

SAFEGUARDING CHILDREN POLICY

for

AMJ Theatrical Academy of Performing Arts

This policy was last reviewed on 3rd January 2024

1 Introduction

1 AMJ Theatrical Academy of Performing Arts is a for-profit organisation run by:

Mr Adam Jones

2 AMJ Theatrical Academy of Performing Arts is based at:

Woodland Arts Centre, Gillingham.

3 AMJ Theatrical Academy of Performing Arts is managed by a management team (the Team). One of the management team has particular responsibility for safeguarding children.

4 The Team has adopted this safeguarding children policy and expects every adult working or helping at AMJ Theatrical Academy of Performing Arts to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of AMJ Theatrical Academy of Performing Arts.

2 Purpose of the Policy

1 This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.

2 As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

3 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

4 Universality of Protection

We recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5 Safeguarding children at events / activities

1 There are three kinds of events/activities:

1.1 those open to adults and children of all ages,

1.2 those for children accompanied by a 'parent',

1.3 those for unaccompanied children, which are sometimes run alongside other events/activities.

2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Alternatively, sufficient licensed chaperones will be provided by AMJ Theatrical. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents. At these events sufficient licensed Chaperones will be provided by AMJ Theatrical.

5 Both event and activities are to be defined broadly to include any occasions where AMJ Theatrical Academy of Performing Arts will be providing a service.

6 Disclosure and barring

1 AMJ Theatrical Academy of Performing Arts offers the following activities for children:

Drama, Dance and Musical Theatre Tuition. Live Theatre Performances.

2 Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable

Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

3 The Team will take very seriously any allegation of impropriety on the part of any member of AMJ Theatrical Academy of Performing Arts. A member of AMJ Theatrical Academy of Performing Arts who discovers anything amiss should get in touch immediately with the following:

Mr Adam Jones

4 The Team will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of AMJ Theatrical Academy of Performing Arts.

7 Health and safety aspects of safeguarding children

1 Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Team will keep a record of all risk assessments.

2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

3 In all relevant circumstances the rules attached in Appendix A will be applied.

9 Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a AMJ Theatrical Academy of Performing Arts event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of AMJ Theatrical Academy of Performing Arts. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

10 Photographing children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. All parents have to declare that AMJ will photograph and video all live performances for sale and archive purposes. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact AMJ Theatrical Academy of Performing Arts immediately. During shows a photographer and videographer will be provided by AMJ Theatrical for the taking of licensed photographs and videoing of our productions. Parents must agree to this prior to their children enrolling in AMJ Theatrical. These photos and videos will be made available for sale to parents and carers of AMJ Theatrical students.

11 Managing behaviour, discipline and acceptable restraint

1 Adults supervising children at AMJ Theatrical Academy of Performing Arts events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used – but for that purpose only.

2 Unacceptable behaviour at AMJ Theatrical Academy of Performing Arts events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

3 AMJ Theatrical Academy of Performing Arts may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

Mr Adam Jones and Teaching Staff

4 A parent who is aggrieved by this ban may appeal to AMJ Theatrical Academy of Performing Arts who will hear the views of all relevant persons. The decision of AMJ Theatrical Academy of Performing Arts is then final. Any such appeals should be made to, and will be determined by the following officer:

Mr Adam Jones

12 Other Policies

This safeguarding policy should be read together with the following policies and resources:

Employee Background Check

AMJ Theatrical Academy of Performing Arts Body Map and Concern Record

13 Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

14 Reporting of Concerns

AMJ Theatrical Academy of Performing Arts employees must report any concerns to the Safe Guarding Lead:

Adam Jones

Staff must use the AMJ Theatrical Academy of Performing Arts Body Map and Concerns Record sheet and confidentially hand the report to the Safe Guarding Lead.

Once reported the Safe Guarding Lead will review the information and take appropriate action.

A notification of concern should be made to the Social Work services as soon as a problem, suspicion or concern becomes apparent. Notification of concerns should be made to the duty team in the relevant area or in an emergency to the Police, stating clearly that you want to make a child protection referral/ and then follow up the concern in writing.

Outside office hours referrals should be made to the out of hours Social Work services or the Police.

It does not matter if you do not have all the information below, do not delay in sharing concerns. Wherever possible pass on the following information.

- Your name, contact details and agency and your involvement with the family.
- The child's full name, age, date of birth and address. The child's current whereabouts and who they are with and what you are concerned about.
- The name, age and address of the child's parents/carers and/or any other adults who have care of the child. Who it is thought may have harmed the child or may pose a risk to them, and where and what may have happened. Is the child in imminent danger.
- The name, age and address of any other person known to have information on the alleged or suspected abuse.
- Whether there are any other agencies currently involved with the family (if known) e.g. health visitor, teacher, school nurse or any other health professional involved with the family, including the parents/carers.
- Whether there have been any previous concerns about this child or other children in the household.
- Whether the child has any disabilities or special needs (if so further information regarding the child's diagnosis if any, the main difficulties affecting functioning, any medical conditions, how the child communicates and expresses emotions should be provided).
- Whether there are any cultural or religious factors which need to be taken into account.
- Whether the parents are aware of the concerns and if so what is their reaction.

- Record the name of the person you passed the concern to. It is important that you make your notification of concern as soon as you have decided that this is the appropriate course of action.

It is important that agencies are kept informed about what is happening and that feedback is given to the referrer on action taken. In all cases, discussion and liaison will take place with the Named Person

If working in a school AMJ Theatrical Academy of Performing Arts will report any concerns directly to the schools Safe Guarding Lead. A full Body Map and Concern Record should be completed and given to the School directly.

Any paperwork concerning Child Protection must not be sent through the post and no copies must be kept or saved by AMJ Theatrical Academy of Performing Arts.

NOTE: This Policy was approved by the following officer on 17/01/2023 and is due for review every 12 Months:

Mr Adam Jones

Appendix A

Further rules and guidelines to be applied for the safeguarding of children

- *At the beginning of each class the teacher in charge must take a full and accurate register. After the register is taken a head count should be conducted to ensure the register is accurate. At the end of the lesson the teacher in charge must sign the children out and visually see the child return to their appropriate adult. The only exceptions to this is Theatre Stars Senior who may walk home on their own or to the car park to meet their parents. AMJ staff will ensure all children are picked up prior to leaving the premises.*