



East Broadway Theatre Company Child Protection Policy

The policy and procedures outlined in this document are to assist East Broadway staff (see definition of 'staff' later) in the protection of children by identifying clear instructions in accordance with the legislative framework of the Children (NI) Order 1995, and the Regional ACPC Procedures, 2005.

We recognise that abuse can take many forms, whether it is physical abuse, emotional abuse, sexual abuse or neglect. We are committed to practice which protects children from harm. All members of East Broadway accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

East Broadway believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and volunteers of East Broadway should be clear on how to respond appropriately.

East Broadway will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.



CHILD PROTECTION PROCEDURES

Child/Young Person

For the purposes of this policy a child or young person is anyone aged less than 18 years, or less than 21 years with a disability or has been “looked after”.

Staff

For the purpose of this policy staff are defined as:

- Those employed by East Broadway on a full or part time basis;
- Individuals with whom the organisation contracts for services on a sessional basis;
- Placements with East Broadway;
- Volunteers with East Broadway;
- Internships;

At East Broadway we will endeavour to safeguard children and young people by:

- Following Child Protection Procedures
- Having designated child protection officers who have received appropriate training and support for this role;
- Ensuring all staff understand their responsibilities in being alert to the signs of abuse;
- Sharing information on the protection of children should be on a need to know basis, with reference to East Broadway confidentiality statement.
- Ensuring safe recruitment and selection procedures are practised for staff employed by East Broadway according to Policy and Procedures on Recruitment and Selection;
- Providing effective management for staff through supervision, support and training;
- Ensuring children and young people are aware of the responsibilities placed on East Broadway staff to report allegations of abuse to Social Services Departments;
- Ensuring Parents/carers are aware of the responsibility on East Broadway staff to report allegations of abuse to Social Services;
- Maintaining written records of concern expressed by or about children/young people; See Appendix B
- Following the procedure where an allegation is made against a member of staff.
- Ensuring that outside agencies who have substantial unsupervised contact with children and young people, who are commissioned to undertake work on behalf of East Broadway, adhere to minimum standards with regard to child protection. Ensuring also that we incorporate this into our tenders/contracts as well.



Responsibility of Staff - Identification and confirmation of alleged and actual abuse must be left to the appropriate professionals and agencies. Staff who have concerns about a child or young person who is in contact with East Broadway must report their concerns to their line manager and/or Designated Officer and then on to Social Services or the Police. The information which must be recorded is outlined in Appendix B.

In a case where a child or young person makes allegations, it is the responsibility of staff to whom allegations are disclosed to:

- listen to the child or young person rather than questioning them;
- allow the child or young person to freely record events;
- explain to the child or young person what you have to do and who you have to tell;
- record the discussion accurately as soon as possible after the event;
- advise the line manager of the situation and contact one of the Designated Officers, who will discuss how the concerns are passed on to Social Services;
- In the absence of line manager discuss with another senior person in the organisation how to pass on the information;
- In the absence of the Designated Officer, the manager will discuss how to make the referral; then report to the Designated Officer as soon as possible;
- If no-one is available to discuss the concerns, pass the information directly to Social Services or the Police. If in doubt refer;
- If a situation occurs outside normal working hours, the information should be shared with the line manager/Designated Officer if available and then referred on to the duty out of hours Social Worker or the Police.
- If a member of staff assesses that the child is in immediate danger, contact the police and advise line manager as soon as possible

Appendix B



Recording allegations or suspicions of abuse

Checklist of details to record where allegations have been made

Name of child or young person
Age
Any special factors
Name of parent/guardian
Home address
Home telephone number
Nature of allegation
Date of allegation
Is the person making the report expressing their own concerns or passing on those of somebody else?
What has prompted the concerns? Include dates, times and details of any specific incidences
Any physical signs? Behavioural signs? Indirect signs?
Has the child or young person been spoken to? If so, what was said? Have the parents been contacted? If so, what was said?
Has anybody been alleged to be the abuser? If so, record details.
Has anyone else been consulted? If so, record details.
Who information is passed to and date when passed
Follow-up action



Contact details

Designated Safeguarding officer

Alex McKelvey

Alexmckelvey13@hotmail.co.uk

CEOP

www.ceop.police.uk

NSPCC Helpline

08088005000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 08/10/2018

Signed AMCKELVEY