

Child Protection Policy and Procedures

CPG, Cheddington

**Secretary: Sandra Buckle, 12 Church Hill, Cheddington,
Leighton Buzzard, Beds LU7 0SY**

CPG is fully committed to safeguarding and protecting the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children/young people from danger and harm. CPG believes that children's welfare must be prioritised at all times so they can achieve their potential.

We recognise our duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015.

As such, CPG ensures that:

- All children/young people are treated equally and with respect, care and dignity.
- Bullying (in any form) is never accepted nor condoned.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- There is a clear line of accountability with regards to safeguarding concerns.
- All volunteers in the CPG committee will be made fully aware of their responsibilities to safeguarding and their duty to the children/young people in their organisation, and will fully understand the correct process for reporting concerns.

The following principles underpin our commitment to child protection and safeguarding, and to working with children/young people:

1. We believe every child should be valued, safe and happy. We want to ensure that children we have contact with know this, and that they are empowered to tell us if they need any help, feel upset, are at risk or are unwell.
2. We want all children/young people who have contact with CPG to enjoy their time spent with us and to be safe.
3. We understand that the abuse of children and young people can take many forms – i.e. that abuse and/or neglect can be both inflicting and failing to act to prevent harm. We

also understand that abuse can be physical, sexual and emotional, and that the latter may include, for example, making fun of what a child/young person says, causing a child/young person to feel frightened, or having inappropriate expectations being imposed on children/young people. CPG are committed to ensuring children/young people do not experience any abuse or neglect while under our supervision.

4. We will achieve this by having an effective child protection policy and child protection procedures, and following by National and Local guidance.
5. It is important that every person involved with CPG is clear about our Child Protection Policy and Procedures, and about what they need to do if they have safeguarding concerns. The Disclosure of Abuse section below covers this. We note that it is NOT the role of CPG to decide whether a child has been abused or not. This is the task of the Local Authority Children's Social Care Services. It is however everybody's responsibility to ensure that concerns are shared and appropriate action taken.
6. This child protection policy and our child protection procedures apply to all volunteers at the CPG, anyone carrying out any work for us including all cast and crew.
7. We will review our child protection policy and procedures at least every 2 years to make sure they are still relevant and effective.

Signed _____ Date _____

Name _____

Position in the organisation _____

Signed _____ Date _____

Name _____

Position in the organisation _____

Creating a safe organisation and environment

1. At CPG there will be a named person for child protection called the Safeguarding Lead, as well as a Deputy Safeguarding Lead, who is a direct point of contact for any committee member, volunteer, cast or crew member who has a child protection concern. They will record any concerns in a clear (and secure) manner, and help ensure that the appropriate action is taken. The Safeguarding Lead will also ensure that the Child Protection Policy and the Procedures outlined in this document are being fully adhered to.
2. There will always be at least one adult present at rehearsal or shows who has been checked through the Disclosure & Barring Service (DBS).
3. CPG will ensure that children/young people are signed in and out at all rehearsals, and will keep records of these documents. During productions/show week, children must be signed out when leaving and a record made of the person collecting.
4. CPG will ensure that during the rehearsals children have adequate breaks and rest. Specifically, a maximum time of 60 minutes before children/young people have a break.
5. As confirmed in the Data Protection Act, CPG will ensure written consent is sought from the parent or carer of any child/young person before any photographs are taken. If consent is given, CPG will make it clear with the parent or carer as to how the image will be used (for example, in a leaflet or the website) and how widely. Due consideration will be given to the appropriateness of clothing and posture, and details such as a child's name or age will not be shared.
6. Any information given to others about activities of CPG will include information about the child protection policy and procedures. The child protection policy will be on the CPG website.
7. CPG believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of CPG and to share responsibility for the care of children. All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. CPG has a responsibility to ensure accurate information is provided to parents in order that they can make suitable arrangements to take children home.
8. At least one chaperone / parent helper will be present at each rehearsal that includes children/young people. During show weeks, there will be at least 1 parent helper/chaperone per 8 children/young people, in accordance with the guidelines set out by Buckinghamshire County Council.

9. To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds
10. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
11. If a child is injured while in the care of the organisation, a designated first-aider will administer first aid and the injury will be recorded in the organisation's accident book. This record will be counter-signed by the person with responsibility for child protection. If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the rehearsal or production.
12. Chaperone's responsibilities and areas of focus will be made clear to them. The chaperone is acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give to a child. They will be responsible for ensuring that children are safe and their needs are met. Specifically, Chaperone's helping CPG will be asked to:
 - Ensure children stay safe during breaks and times when they are not directly involved in rehearsing / learning. Not leaving children to their own devices.
 - Help children if they are upset or tired.
 - Ensure children don't go outside of the the building unsupervised.
 - Monitor that when a child has asked to go to the toilet that they return safely
 - Ensure children do not go up onto the stage unless under the explicit instruction of the Director/Co-director/Choreographer or Musical Director.
 - Inform the Producer or Director if they consider that a child is unwell or too tired to continue.
 - To be aware of where the children are at all times.
 - Look after any "early arrivals" prior to the rehearsal commencing and after the rehearsals have finished (until they have been collected by their parent/guardian).

Safeguarding Lead at CPG

The Safeguarding Lead for CPG for the period November 2017 – March 2018 is

Sandie Buckle, Director

Tel: 07966 321584

If the Safeguarding Lead is not available (due to sickness etc) the Deputy Safeguarding Lead is Fran Montague, 07973 864929

If neither the Safeguarding Lead nor Deputy Safeguarding Lead is available, advice should be immediately sought from Buckinghamshire County Council. The First Response Team can be contacted on 0845 4600001 (outside of office hours call: 0800 999 7677) / email: secure-cypfirstresponse@buckscc.gov.uk

NB. This email address is only secure if emailing from another secure account

Child Protection Procedures

Disclosure of abuse

If a child/young person discloses to you that abuse or inappropriate behaviour has / is taking place, you should:

- Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to the Safeguarding Lead regarding the disclosure. If your Safeguarding Lead and deputy Safeguarding Lead are not available, ring First Response for advice. If there is immediate risk of harm to a child DO NOT DELAY, ring 999

The Safeguarding Lead needs to take action in line with the BSCB procedure for What to do if you are concerned about a child in Buckinghamshire. A flowchart explaining this process is available at Appendix A. The Safeguarding Lead should refer to the BSCB Thresholds Document to inform decision making. If the Safeguarding Lead is unclear whether or not to make a referral to Children's Social Care, they can call First Response for advice.

Useful Contacts

Buckinghamshire County Council First Response Team (Children's Social Care) 0845 4600001

Out of Hours Emergency Duty Team 0800 999 7677

Buckinghamshire Local Authority Designated Officer (LADO) : 01296 382070

Buckinghamshire Safeguarding Children Board www.bucks-lscb.org.uk