



**West  
Wickham  
Pantomime  
Society**



*Performing for Charity*

## CHILD PROTECTION POLICY

### Introduction

West Wickham Pantomime Society (WWPS) have a moral and legal obligation to ensure that, when given responsibility for children all staff, chaperones, parents/legal guardians and volunteers accept their responsibilities to safeguard children from harm and abuse. This means to ensure that everyone follows procedures to protect children and report any concerns about their welfare to appropriate authorities.

### There are three elements to our policy:-

- **Prevention** through awareness of each individual child's needs.
- **Definitions of Child Abuse and Neglect**
- **Procedures** for identifying and reporting cases or suspected cases, of abuse.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of WWPS and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

### Prevention

We recognise that the "entertainment industry" can be a very "adult" environment and we expect that all staff, chaperones, parents/legal guardians, volunteers and anyone else who comes into contact with children behave in an appropriate manner at all times, and remember that "The Welfare of the Child is Paramount".

WWPS will therefore: -

- All children have a positive and enjoyable experience of performing at The West Wickham Pantomime Society in a safe and child centred environment.
- Ensure that all children are protected from abuse whilst participating in theatrical performances.
- Establish and maintain an ethos where children feel welcome and familiar with their environment and are informed of personal (toilets, dressing rooms etc) and emergency arrangements (fire exits, meeting points etc) and any Health and Safety Procedures (Dangerous equipment, First aid etc)
- Inform each child who the appropriate person or people are to speak to if they have any questions, problems or concerns.
- Ensure that all children are treated with respect and dignity and are treated as individuals and offered equality of opportunities.
- Always work in an open environment (e.g. avoiding private or unobserved situations and unnecessary physical contact with children) and involve/allow parents/chaperones wherever possible, to take responsibility for the child/children they are responsible for. (parents must only have responsibility for their own child)
- Recognising the individual needs of the child. eg recognising when a child may be tired and may need a break.
- Ensure that children are supervised appropriately.
- Ensure that all staff and crew who don't necessarily have close contact with children but who are assisting in the production are aware of their conduct around children.

## Photography and Video

Photographs of the Cast and Crew will only be taken by persons approved by the Committee, who are acting on behalf of WWPS. This will include, but not limited to, rehearsal photos, promotional photos and video clips, dress rehearsal and filming for the DVD.

WWPS will:

- not use children's names in photograph captions
- use a parental permission form to obtain consent for a child to be photographed and videoed
- obtain the child's permission to use their image

Potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

## Definitions of Child Abuse and Neglect

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

- **Physical Abuse** - May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.
- **Sexual Abuse** - Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.
- **Neglect** - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Emotional Abuse** - The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone

## Procedures

### Suspicion of Abuse

- If you see or suspect abuse of a child, immediately make this known to the designated individual/manager responsible for child protection.

In the first instance, any concerns should be reported to the Designated Person, Sally Warsop

If the concern relates to Sally Warsop, then the concern must be reported to Tony Dunne as Chairman of WWPS.

### **Disclosure of Abuse**

If a child tells you that they or another child or young person is being abused:-

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child to talk, but do not ask leading questions, interrupt or ask the child to repeat itself.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help.
- Record what you have been told accurately and as soon as possible. Use the child's own words. Make a note of the time, location, whether any one else present and of the Child's demeanour.
- Ensure that your concerns are reported immediately to the designated individual/manager
- Do not confront the alleged abuser.

### **Handling Allegations**

- If a child makes an allegation against a member of WWPS it must be reported as a matter of urgency to the designated manager/individual for child protection who will refer to Social Services department for Children's Services. If the allegation is against the designated person then the information should be reported to another senior manager or directly to Social Services department for Children's Services. (This would generally be referred to the authority in which the alleged incident took place).
- The alleged perpetrator should not be made aware of the allegation at this point.

### **Recording**

- In all situations the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported
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The record must be stored securely and shared only with those who need to know.

**DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well and trust is bound to be wrong.**

### **Monitoring**

This policy will be reviewed a year after development and then every three years or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and /or Home Country Sports Councils and The London Borough of Bromley
- As a result of any other significant change or event

Policy Agreed: 1 December 2017

Policy Review: 1 December 2018

**CAUSE FOR CONCERN REPORTING FORM**

**IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE**

**This form is to be completed on all occasions, at the time of observation, when there is cause for concern in relation to the welfare of a child and given to the Designated Safeguarding Lead.**

<b>Name of person reporting Concerns</b>	
<b>Contact telephone number</b>	
<b>Position held (eg, chaperone, actor, crew)</b>	

<b>CHILD DETAILS</b>	
<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>Name of Parent/Carer (1)</b>	
<b>Name of Parent/Carer (2)</b>	

<b>DETAILS OF INCIDENT</b>	
<b>Date and Time of Incident</b>	
<b>Place of Incident</b>	
<b>Date Incident Recorded</b>	
<b>Please provide a brief, factual account of circumstances of incident, to include any pre-existing, mitigating and/or aggravating factors and injuries sustained. If you run out of space, use a continuation sheet including child details and page number.</b>	

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<b>ANY OTHER RELEVANT INFORMATION</b>

Signed:	Date:	Time:
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Designated safeguarding Lead Signature:	Date:	Time:
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<b>ACTION TAKEN BY DESIGNATED SAFEGUARDING LEAD:</b>

## Useful Information

<p><b>If you are concerned about a child</b></p>	<ul style="list-style-type: none"> <li>• <u>Immediately</u> inform WWPS Designated Safeguarding Lead (DSL)</li> <li>• Pass on details – in writing – using the agreed format</li> <li>• Tell no-one else, even in confidence: Designated Leads can then do the follow up</li> </ul>
<p><b>In exceptional circumstances:</b></p>	<ul style="list-style-type: none"> <li>• If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately. <b>Anybody can make a referral.</b> In an emergency, you can also call 999.</li> </ul>
<p><b>To make a referral to Children’s Social Care</b></p>	<ul style="list-style-type: none"> <li>• Immediate need for a safeguarding response? call <b>020 8461 7373</b> or <b>0300 303 8671</b> out of hours</li> <li>• Child protection referrals are made via the Multi-Agency Safeguarding Hub (MASH)</li> <li>• Go to <a href="http://www.bromley.gov.uk">www.bromley.gov.uk</a> and follow the link ‘How to report your concerns’</li> </ul>
<p><b>Allegations of abuse or misbehaviour against an adult</b></p>	<ul style="list-style-type: none"> <li>• All allegations or concerns must be reported directly to Sally Warsop in confidence</li> <li>• If the allegation is against Sally Warsop it should be reported to the Tony Dunne</li> <li>• If no one else is available, you can contact the Local Authority Designated Officer (LADO) <a href="mailto:lado@bromley.gov.uk">lado@bromley.gov.uk</a> or call 0208 461 7669</li> </ul>
<p><b>Sexting or Youth Produced Sexual Imagery</b></p>	<ul style="list-style-type: none"> <li>• Refer any incidents or concerns to Sally Warsop who will conduct the risk assessment and follow-up</li> <li>• Do not view any image yourself. If this happens by accident, report this to your DSL.</li> </ul>