



CHILD PROTECTION POLICY

Policy: Child Protection and Safeguarding

Date Adopted: 17/09/2017

Date of last review: 05/09/2023

To be reviewed next before/on: 04/09/2025

CK Theatre School (hereafter referred to as 'CKTS') will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

The following principles will be valued and exercised:

WELFARE

The Child's personal welfare is of paramount importance in the provision of training for the Performing Arts at CKTS.

THE CHILD AS AN INDIVIDUAL

- The child will be treated as an individual in his/her own right although they are trained to work as part of a team.
- The child has a right to a sense of self-worth and personal identity.
- The child's personal culture, religion, racial origin, and language will be respected during all training sessions and performances.

SPECIFIC INFORMATION

- The Principal, Managing Director, administrator, teachers, assistants, and other staff will be fully informed of the special needs of children who may have physical disabilities, learning disabilities or specific behavioural problems, as well as those with specific medical conditions and requirements.
- The Principal and Managing Director will be fully informed of specific instructions relative to children and young adults which may be in connection with Court Orders, contracts and exclusion of persons.

PARTNERSHIP

- CKTS Staff will maintain a dialogue with parents, relatives, and carers of children / young adults attending CKTS sessions.
- The Principal and Managing Director where children are the responsibility of Social Services and sponsored by the Authority, will ensure partnership, and give feedback as appropriate, in any situation requiring intervention.

ACCOUNTABILITY

- The Principal and Managing Director, staff and parents should have a clear understanding of the aims of CKTS as a Performing Arts Organisation. This information is clearly laid out on the CKTS website.



- CKTS Staff will maintain Attendance Registers at all times via the cloud based software Membermeister (or handwritten in the event this is not available), to ensure the safety of the child whilst on the premises.
- CKTS Staff will ensure a safe environment for children during their training sessions by following the risk assessment guidelines for each venue.
- Records of any Incident/Accident must be completed by the staff member in charge and a copy sent to the CKTS office. Parents/Guardians must be informed of the occurrence verbally upon collecting their child.
- Parents/Guardians will be contacted immediately by telephone of any serious ill health occurring during a session requiring early collection. Where a student feels unwell but the teacher in charge deems it appropriate for them to remain in the session (e.g. seated and watching, or where the session is due to finish sooner than a parent could come and collect), the teacher in charge will make the parent aware verbally of the student's condition.
- Registration Forms containing relevant personal information will be obtained via Membermeister and can always be updated via the school office email address, office@cktheatreschool.co.uk. This form allows parents/guardians to include information relevant to health problems, medication and emergency contact numbers.
- Upon registration CKTS will seek permission from parents to take images (photographs or film) of students for marketing purposes. Where permission is not given a note will be made on the register and images will not be used in this way.

CHILD PROTECTION REGISTER

- CKTS may or may not be informed that a child is placed on the Child Protection Register. Where this information has been made available, should a concern/situation arise, the Principal must immediately inform the appropriate authority. This may require contacting the Emergency/Out of Hour Social Services Duty Officer via the Local Authority Social Services.
- CKTS Staff will immediately inform the Principal of any matter relating to the above. Confidentiality is of the highest importance at all times.
- If there is suspicion that a child is being abused or if a child tells a member of staff that they are being abused, the course of action to be taken is, to contact the Duty Social Worker via the Local Authority Social Services.

CONFIDENTIALITY

CKTS Staff will maintain confidentiality concerning any child's personal information or situation arising. However, staff will be fully aware that any situation arising which is detrimental to the well being of the child, must be immediately reported to the appropriate manager. A written report will be submitted and maintained in the child's personal file.



INDIVIDUAL NEEDS

In the provision of training in the Performing Arts all CKTS staff will be vigilant in ensuring the physical, social and emotional well being of children attending CKTS sessions.

- Staff will ensure good order and discipline; a reward system being employed when difficult situations occur. Staff will abstain from shouting at children in an aggressive manner.
- Staff will never use corporal punishment. Deprivation of participation will be used at the discretion of the individual member of staff. The child will be asked to sit out of the lesson until they can participate within the class as a team member. As a last resort a child who is continually disruptive, may be asked to leave CKTS.
- Restraint may only be used to prevent harm such as self-inflicted injury or injury to others.
- Bullying will not be tolerated and any incident must be reported to the Principal.
- If a child arrives at CKTS with any significant bruising or injury, the teacher in charge should discuss with the parent/guardian (or child if the parent/guardian is not present) how the injuries were sustained. A record of this should be kept by informing the Designated Safeguarding Lead, Lucy Sills, via email (lucy@cktheatreschool.co.uk). The DSL can then decide how best to proceed.

REPORTING SUSPECTED NEGLECT OR ABUSE

Concerns regarding a child's welfare may be reported to a staff member by:

- Parents
- Teachers
- Friends
- The child or young person themselves

All allegations of neglect or abuse will be taken seriously. If the child or young person directly reports a concern to a staff member they should not seek to disagree, ask probing or leading questions, or do anything else which may discourage them from making a disclosure. They should listen without judgement.

The staff member should make it clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff (Designated Safeguarding Lead, Lucy Sills). Parents or guardians will be involved if appropriate.

CKTS staff should recognise that early action is vital. Any concerns should be reported immediately to the Designated Safeguarding Lead, Lucy Sills. As soon as possible, the staff member should write down what has been reported to them, making sure they do not add their own assumptions, opinions, or judgements. The staff member should make contact with the Designated Safeguarding Lead as soon as possible to inform them of what has been disclosed.

It may be that a staff member has a concern regarding a student or any other person involved with activity at CKTS, where no disclosure has been made (for example noticing physical or behavioural signs of neglect and/or abuse) Should a staff member feel concerned about anything to do with a



person's welfare, they should discuss this with the Designated Safeguarding Lead at the earliest opportunity. Staff should remind themselves regularly of the signs of abuse using resources such as the NSPCC

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

If the child or young person is in immediate danger of harm, CKTS will contact the police. In all other cases, CKTS will report concerns to the Local Authority Designated Officer.

COMMUNICATION WITH STUDENTS AND THEIR FAMILIES

Staff will ensure communication with students and their families remains professional at all times.

Outside of class times staff will communicate with students and families via official channels only, keeping their personal contact details confidential.

Important messages can be passed to the Principal or Administrator who can then circulate them accordingly. Staff will have access to contact details for CKTS families but must keep these confidential at all times and not pass details on to any third party.

Staff wishing to make contact with students for professional reasons, for example to send a script or to discuss progress, can do so via Membermeister. Messages sent via Membermeister will be monitored by the Principal.

Staff will not make any connection, direct or private contact with currently enrolled students on any social media platform, including (but not limited to) Facebook, Twitter, Instagram, TikTok and Snapchat.

Should staff be unsure how best to communicate information to students, they should ask the Principal or Managing Director for guidance.

APPROPRIATE PHYSICAL CONTACT IN DANCE

Physical contact in a dance class is sometimes required to correct the posture or position of a student. Parents may find the information below useful should they have any concerns.

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include (but is not limited to):

- Holding hands when teaching partner work
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another
- Using gentle pressure as a teaching tool, e.g. to help the student lengthen their arms or spine in certain positions

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact. We encourage students to report any concerns to the Principal should they feel uncomfortable.



DROP OFF AND COLLECTION OF STUDENTS

Upon registration, parents will be reminded that they are responsible for their child until they have been seen by the teacher in charge. Parents/guardians that choose to allow their child to walk unattended into classes are reminded that CKTS can not be responsible for their welfare until they are physically in the room where their class takes place with their teacher present. Students of primary school age (Year 6 & Under) will be supervised and observed leaving with an appropriate adult at the end of each class. Students of secondary school age (Year 7 & Above) will be allowed to leave class to meet their parent/guardian or make their own way home, unless the parent/guardian specifically requests this is not allowed.

RECORDING DISCIPLINARY ACTION

Recording must be kept of all discipline/action taken towards a child. It must clearly state the following:

- Time
- Date
- Reason for discipline
- Action taken
- To whom reported
- Records must be written and dated (for example in a timestamped email)

Serious or recurring disciplinary action must be reported to the Principal within two working days to allow for parents to be contacted if necessary.

ADMINISTRATION OF MEDICINES

- Staff must not administer medication with the exception of an epi-pen in the event of an anaphylactic shock and where the student is too young to administer this themselves
- Staff must not advise students, parents/carers on the administration of medicines
- A child attending who requires self-administration of medication may be monitored/reminded if parents request this input

EMERGENCIES

Should a child injure themselves and/or become very ill, the parent must immediately be informed by telephone. If an ambulance is required the parent/guardian should be told immediately after the ambulance has been called. If the parent is not available a member of staff must accompany the child in the ambulance and remain with the child until the parent/guardian arrives.

TRANSPORTATION

Staff must not transport children in their vehicles unless with the explicit permission of the parent/guardian. Should transport be required a taxi should be used.



INFECTIONS / INFECTIOUS DISEASES

In view of Health and Safety to both children and staff if any child attends and an infection or infectious illness is apparent, the parent will be called to collect the child.

- Staff will take necessary action to protect themselves and other children in situations that may endanger them, for example isolating the infectious student in a separate area to others.
- Staff will use protective gloves where required for cleaning-up and removal of bodily fluids/spillages.

RECRUITMENT / SELECTION

CKTS Staff will possess the qualifications relevant to teach the development of the performing arts of singing, drama and dance.

The following criteria is required:

- Personal Interview
- Two references to be sought where appropriate
- Supporting information via a C.V. (to ensure suitability)
- Enhanced DBS certificate to include an I.D. check

STAFF DEVELOPMENT

The Directors and Managers of CKTS aim to regularly monitor all classes, provide advice and support to teachers as well as opportunities for training and discussion in view of the ongoing development of the management in training of children in the performing arts.