

Trinity  
Theatre  
Child  
Protection  
Policy

April 1

2015

The logo for Trinity Theatre and Arts Centre, featuring the word "Trinity" in a stylized, pink, outlined font.

Trinity Theatre and Arts Centre



Trinity Youth Theatre Company

# Trinity Theatre

## Child Protection Policy (updated 1st April 2016)

### Details

|              |  |
|--------------|--|
| Name         | Trinity Theatre  |
| Address      | Church Road, Tunbridge Wells, Kent TN1 1JP                           |
| Organisation | Theatre  |
| Telephone    | 01892 678678   |
| Email        | <a href="mailto:info@trinitytheatre.net">info@trinitytheatre.net</a> |

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|-----------|--|
| Contact   | Bethan Minter  |
| Job Title | Youth Theatre Co-Ordinator   |
| Telephone | 01892 500673   |
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### Statement

Trinity Theatre, its staff and tutors take seriously their responsibility to protect and safeguard the welfare of all children and young people with whom they work. All staff have a responsibility to ensure that children are safeguarded, but those who come into contact with children and their families in a professional capacity have particular responsibilities.

### Mission Statement

Trinity Theatre is committed to

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection
- Safe recruitment, supervision and training for all the young children's/youth workers within the theatre
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory childcare authorities and other organisations

### Children's Rights

- Trinity Theatre works within the boundaries of the UN Convention on the Rights of the Child (1991)
- Trinity Theatre agrees that
  - All children have a right to expect that their best interests are a priority when decisions are being made by Trinity Theatre about them*
  - All children have a right to have a say in anything that affects them*
  - All children have a right to be protected by those who look after them*
  - All children have a right to rest, play and have the opportunity to join in a wide variety of activities*
  - All the rights in the Convention must apply to all children without discrimination of any kind. Every child has equal rights, as disclosed in Trinity Theatre's Equal Opportunities Policies*

## Area of Policy

### 1. Appointments

1.1 Appointing those who work in direct contact with children and young people. In appointing the above, Trinity Theatre will be responsible for the following:

#### ***Before Employment***

- Meeting the applicant in person
- Obtaining the results of a valid Enhanced Disclosure
- Obtaining and following up a minimum of two reference with particular attention as to the applicant's suitability for working with children
- Informing the applicant of the preceding two requirements and, where appropriate, of the subsequent results.

#### ***Upon Employment***

- Setting an appropriate induction period to assess the individual's suitability to the position through observation and discussion
- Providing appropriate information and training about child protection and health and safety responsibilities
- Issuing the policy
- Discussing any problems arising during this period

#### ***During Employment***

- Providing opportunities to discuss work programmes and areas of concern with other staff
- Reviewing the appointment on a regular basis
- Police checking the employees every three years
- Informing employees of any changes to child protection or health and safety policy

The applicant/employee will be responsible for

#### ***Before employment***

- Providing all the information requested

#### ***During employment***

- Promptly providing details of any criminal convictions or investigations
- Co-operating fully with any request made or action taken by Trinity Theatre related either to child protection or health and safety policy

#### **Reasons for not appointing an applicant/discontinuing employment may include**

- History or previous offences against children
- History of offences that are unsuitable when working with children i.e. drugs or violence
- Unsuitable references
- Unsuitable behaviours during employment
- Failure to disclose relevant information
- Inability to do the job

**1.2 Appointment of education workers from visiting companies**

Any person carrying out an education activity with children or young people organized by Trinity Theatre on behalf of a visiting company must provide:

- Proof of an existing Enhanced Disclosure. If this criteria is not met then the visiting education worker must be supervised at all times by a suitably checked person known to Trinity Theatre
- Evidence of suitable qualifications or experience to carry out and be responsible for the activity

**1.3 Appointment of volunteers**

Volunteers should hold/have appropriate qualifications/experience and police checks. Otherwise they should be clearly working under the direct supervision of an appropriately qualified person

## 2. Supervision of children/young people

Staff working with children/young people will:

- Take responsibility for their well-being at all times
- Find out and comply with health and safety and fire evacuation procedures relevant to the location
- Ascertain the whereabouts and contact details of the nearest first aider (or nearest telephone in the absence of such provision)
- Ensure the working space is safe before allowing the children to enter
- Take a register for each session, documenting (in writing, with date and time) any observations or concerns regarding a child's welfare
- Make sure that they have completed a registration form from the child's/young person's parent or guardian detailing emergency contact details and any medical information in their folder. It is important that these are completed before the child/young person is involved in any activity at Trinity Theatre
- The Youth Theatre Co-Ordinator must attend regular Child Protection Training and read the Kent Safeguarding Children Board Procedures (KSCB<sup>1</sup>). It is every member's responsibility to ensure that Child Protection issues are addressed correctly, with compassion, and that the strictest confidence is maintained at all time
- It is the responsibility of the Youth Theatre Co-Ordinator to pass on information and train workshop leaders and their assistants where necessary

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<sup>1</sup> [http://www.clusterweb.org.uk/UserFiles/KSCB/File/Policies/K\\_M\\_Procedures\\_for\\_updating\\_2009\\_CB.pdf](http://www.clusterweb.org.uk/UserFiles/KSCB/File/Policies/K_M_Procedures_for_updating_2009_CB.pdf)

### **3. Code of Practise**

These guidelines are designed to ensure the best possible protection for the children and young people and the adults working for them. Please refer to the Kent Safeguarding Children Board Procedures (KSCB<sup>2</sup>).

**3.1 All should respect the rights, dignity and worth of all and treat everyone with equality**

**3.2 Always be publicly open when working with young people. Situations where an adult and an individual child are completely unobserved should be avoided**

**3.3 If physical contact is necessary it should be done openly**

**3.4 Adults should ensure that the activities, which they direct or advocate, are appropriate to the age, maturity and ability of the participants.**

**3.5 Adults should consistently be aware of differing customs and cultural requirements**

**3.6 If an adult accidentally hurts a child, or causes distress in any manner, the adult should:**

- Report the incident to their line manager
- Support with a brief written report of the incident as soon as possible

### **4. Working with Offenders**

When someone attending Trinity Theatre is known to have abused children, the Youth Theatre Co-Ordinator will supervise the individual and offer one on one care, but in its commitment to the protection of children, set boundaries for that person which they will expect to keep.

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<sup>2</sup> <http://www.kscb.org.uk/>

## 5. Procedure for Responding To Allegations of Abuse

Indications of abuse that a theatre worker may be made aware of:

- A child may disclose to a theatre worker something that has upset or harmed them.
- Someone else might report that a child has told them, or that they believe that a child has been or is being harmed.
- A child might show signs of physical injury for which there appears to be no explanation.
- A child's behaviour may suggest he or she is being abused.
- The behaviour or attitude of one of the workers towards a child worries you.
- You witness worrying behaviour from one child to another.

Under no circumstances should a theatre worker carry out their own investigation into the allegations or suspicions of abuse. The person in the receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Youth Theatre Co-Ordinator: Bethan Minter (hereafter referred to as the "Co-Ordinator") telephone number 01892 500673 who is nominated by the Venue Manager, Alex Green (hereafter the "Deputy Co-Ordinator") 01892 678670 #6, to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-Ordinator may also be required by conditions of Trinity Theatre's insurance policy to immediately inform the Insurance Company.
- In the absence of the Co-Ordinator, or if the suspicion in any way involves the Co-Ordinator then the report should be made to the Venue Manager, Alex Green. If the suspicion implicates both the Co-Ordinator and the Deputy Co-Ordinator, then the report should be made in the first instance to Kent County Council CHILDREN IN ENTERTAINMENT (Alison Alfrey Child Employment Officer Tel. 01233898673)<sup>3</sup>
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with Theatre procedures and kept in a secure place
- Whilst allegations or suspicions of abuse will normally be reported to the Co-Ordinator, the absence of the Co-Ordinator or Deputy Co-Ordinator should not delay referral to the Social Services Department
- The Artistic Manager will support the Co-Ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from Kent Safeguarding Children Board (KSCB<sup>4</sup>), although the Venue Manager, Alex Green, hopes that members of the Theatre will use this procedure. If, however, the individual with the concern feels that the Co-Ordinator/Deputy Co-Ordinator has not responded appropriately, or where they have a disagreement with the Co-Ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope that by making this statement that Trinity Theatre demonstrates the commitment it has to effective child protection.

The role of the Co-Ordinator/Deputy Co-Ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services

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<sup>3</sup>

[http://www.kent.gov.uk/education\\_and\\_learning/school\\_attendance\\_behaviour/child\\_employment/children\\_in\\_entertainment.aspx](http://www.kent.gov.uk/education_and_learning/school_attendance_behaviour/child_employment/children_in_entertainment.aspx)

<sup>4</sup> <http://www.kscb.org.uk/>

Department. It is Social Services' task to investigate the matter. Contact details as of June 2014 are Kent Specialist Children's Services - Central Duty Team are 03000 411111

## **6. Procedure for Responding to Allegations of Physical Injury or Neglect**

If a child has a physical injury or symptom of neglect, the Co-Ordinator/Deputy Co-Ordinator will:

- Contact Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- Will not tell the parents or carers unless advised to do so having contacted Social Services
- Seek medical help if needed urgently, informing the doctor of any suspicions
- For lesser concerns, (e.g. poor parenting) encourage parent/carer to seek help, but not if this places the child at any risk of injury
- Where the parent/carer is unwilling to seek help, offer to accompany them. In case of real concern, if they still fail to act, contact Social Services direct for advice
- Seek and follow advice given by Kent Safeguarding Children Board (KSCB<sup>5</sup>) (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services

### **Responding To Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Co-Ordinator/Deputy Co-Ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families. They will NOT speak to the parent/carer or anyone else
- Seek and follow the advice given by CPAS if, for any reason they are unsure whether or not to contact Social Services. CPAS will confirm its advice in writing for future reference

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<sup>5</sup> <http://www.kscb.org.uk/>

## 7. Procedure and Guidelines to reporting and responding to Bullying, Abuse and Violence between students.

The following procedure is how Trinity Youth Theatre Company will report, investigate and address the issue, following a student suspected or reported of Bullying, in conjunction with Clause 14 of Trinity Youth Theatre Company's Terms and Conditions document 2015, DfE (2014), Preventing and Tackling Bullying and DCSF Safe From Bullying: in Youth Activities.

*"14) Trinity Youth Theatre Company reserve the right to remove or refuse entry to students who are abusive, or cause deliberate physical or emotional harm, to staff or other students; or who repeatedly purposely disrupt the classes."*

We define 'abusive, or cause deliberate physical or emotional harm' as Verbal Abuse, Emotional Abuse, Physical Harm, Violence or Bullying.

- **Verbal Abuse** is the excessive use of language to undermine someone's dignity and security through insults or humiliation, in a sudden or repeated manner.
- **Emotional abuse** is the ongoing emotional maltreatment or emotional neglect of a person. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.
- **Physical Harm** is an act of a person involving contact of another person intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.
- **Violence** is the behaviour or treatment in which physical force is exerted for the purpose of causing damage or injury.
- **Bullying** is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyberbullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities.

Under no circumstances should a theatre worker carry out their own investigation into the allegations or suspicions of bullying. The person (Theatre worker, parent or student) who receives the allegations or suspicions of bullying will do the following:

- Concerns must be reported as soon as possible to the Youth Theatre Co-Ordinator: Bethan Minter (hereafter referred to as the "Co-Ordinator") telephone number 01892 500673 to act on Trinity Youth Theatre Company's behalf in dealing with the allegation or suspicion of Bullying, including intervention or referring the matter on to the statutory authorities.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with Theatre procedures and kept in a secure place.
- An investigation by the Co-Ordinator will take place, to examine the extent and severity of the actions of the accused, and validity of the report. This will involve interviews with staff present at time of incident/s, their observations and actions taken, Observations of student interaction or classes, and if so required discussions with parents and/or students.

Once the investigation is complete, the Co-Ordinator will decide to take one of the following four actions.

- That there is insufficient evidence to act upon the report at present. They will continue to observe the situation, until they feel confident in their information to take disciplinary action.
- That information is falsified or exaggerated, resulting in no disciplinary action taken.
- That there is sufficient information taken, that they feel confident with their findings, and that disciplinary action must be taken.
- That the report of which is severe enough to pass onto the police or social services.

In the result of disciplinary action, the parent of the child at hand will be notified by the Co-Ordinator by phone call. Depending on the severity of the findings, disciplinary action will result in one of the following.

- An Official Warning – An official warning will be issued, notifying the child that this behaviour is unacceptable. An official warning does not result in the removal of the child from the group. If further reports of abuse of bullying occur within six months of an official warning being issued, further disciplinary action may be taken.
- Removal from the Youth Theatre – Depending on the severity of the incident/s, the child will be removed from the recurring youth theatre for a stated period or all future Youth Theatre activities indefinitely. This is the ultimate action that can be taken by the Co-Ordinator.

### **Recommended related documents**

KCC Children in Entertainment Child Employment Guidance Notes:

<http://bit.ly/Uz9O3X>

KCC Child Protection Procedures page:

<http://www.proceduresonline.com/kentandmedway/>

The Children Act 1989

DfE (2014), Keeping Children Safe in Education

DfE (2014), Preventing and Tackling Bullying

DCSF Safe From Bullying: in Youth Activities

**8. Guidelines for tutors and helpers facilitating workshops /courses for children aged 16 and under**

All tutors must read:

1. The tutor's responsibility for the member of his or her group starts from the moment the group is admitted to the rehearsal /activity space and continues until the last member of the group has left the space.
2. The tutor must familiarize him/herself with the fire evacuation procedure for the space. In the event of fire alarm being activated or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point: *in the garden area behind the back of Trinity Theatre.*
3. First aid assistance can be found at Trinity Theatre's Ticket Office, where a first aider will be called. Remember that only the house manager should administer first aid, not the tutor. The parent/carer must be informed at the end of the session if the child has had any kind of accident during the session
4. Children aged 16 and under must not be allowed to leave the building without a responsible adult
5. No student may be allowed to leave the space without first informing the tutor
6. Children on a course/workshop must only eat or drink things they have brought with them, apart from drinking water. No one must give them anything else to eat or drink, in case of allergies.
7. Classes involving children aged 16 and under must be supervised by at least two responsible adults at all times.
8. The tutor must inspect the space before the group is admitted to ensure it is a safe environment. In the event that any dangers can be foreseen, the tutor must discuss the matter with the Duty Manager who will attempt to make the space safe or find an alternative space.
9. All parents/guardians/carers must complete a Trinity 'Registration Form' for participating in Trinity Theatre's courses/workshops for their child, before the start of any course/workshop. These forms will be sent to parents in advance of the course/workshop and completed forms will be placed with the tutors register. Alternatively, parents can return forms to the tutor on the day. If a form is not completed fully then the child will not be allowed to stay. The forms must be kept with the register and be available at every session, in case of emergency. (Stored by the Trinity Youth Theatre Co-Ordinator)
10. All parents/carers have been asked to drop off their child at the workshop/course room at the beginning of the session, and must not leave their child until the tutor is present. They have also been asked to collect their child from the workshop/course room at the end of the session, rather than elsewhere inside or outside the building.
11. At the end of the session, the tutor must make sure that all children have been collected by their parent/carer. If a child has been at a morning session and is staying for a separate afternoon session no lunch cover is provided. Please make sure that parents/carers are aware of this. If a child is not collected, please inform Ticket office/House Manager so that the parent/carer can be contacted. Do not leave a child that has not been collected.
12. It is preferable that children partaking in a workshop/course are not taken into the grounds of Trinity Theatre. If it is the case then they must remain as close to the building as possible, for the reasons of safety, and the tutor must remain with the children at all times. The tutor must be aware that the grounds are used by members of the public and the children must remain within the tutor's sight at all times.
13. No child should come into contact with any hazardous substances, such as print room inks, acids, lead etc.

**This document is scheduled for review in April 2016**