



**STARBURST
FOUNDATION**

CHILD PROTECTION POLICY PP09

Contents

Starburst Foundation believes that:	3
Starburst Foundation will ensure that:.....	3
CHILD PROTECTION PROCEDURES	4
Responsibilities of the Society	4
Parents are expected to:.....	4
Unsupervised Contact.....	4
Physical Contact	5
Managing sensitive information	5
Suspicion of abuse	5
Disclosure of abuse	6
Recording	6
Rights & Confidentiality	7
Accidents.....	7
DBS	7
Chaperones	8

Starburst Foundation recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. Starburst Foundation recognises that abuse can take many forms, whether it is physical abuse, emotional abuse, sexual abuse or neglect. Starburst is committed to practice which protects children from harm. All members of Starburst accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

Starburst Foundation believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members of Starburst should be clear on how to respond appropriately.

Starburst Foundation will ensure that:

- All children will be treated equally and with respect and dignity.
- Duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic, honest, truthful and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of Starburst provide a positive role model.
- Action will be taken to stop any inappropriate verbal or physical behaviour
- Starburst will keep up-to-date with health & safety legislation.
- Starburst will keep informed of changes in legislation and policies for the protection of children.
- Starburst will undertake relevant development and training.
- Starburst will hold a register of every child involved with the society and will retain a contact list in case of emergencies.

The society has child protection procedures which support this policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to.

That person's name is: Peter Woodford

This policy will be regularly monitored by the trustees of Starburst and will be subject to annual review.

CHILD PROTECTION PROCEDURES

Responsibilities of the Society

At all times starburst will:

- Undertake a risk assessment and monitor risk throughout the production run, workshop, class or summer school.
- Identify at the outset the person with designated responsibility for child protection
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting and training (if necessary in conjunction with the local authority) for appropriate events or activities.
- Ensure that children are supervised in accordance with government policy.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents are expected to:

- Foster a partnership with Starburst. Parents are encouraged to be involved in the activities and to share responsibility for the care of children.
- Be aware of the society's Child Protection Policy and procedures.
- Be responsible to collect (or arrange collection of) their children after rehearsals, workshops, events, summer schools or performances. It is NOT the responsibility of Starburst to take children home.
- Agree If they are happy for their children (over 14 yrs) to leave the venue unaccompanied by an adult, for example to cycle home, they MUST inform Starburst in writing.

Unsupervised Contact

- Starburst will attempt to ensure that no adult has unsupervised contact with any children.
- If possible there will always be two adults in the room when working with Children or a group of children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with the door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to go through the DBS process and formally become a chaperone with the local authority.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity, to reposition an arm or hand, to help with a lift or technique.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- Starburst has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- Starbursts' web-based materials and activities will be carefully monitored for inappropriate use.
- Starburst will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.
- Starburst has a policy on GDPR

Suspicion of abuse

If you see or suspect abuse of a child while in the care of Starburst, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Trustees/Directors.

Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved. If a serious allegation is made against any member of Starburst, chaperone, Venue staff etc, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, academy or rehearsal rooms etc and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said.
- Allow the child to tell you at their own pace and ask questions only for clarification.
- Don't ask questions that suggests a particular answer (closed questions).
- Don't promise to keep it a secret. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.

An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. Suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported. The record will be dated and signed at the end of each page. The notes will be as contemporaneous as possible.

The record will be stored securely and shared only with those who need To know about the incident or allegation.

Rights & Confidentiality

If a complaint is made against a member of Starburst, they will be made aware of his rights under the society's disciplinary procedures. No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents

To avoid accidents, chaperones, staff and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

If a child is injured while in the care of Starburst, a designated first-aider or paramedic will administer first aid and the injury will be recorded in an accident book. This record will be counter-signed by the person with responsibility for child protection.

If a child joins the production, event, workshop, class or summer school with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating within starburst.

DBS

Individuals acting as Chaperones will undertake a DBS with the local authority.

- Starburst has a written code of practice for the handling of disclosure information.
- Starburst will ensure that information contained in the disclosure is not misused.

Chaperones

Chaperones will be appointed by Starburst for the care of children during the production process within the theatre company.

The Academy will not require chaperones in its daily business as teaching staff fulfill the role of guardian for all students.

- By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child.
- The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to go through the formal process with the local Authority they reside.
- Chaperones will be registered by the local council and maintain their registration through starburst.
- The chaperone register is controlled by the named child protection officer.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures.
- Where chaperones are not satisfied with the conditions for the children,
- they should bring this to the attention of the producer / child protection officer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the
- chaperone must inform the producer / child protection officer and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school
- age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way, and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the designated area to sign them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported and recorded.

- Chaperones must adhere to any regulations as set by the local authority either linked to performance licenses or Body of Person's License.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances, if someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements if not in writing.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.