

CHILD PROTECTION & SAFEGUARDING POLICY

THE POLICY:

1.0 INTRODUCTION

ETTA works with children and vulnerable people to deliver musical theatre and other expressive activities in both school and community settings. These include organising dance, singing and dramatic arts workshops for groups of young or vulnerable people.

1.1 ETTA

ETTA staff have a duty of care to protect and safeguard all children and young or vulnerable people across all our classes, it is our responsibility to ensure we prevent harm and protect participants in our sessions. ETTA is committed to and responsible for a safe environment for all children and young or vulnerable people to thrive and reach their full potential. The purpose of this policy statement is:

- To protect children, young people and vulnerable adults within our care at all ETTA sessions.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. This policy statement applies to anyone working on behalf of ETTA, including directors, paid staff, volunteers and sessional workers.

Legal framework:

This policy is based on legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

ETTA believe that:

- Children and young or vulnerable people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young or vulnerable people, to keep them safe and to practise in a way that protects them.

ETTA recognises that:

- The welfare of the child or vulnerable adult is paramount
- All children / adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children or adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young or vulnerable people, their parents, carers and other agencies is essential in promoting young or vulnerable people's welfare.

1.2 MANAGEMENT, STAFF AND ALL VOLUNTEERS

ALL will seek to keep children and young or vulnerable people safe by:

- Valuing, listening to and respecting all children and young or vulnerable people.
- Appointing a nominated child protection/safeguarding lead
- Developing child protection and safeguarding policies and procedures which reflect best practice.
- Using ETTA child protection and safeguarding procedure to share concerns and relevant information with agencies who need to know, and involving children, young or vulnerable people, parents, families and carers appropriately.
- Developing and implementing an effective online safety policy and related procedures.
- Sharing information about child protection and safeguarding best practice with children or vulnerable adults, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made and a full enhanced DBS check is obtained and updated every 3 years.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Implementing a code of conduct for staff and volunteers.
- Ensuring that ETTA provide a safe physical environment for our children, young or vulnerable people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance and our health and safety policy and procedures.
- Recording and storing information professionally and securely in regulation with our data protection policy.
- Apply the Health and Safety Policies and procedures to their own area of work and be directly responsible for the application of the health and safety procedures and arrangements for their team and projects.
- Identify when a child is a risk of harm and follow our referral and reporting procedure.
- All staff will follow individual settings child protection and safeguarding policies and procedures in addition to our own at ETTA

2.0 PROCEDURES AND ARRANGEMENTS

2.1 INTRODUCTION

All staff to follow all child protection and safety procedures detailed below and in health and safety policy and procedure document;

2.2 Referral Procedure

- All staff must follow the procedures set out below in the event of a safeguarding issue.
- If a child or vulnerable adult is in immediate danger: Make a referral to children's social care and/or the Police immediately if a child or vulnerable adult is in immediate danger or at risk of harm. Anyone can make a referral.
- Tell the Designated Safeguarding Lead (DSL) as soon as possible if you make a referral directly.
- We work in partnership with other agencies in the best interests of the children and vulnerable people. ETTA where necessary will liaise with Police, any relevant external agency including GP, school nurse, and make a referral to children's social care. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
- The following link provides additional guidance for reporting child abuse to your local council: <https://www.gov.uk/report-child-abuse-to-local-council>

If a child makes a disclosure to you:

- Listen to and believe them.
- Allow them time to talk freely.
- Ask open questions only and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you.
- Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on.
- Do not promise to keep it a secret.
- Speak directly to the DSL/Deputy DSL immediately.
- Please contact a member of the leadership team if you are unable to find a member of the safeguarding team.
- Record on CPOMs the conversation as soon as possible in the child's own words.

- Stick to the facts and do not put your own judgement on it.
- The record must include dates and times to ensure there is an accurate record; alternatively, if appropriate and there is immediate risk of harm, make a referral to children's social care and/or the Police directly, and tell the DSL as soon as possible that you have done.

2.5 Safeguarding concerns or allegations of abuse concerns about a staff member, parent or volunteer

- In relation to allegations against staff, KCSIE 2021 states 'the school or college will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process'. Therefore, the school will act as lead professional for these allegations and communicate regularly with the LADO. ETTA will be informed of the academy process for managing allegations.

2.6 Behavior Management

- All staff to follow behavior management procedure for the individual school
- All staff must be familiar with ETTA policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance to these.

2.7 Missing child or vulnerable adult procedure (in the event of child or vulnerable adult going missing in a community session)

- Member of staff who has noticed the missing child or vulnerable adult will calmly inform the nearest member of staff at community session venue, the DSL will then be called.
- Staff will promptly but calmly round up all pupils in an appropriate area and a designated member of staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME any other available staff will conduct a thorough search of the premises and notify the camp lead/community venue lead/care taker/site manager.
- If the child or vulnerable adult is not present, the site manager and camp lead will be informed that a child or vulnerable adult is missing.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a child or vulnerable adult could have left the facility.
- If something is discovered this needs to be drawn to the attention of the staff immediately.
- CCTV will be reviewed if CCTV is in place at the venue.

- The safety and care of other children or vulnerable adults is paramount so the security of the venue and the number of staff remaining to supervise the other pupils in the school or setting must be adequately maintained while the search continues. If there is only one member of delivery staff present and no site manager/care taker can be found a phone call to another team member or member of staff at the site to be made.
- If the child or vulnerable adult has not been found after a thorough search, then parents / carers should be notified by the most senior member of staff left on site. The camp lead and DSL that have been contacted will decide at which point the police need to be contacted. This would be approximately 10 minutes after initial concerns are voiced that a child or vulnerable adult is missing, giving sufficient time for searches and CCTV observation to take place. When contacting parents or carers please ask them to bring with them a recent photo of their child or family member.
- Staff must try to remember and write down a description of what the child or vulnerable adult was wearing and any distinguishing features.
- If the missing child or vulnerable adult has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.
- School headteacher/venue manager at this point now needs to be contacted and updated.
- Safety of remaining pupils is paramount. At least two staff must stay with them.
- One or more adults should immediately start searching for the child or vulnerable adult.
- If the child or vulnerable adult is not found within another 10 minutes, visit leader must contact police by phoning 999.
- Visit leader should alert school/venue that the police have been contacted and school will make arrangement to notify parents, after which procedures above to be followed.

We are committed to reviewing our policy and good practice annually.

DSL: Abigail Measures

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This policy was last reviewed on: 30.03.2025

Signed: Abigail Measures