



EAST COWES
TOWN COUNCIL

EAST COWES SAFEGUARDING POLICY 2023/24

SAFEGUARDING POLICY

1 East Cowes Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and any adults at risk that use its services and promotes a safeguarding culture and environment. The Council have a duty of care to ensure that all users will be reasonably safe when using our premises for the purpose to which they are permitted to be there.

2 This policy is designed to keep activities which involve children and adults at risk safe and will be shared with all staff, volunteers and Councillors who have a responsibility to help to direct any person with concerns to the correct agency. It should be read in conjunction with the Council's Child Protection Policy.

3 The Town Clerk is the responsible officer for the implementation and review of this document.

4 The Chair/Deputy Chair of the Theatre Committee will be the designated Safeguarding Representative of Amy White Theatre productions and should be contacted in the case of a breach of this policy.

5 These guidelines are designed not only to protect children and adults at risk, but also to protect the staff, volunteers, and Councillors from situations where false allegations may occur. Our buildings must be places where all users feel secure, confident to enjoy the resources around them, and where they know that they will receive suitable help if needed.

For information:

Definition of a child - Anyone who has not yet reached their 18th birthday. 'Children' therefore means children and young people'. *Working Together to Safeguard Children 2018*

Definition of an adult at risk – An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. *The Care Act 2012*

6 GENERAL CONDITIONS

6.1 Staff, volunteers, and Councillors must:

- Always wear your name badge (if allocated).
- Treat all children and any adult at risk and their possessions with respect.
- Provide an example of good conduct they wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children and adults at risk, or at least that they are within the sight or hearing of others.
- Respect the child/adult at risks right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Be aware that physical contact with a child or any adult at risk may be misinterpreted and be mindful of how and where they touch them.
- Avoid touching as far as possible and discussing sensitive issues.

- If any safeguarding issues are highlighted to you direct any child or adult at risk to the correct Agency for assistance/advice.

6.2 Staff, volunteers, and Councillors must not:

- Assume responsibility for looking after children in any of our spaces.
- Take children to the toilet.
- Give advice on any personal issues visitors may have.
- Have inappropriate physical or verbal contact with children or any adult at risk.
- Make inappropriate comments, even in fun.
- Make derogatory remarks or gestures in front of children or any adult at risk.
- Jump to conclusions about others without checking the facts.
- Allow bullying.

6.3 Children using the Library/Town Hall:

- Children under the age of 8 must always be accompanied by a responsible adult.
- Children over 8 can visit the library by themselves but cannot be left in sole charge of a younger sibling under 8.
- Children under 16 can borrow books from the adult library. Parents/carers/responsible adults should be aware that the library staff are not able to take on the role of censor.
- Children can use the public computer to research homework online or produce course work.
- Children under 8 must be supervised by a responsible adult when using the computer.
- If the child requires the toilet and the parent/carer/responsible adult is not in the library, the staff member should direct the child to the toilet.
- Parents/carers should be made aware of the hot water dispenser and asked to ensure their child/children are kept away from this area.
- If you witness a child being bullied or a child complains of being bullied, this is not acceptable behaviour, and you have a duty to do whatever you can to stop it. In the first instance, tell the bully that their behaviour is not acceptable and if necessary, ask them to leave.

6.4 Visits by school classes and other groups:

- When a group from an external organisation visits the library/town hall, children remain the responsibility of the group leader or teacher, who would be expected to provide the required number of adults to supervise that age group. However, our duty of care still applies with regard to the safety of the premises.

7 AMY WHITE THEATRE (AWT) PRODUCTIONS

7.1 The AWT reports to the East Cowes Town Council's Theatre Committee. It works with children and families as part of its activities which include: Rehearsals and performances.

8 AWT POLICY STATEMENT

8.1 The policy statement applies to all staff, volunteers, children and young people and anyone involved in Amy White Theatre's activities.

The purpose of this policy statement is to:

Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are working together.

Provide volunteers including chaperones with the overarching principles that guide our approach to rehearsal and performance safety

Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we rehearse together.

8.2 AWT believe that:

- Children and young people should never experience abuse of any kind
- Children should be able to work hand in hand with other cast members, but safeguards need to be in place to ensure they are kept safe at all times.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

8.3 AWT recognise that:

- The world of theatre provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm
- We have a responsibility to help keep children and young people safe during their time with us, whether or not they are on or off stage
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to performance safety

8.4 AWT will seek to keep children and young people safe by:

- Appointing a safeguarding officer (Chairman of the AWT committee) and an in-house representatives in their absence.
- Providing clear and specific directions to staff and volunteers on how to behave through our behaviour code for adults .
- Supporting and encouraging parents and carers to do what they can to keep their children safe backstage
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate behaviour, whether by an adult or a child or young person
- Reviewing and updating the security of our personal information regularly
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about safeguarding
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

- Ensuring that all performers wear their base costumes at all times
- Ensuring that backstage and rehearsals are a nut free zone
- Making clear guidelines of who is allowed backstage
- Making our council trained chaperones aware of the rules set out in this document and have their paperwork with them at all times.
- Sharing information with parents about signing children in and out of the theatre on performance dates.
- Protecting children from potential safeguarding issues when posting on social media and gaining consent before sharing images, if abuse occurs, this must be reported immediately to either the Chair or Deputy Chair of the Theatre Committee or to any chaperone present who will report back to the Chair
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

9 THE ROLE AND RESPONSIBILITIES OF A CHAPERONE

9.1 A chaperone will be in charge of the children at all times during a performance. This will include on the stage, in the dressing rooms, during recreation, meal and break times. They must not undertake any other duties that could separate them from the child. The object of this requirement is to ensure that there are at all times a suitable person responsible for the child's welfare, and that it is always clear who that person is.

9.2 The Licence holders must keep certain records for each child; however, it is normally the chaperone that will be expected to keep records of the children that they are chaperoning. The chaperone would be required to sign children in and then out once they have been collected by a parent (or nominated person). The producer of the show will always present a copy of the BOPA for all to see.

9.3 A chaperone may supervise up to twelve children. It is the chaperone's role to protect the health, safety, moral welfare and education, whilst ensuring the kind treatment of each child in their care. A child should not be allowed to perform if unwell and the chaperone must put the child's needs first. If a child is taken ill then it is the chaperones responsibility to contact a first aider, Doctor and or child's parents if necessary. Chaperones must therefore hold emergency contact numbers and know who the designated first aiders are and how to contact them. Chaperones must also record any accident or illness and inform the parents and Local Authority.

9.4 The local authority officers are permitted to enter any premises, without prior notice, where a performance is taking place in which children are taking part to establish that the children are being properly supervised and cared for. The local authority has the authority to withdraw the children from the performance, to withdraw the chaperones approval, or both if necessary.

10 LEGAL FRAMEWORK

10.1 The AWT policy statement has been drawn up based on legislation, policy and guidance that seeks to protect children in England.

11 Useful Contacts

A) Designated Authority for Safeguarding

Adult Safeguarding Team, Isle of Wight Council

Email: safeguardingconcerns@iow.gov.uk

Telephone No: 01983 814980

B) Isle of Wight Council Specialist Assessment Team (Adult Social Care Referral Team)

Telephone No: 01983 814980

Domestic Abuse Service (iow.gov.uk) for further support

C) Police

Emergency 999

Non-emergency 101

Telephone: 0808 2000247

www.nationaldahelpline.org.uk

D) Hants Direct (24 hours)

Telephone 0300 3000117