Promoting Awareness

A Staff member or volunteer may have regular contact with our students and can be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to the Safeguarding Officer. Staff and volunteers will be offered training in this area.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour.
The following examples outline our guidelines to staff/volunteers on how to create a positive culture and climate to work in.

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all students equally with respect and dignity.
- Always putting the welfare of each student first.
- Building balanced relationships based on mutual trust.
- Making training fun and enjoyable.
- Ensuring any form of manual/physical support required should be provided openly.
- Keeping up to date with technical skills, qualifications and insurance

- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always promoting parents, teachers and volunteers to work together.
- Being an excellent role model giving enthusiastic and constructive feedback.
- Recognising the developmental needs and capacity of students.
- Securing parental consent to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of treatment given.

Incident you should also ensure the parents of the child are informed:

- If you accidentally hurt a student
- If he/she seems distressed in any manner
- If a student misunderstands or misinterprets something you have done

Use of Photographic/filming equipment at events

Use of photographic/filming and digital imaging equipment

All staff and volunteers should be vigilant to ensure that physical activity events are not used as an opportunity to take inappropriate photographs or film footage of children and young people, and any concerns should be reported to the nominated Welfare Officer.

Videoing/photography as a coaching aid or promotional advertising

parents should make us aware in writing if they **do not** wish image/s of their child/children to be used to represent the organisation.

Children and their parents/carers should be made aware that part of the intended coaching programme filming will be used for training purposes. these should be stored safely or destroyed after use. This is also the case when being photographed or videoed for promotional reasons.

Videoing/photography as promotional material

• Where possible do not include the name of a child whose image is being used.

• If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of the organisation.

• Avoid the inclusion of other detailed information about individual children.

• make sure parental permission has not been refused to use image/s of their child.

(Parents should make us aware if they do not wish image/s of their child will be used to represent the organisation.)

• Only use images of young people in suitable dress/kit to reduce the risk of inappropriate use.

• Images should positively reflect young people’s involvement in the activity and promote best practice.

Recruitment and training of staff and volunteers

All volunteers/staff will complete a form. This will include self- disclosure about any criminal record.

- Consent will be requested from an applicant to seek information from the Criminal Records Bureau and will be D.B.S checked
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Interview and induction

All employees will be required to undergo an interview. All employees will receive formal or informal induction during which:

- A check will be made that the application form has been completed in full, including sections on self-disclosure and criminal records.
- Qualifications are substantiated, where appropriate.
- Job requirements and responsibilities will be clarified.
- They will read and accept all G.A.T.E policies .
- Child protection procedures will be explained and training when clarification is required.
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Training

In addition to pre-selection checks, the safeguarding process will include training to help staff and volunteers to:

- Compare their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Give advisory information outlining good practice and information on what to do if they have concerns about the behaviour of an adult towards a young person
- Give advisory information outlining good practice and information on what to do if they have concerns about the behaviour between children.
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Responding to allegations or suspicions

It is not the responsibility of anyone working with G.A.T.E paid or unpaid capacity, to decide whether or not child abuse has taken place. There is a responsibility to act on any concerns through contact with the appropriate authorities. G.A.T.E assures all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Action

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the administrator (Brian Webster) will deal with it as a misconduct issue. If the allegation is made towards the Safeguarding Officer, the report must be made to the child's class teacher or principal who will refer the allegation to the social services department.

2. Concerns about suspected abuse

- Any suspicion that a child has been abused by a member of staff or volunteer must be reported to the Safeguarding Officer, who will take actions considered necessary to ensure the safety of the child in question any other child who may be considered at risk.
- The Safeguarding Officer, will refer the allegation to the social services department.
- The parents or carers of the child will be contacted following advice from social services.
- If the Safeguarding Officer, is the subject of the suspicion/allegation, the report must be made to a teacher who will refer the allegation to the social services department.
- The Safeguarding Officer, will deal with ALL media enquiries.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

This will include the following:

- The Safeguarding Officer.
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services
- The alleged abuser (and parents if the abuser is a child)
- All recorded information will be kept confidential (please refer to our data protection policy)

Bullying

If bullying is suspected, the following actions will take place:

To help the victim and to prevent bullying:

- All signs of bullying will be taken very seriously
- All children will be encouraged to speak about their concerns. The victim will be helped to speak out and to tell someone in authority.
- All allegations will be investigated and actions taken to ensure the safety of the victim.
- Victims and alleged bullies will be spoken to separately
- Victims will be reassured that they can trust who they are speaking to and they will be helped, but promises must not be made to tell no one else.
- Records of all discussions will be kept
- Any concerns must be reported to the Safeguarding Officer immediately.

Action towards the bully(ies)

- Alleged bullies will be spoken to, help them to understand the consequences of their behaviour and an apology sought where required.
- Parents will be informed
- Provision of support for the victim's teacher
- Sanctions as necessary will be imposed
- Encourage and support the bullies to change their behaviour
- Meetings with parents will be scheduled to report on progress

Information to be obtained when suspicions or allegations are made:

- Child's personal details, name, age, date of birth (obtainable from enrolment form)
- Child's home address and telephone number (obtainable from enrolment form)
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including date, times and any special factors relevant
- A description of any visible signs of injury.
- Any behavioural changes.
- Details of any witnesses to the incident.
- The child's account.
- Time of parental involvement
- Parental response

Our safeguarding policy

Declaration
We at G.A.T.E will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to. G.A.T.E intends to meet the requirements of the Children's Law 2008. And will contact **Multi-Agency Support Hub (MASH) for ongoing support and guldance.**

This policy applies to all staff, including, paid staff or volunteers

- to protect children and young people who receive training.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

The Guernsey Academy of Theatrical Education 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 and young people and to keep them safe. We are committed to practice in a way that protects them.

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

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers

- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- 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.

We are committed to reviewing our policy and good practice annually.
Last update 22nd January 2023