

## **SAFEGUARDING & CHILD PROTECTION POLICY**

### **Purpose and aim of the policy**

Learning Through Theatre (hereafter known as LTT) work with children and adults in a range of settings, mostly within secondary schools, to deliver theatre workshops for educational purposes and also online via virtual classrooms and meetings. We are committed to the safety of children, young people, vulnerable adults and of our employees. All LTT team members work as self-employed and are bound by the safeguarding procedures of the school/institution where the performance/workshop is taking place.

Cheryl Stapleton, Artistic Director is responsible for all self-employed staff/volunteers working as part of the LTT team and also the safeguarding of children that the team works with. The policy and procedures are consistent with Local Safeguarding Children Board guidance and Keeping Children Safe in Education 2021.

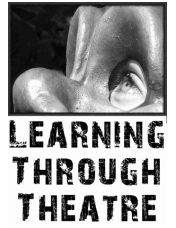
### **Policy Statement**

- We believe everyone has a responsibility to safeguard and protect children (anyone under 18).
- We will take all necessary steps to ensure children are safe at all times and we will encourage the prevention of child abuse through following safe working practices and adhering to published rules and guidelines in Keeping Children Safe in Education (2021).
- We will give equal priority to keeping all children safe regardless of their age, disability, neurodiversity, gender reassignment, race, religion or belief, sex, or sexual orientation.
- We will always act in the best interests of the child and share any information that we believe may be critical in keeping the child safe.

LTT encounters children as audience members and as workshop participants in practical workshops and online. The workshop setting maybe a school, community organisation, a venue hired by LTT or online platforms.

### **We will seek to keep children safe by:**

- Adopting effective safeguarding practices and ensuring all team members follow these
- Making all team members aware of the safeguarding procedures in place at every school/institution we work in and ensuring these are adhered to
- Providing effective management for team members through supervision, support and training, overseen by our nominated safeguarding officer: Cheryl Stapleton
- Recruiting freelance staff and volunteers safely, ensuring all necessary security checks are made
- Building a safeguarding culture where all team members know how they are expected to behave and feel comfortable about sharing concerns
- Taking forward any concerns and sharing these with schools, teachers and other agencies as appropriate.

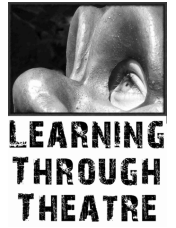


At the core of our safeguarding practice is the legal principle that when LTT works in a school, the school remains in loco parentis and the same applies when teaching online specifically for an educational establishment.

- At each educational establishment that LTT visits for a performance or a workshop, or where an online lesson takes place at a school's request, the LTT team will ensure that they know the name and contact details for the designated safeguarding lead and that they familiarise themselves with the safeguarding and child protection policy and procedures for that educational establishment
- All workshops, performances, online teaching forums should be supervised by a teacher of the school/institution where the pupil is registered. It is acknowledged that it is not always possible to have a teacher present, therefore all staff working with LTT have undergone enhanced DBS checks.
- Where children are joining an online workshop remotely, independent of an institution, the parent/guardian are responsible for the safeguarding of that child.

## Confidentiality

- We recognise the importance of confidentiality but also recognise our professional responsibility to share relevant information about the protection of children with other professionals where it is deemed necessary to safeguard the child
- Working Together to Safeguard Children (2018) emphasises the importance of early information sharing and that fear about sharing information cannot be allowed to stand in the way of promoting child welfare and protecting child safety.
- We are aware of '*the seven golden rules to sharing information*' as outlined in Information Sharing (2018):
  1. GDPR, Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
  2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
  3. Seek advice from other practitioners if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
  4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
  5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
  6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing



it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
  - We will never promise to keep secret information that is given to us by a child. We will explain that we will pass the information on to those who need to know and can help.
  - Where a child is deemed a victim of abuse we will reassure them that they are being taken seriously, and that we will ensure they are supported. It is highlighted that they should be heard, not shamed in any way, or made to feel that their reporting any abuse is ‘a problem’.
  - We believe that information sharing is vital to safeguarding and promoting the welfare of children and young people. Information however should only be shared with those who need to know (usually, the designated safeguarding lead at the educational establishment)
  - The safety, well-being and best interests of the child are the top priority.

## Safeguarding Procedure

As part of this safeguarding policy, we will adhere to the following procedure to respond to child protection concerns:

- If a child is in immediate danger, call the police on 999.
- If a concern is not urgent, the nominated safeguarding lead will contact the school designated safeguarding officer or, if not within a school setting, the local child protection service.
- NSPCC Helpline may also be contacted for advice and guidance on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Online Behaviour

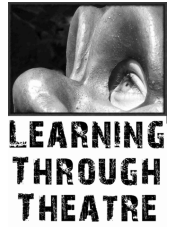
LTT team members will adhere to the following principles:

- We will make sure everyone feels comfortable, safe and protected.
- We will verbally set appropriate boundaries in terms of behaviour and language at the start of an online meeting and over familiarity with participants will be avoided.
- LTT team will not share personal contact details, including personal social media details. All details that need to be shared must be shared a teacher or the child’s parents or carers.

*(see also Online Behaviour Code)*

## Allegations Against LTT Staff

- There may be times when a pupil makes an allegation against a member of LTT staff. In this situation, decisions for action will be made by the school/ institution that the pupil is attending. These should be carried out in accordance with the Local Safeguarding Children Board Manual of Child Protection Procedures.



- If such an allegation is made, the member of staff receiving the allegation will immediately inform the designated safeguarding officer at the school/ institution that the pupil is attending and their LTT manager.

### **Whistleblowing**

- We will aim to provide an environment in which children and adults feel confident enough to express concerns regarding the behaviour of a member of LTT staff.

**We are committed to adhering to this policy and operating effective safeguarding practice.**

**Nominated Safeguarding Lead:** Cheryl Stapleton, Artistic Director

**Contact:** [info@learningthroughtheatre.co.uk](mailto:info@learningthroughtheatre.co.uk)

**Reviewed:** May 17<sup>th</sup> 2022

**Signed:**

A handwritten signature in blue ink that reads "Stapleton".