

	<b>RUGELEY TOWN COUNCIL</b> <b>MANUAL</b>	
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## **Child, Young Person and Vulnerable Adult Protection Policy**

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# Child, Young Person and Vulnerable Adult Protection Policy

## Rugeley Town Council

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# **Child, Young Person and Vulnerable Adult Protection Policy**

## **Rugeley Town Council**

### **CHILD, YOUNG PERSON AND VULNERABLE ADULT PROTECTION POLICY**

#### **INTRODUCTION**

Rugeley Town Council and the Rose Theatre and Community Hall are fully committed to safeguarding the welfare of all children, young people and vulnerable adults. They recognise their responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.

#### **The objectives of the Town Council and Rugeley Rose Theatre and Community Hall are:**

1. The creation of high quality local theatre and community facility that engages different groups in the community.
2. Offering different groups in the community the chance to work alongside experienced theatre professionals.
3. Offering local people access to community facilities.
4. The provision of workshops, classes and activities for different community groups and local residents, offering a safe, secure and supportive environment to help participants to develop their skills.

#### **POLICY STATEMENT**

Rugeley Town Council is driven by the desire that all children, young people and vulnerable adults should have the opportunity to participate in and to access creative arts activities. Rugeley Town Council has a duty of care to safeguard from harm all children, young people and vulnerable adults involved in activities within the facility. The Town Council and Rugeley Rose Theatre and Community Hall will ensure the safety and protection of all children, young people and vulnerable adults involved in Rose Theatre and Community Hall activities through adherence to the Child, Young Person and Vulnerable Adult Protection policy adopted by Rugeley Town Council.

#### **We believe that:**

- The welfare of the child, young people or vulnerable adult is paramount.
- All children, young people and vulnerable adults, 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.
- Staff and volunteers should be clear on how to respond appropriately.

#### **POLICY AIMS**

The aim of Rugeley Town Council's Child, Young Person & Vulnerable Adult Protection Policy is to safeguard children, young people and vulnerable adults from harm by promoting good practice and to enable all staff and volunteers to make informed and confident responses to specific protection issues.

Where the policy refers to 'staff' this includes anyone employed by Rugeley Town Council in an employed, contracted, freelance or voluntary capacity.

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We will endeavour to safeguard children, young people and vulnerable adults by:

- Adopting protection procedures
- Sharing information about protection and good practice with staff
- Sharing information about concerns with agencies who need to know
- Following the procedures for recruitment and selection of staff
- Providing effective management for staff through supervision, support and training.

### **WHAT IS 'ABUSE'?**

The government guidance, Working Together to Safeguard Children, categorises abuse as physical abuse, emotional abuse, sexual abuse and neglect.

Abuse can occur within many situations including the home, the school and the arts environment. In all forms of abuse there are elements of emotional abuse and it is possible to be subjected to more than one form of abuse at a time. Vulnerable adults may also be subjected to other types of abuse as well as to the four types of abuse noted above. They may be manipulated financially or discriminated against because of a disability or other factor that makes them vulnerable.

Some individuals will actively seek employment or voluntary work with young people in order to harm them.

### **PROMOTING GOOD PRACTICE**

Staff working with Rugeley Town Council in the Rose Theatre and Community Hall may have regular contact with children, young people or vulnerable adults and should seek to adhere to the highest standards of conduct in line with the guidelines outlined in the Councils policy and procedures for children, young people and vulnerable adults' protection at all times. They should be an important link in identifying cases where protection is needed. All suspicious cases of poor practice should be reported following the guidelines in this document.

### **PRINCIPLES**

- The Town Council and the Rose Theatre and Community Hall will promote the welfare of all children, young people or vulnerable adults who use the Rose Theatre and Community Hall and the Town Council offices for whatever purpose, by ensuring that all employees and volunteers are clear of their responsibilities in respect of children, young people or vulnerable adult's protection.
- The Town Council and the Rose Theatre and Community Hall staff and volunteers have a responsibility to report any concerns of abuse against children, young people or vulnerable adults to the Theatre Manager and Town Clerk without delay.
- The Town Council and the Rose Theatre and Community Hall respects the rights, wishes and feelings of the children, young people and vulnerable adults with whom we are working.
- The Town Council and the Rose Theatre and Community Hall takes all reasonable, practicable steps to protect children, young people and vulnerable adults from physical, sexual and emotional abuse while they are under our concern.

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- The Town Council and the Rose Theatre and Community Hall promotes the welfare of children, young people and vulnerable adults and their protection within a relationship of trust.
- The Town Council and the Rose Theatre and Community Hall takes seriously any allegation or suspicion of abuse towards a child, young person or vulnerable adults with whom we are in contact with and recognises that any child, young person or vulnerable adult can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of procedures.

### **RESPONSIBILITIES**

1. All employees and volunteers are responsible for the operation of the Child, Young Person and Vulnerable Adult Protection Policy and that they should act upon any concern no matter how small or trivial it may seem.
2. All employees and volunteers recognise the position of trust in which they have been placed.
3. In every respect, employees and volunteers ensure that the relationships they form with young people are appropriate.
4. Managers will always be satisfied that they appoint fit and proper persons to carry out the tasks and that all employees and volunteers are aware of their responsibilities under this Policy. They ensure that staff working with children, young people or vulnerable adults, have a Disclosure and Barring Service check and uphold the Town Councils Code of Practice. They will also use good supervision as a means of protecting children, young people and vulnerable adults, taking and creating opportunities to observe staff while they are working with children, young people and vulnerable adult.
5. In cases where there is an allegation or suspicion of child abuse, the Theatre Manager and Town Clerk will immediately take steps to ensure that no child or adult is placed in a position which could cause further compromise.
6. Any allegation or suspicion of child abuse by a staff member or volunteer is investigated under the disciplinary procedure and the Town Clerk and the relevant Council Committee is informed.
7. Where urgent issues of child, young person and vulnerable adult protection are involved, the Town Clerk has the authority to suspend staff and volunteers, the Chair of the Council and the relevant Committee Chair should be immediately informed.
8. Rugeley Town Council will work with the appropriate local agencies to ensure that children, young people and vulnerable adult are safeguarded through the effective operation of the Rugeley Town Council Child, Young Persons and Vulnerable Adult Protection Procedures.
9. Rugeley Town Council is committed to supporting, resourcing and training those who work with, or who regularly come into contact with, children, and to providing appropriate supervision.

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### **CODE OF PRACTICE**

Rugeley Town Council will endeavour to ensure that the following code of practice is maintained.

#### **You Should:**

- We value and respect each child, young person or vulnerable adult as an individual.
- We listen to and take seriously any child, young person or vulnerable adult who shows signs of, or informs someone of, their concerns of abuse.
- We encourage children, young people and vulnerable adults to talk about their concerns.
- We respect a child's right to personal privacy.
- We encourage staff to keep everything public.
- We avoid any inappropriate physical or verbal contact with children young people and vulnerable adults.
- We do not permit abusive peer activities such as ridiculing and bullying by children, young people and vulnerable adults or those in charge of children, young people and vulnerable adults.
- We do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported.

#### **You should not:**

- Exaggerate or trivialise another member of staff's concerns about a child, young person or vulnerable adult.
- Ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'
- Discuss personal issues about a child, young person or vulnerable adult or their family with other people except with your Line Manager or the Town Clerk when you are concerned about the child's, young person's or vulnerable adult's well-being.
- Be drawn into any derogatory remarks or gestures in front of children, young people or vulnerable adults. You should lead by example and where ever possible comply with the rules that govern the organisation you are in.
- Allow a child, young person or vulnerable adult to be bullied or harmed by either a member of the organisation or by one of their peers.
- Allow children to swear or use sexualised language unchallenged

#### **You should never:**

- Engage in sexually provocative games including horseplay.
- Allow others or yourself to engage in touching a child, young person or vulnerable adult in a sexually provocative manner.
- Make sexually suggestive comments to a child, young person or vulnerable adult, even in jest.

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- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- Form inappropriate emotional or physical relationships with children, young people or vulnerable adults.
- Harass or intimidate a child, young person vulnerable adult or co-worker because of their age, race, gender, sexual orientation, religious beliefs, socio-economic class or disability.
- Invite a child, young person or vulnerable adult to stay with you at your home.

### **PERFORMANCES BY HIRERS AND VISITING COMPANIES**

- No child shall take part in a performance without an appropriate licence or exemption certificate
- No children shall take part in a performance unless they are supervised by a licensed matron/chaperone. A DBS certificate does not qualify as a licence to chaperone children, full licenses should be obtained from the Department of Education Welfare
- The parents of all child performers should sign a declaration of permission for photographic and recorded images to be used for publicity purposes
- No children shall be individually named on images used on the Rugeley Rose Theatre and Community Hall website.
- No child's details shall be released to any member of the public
- No parents are allowed in the backstage areas unless they are a licensed chaperone with the sole purpose to safeguard the physical and morale wellbeing of the children in the performance
- It is the policy of Rugeley Town Council to uphold regulations laid down by the Department of Education Welfare. Rugeley Rose Theatre and Community Hall will ask for copies of licenses and exemption certificates for all children taking part in a performance.
- Performances involving children shall not take place except under the provisions of the Child Performance regulations. Children aged under 13 must leave the place of performance/rehearsal within 30 minutes of the end of their performance or 10:00pm whichever is earlier. Children over 13 must leave the place of performance/rehearsal by 10:30pm.
- A child should not be present at the theatre for either rehearsal or performance before 14 hours after the end of his/her last involvement in a performance or rehearsal the preceding evening.
- No child should be present at place of rehearsal or performance for more than 6 hours in one day
- No performance should exceed 3½ hours in duration and each child shall not perform for more than 2½ during each performance
- There should be a break of 1½ hours between each performance/rehearsal period in one day
- No child shall take part in more than 2 rehearsals or performances or be present at the place of rehearsal or performance for more than 6 hours in one day

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- There shall be at least one licensed chaperone for every 12 children
- No child may share a dressing room with a child of the opposite sex or with adults
- No payment shall be made to any child for his/her performance
- Where a performance involves minors or vulnerable adults photography and video recording of the performance will be strictly prohibited. Where an organisation has obtained photographic consent from parents/guardians, the performances may be recorded by one officially nominated person who should carry an identification/media pass – you should also advise the Education Office of your intention to record so this can be cleared through other departments within the organisation.

### **DUTIES OF THE LICENSED CHAPERONE:**

- Children should be met at the stage door and signed into the building.
- Children should remain together in separate gender dressing rooms
- Children to be escorted on and off stage by a chaperone (additional chaperones may be needed for this purpose)
- Children to be escorted to and from toilet facilities (additional chaperone may be needed for this purpose)
- Chaperones are to know where the children in their care are at all times
- Children are not to leave the company of the chaperones unless in the company of their parents. Over 13s (in groups of 2 or more) may leave chaperones during lunch/dinner breaks where written consent has been obtained from the parents
- At no time should chaperones allow children into adult dressing rooms
- Chaperones should be aware of the venue's fire safety arrangements
- Chaperones should be aware of first aid procedures in the venue and provide their own first aid kits and book to duplicate incidents
- Chaperones should ensure that any accidents are reported to the management
- Chaperones should have written arrangements for the collection of children from rehearsals/performances. If someone different is to collect a child a telephone call be made to parent/guardian to confirm. No child should be allowed to travel home unaccompanied in a taxi.
- If a parent has not collected a child it is the duty of the chaperone to stay with that child or to make arrangements to take that child home

School productions may be exempt from licensing only when the rehearsal/performance is being produced as part of or within the guidelines of the national curriculum.

Teachers do not automatically qualify as chaperones. Even though they may hold an enhanced DBS check, they will not have been interviewed by Education Welfare and therefore may not be aware all procedures and policies.

Scout and Guide organisations though not under the supervision of Education Welfare must adhere to the Theatres' Child Protection policy.

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Where a staff member or tutor has concerns regarding possible child abuse, they should inform the Chaperone in charge of the children, the Theatres' Management or the workshop leader. Concerns could be significant and should be passed on.

### DEFINITIONS

For the purpose of this document,

- **Child**, where used on its own will include all children and young people under the age of 18.
- **Young person** where used refers to the upper age ranges of the official definition of a child. The term acknowledges that individuals, for instance, those who are 16 or 17 years old, may not think of themselves as 'children'.
- **Vulnerable adult** is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- **Staff member** will include all artists, volunteers, paid employees, contracted and freelance persons who work on behalf Rugeley Town Council.

### REVIEW OF POLICY

This policy will be reviewed annually by the town council and amended when necessary.