



NK Theatre Arts – Safeguarding Policy

Our commitment:

- All children and vulnerable adults without exception have a right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

Our Policy:

- It is the policy of NK Theatre Arts to safeguard the welfare of all young people and vulnerable adults and vulnerable adults with which it works by protecting them from neglect and physical, sexual and emotional harm.

We are committed to:

- Taking the interests and wellbeing of young people and vulnerable adults and vulnerable adults into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the young people and vulnerable adults with whom we work.
- Taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.
- Promoting the welfare of young people and vulnerable adults and their protection within a position of trust.
- All volunteers, tutors, trustees or employees of NK Theatre Arts are responsible for putting this policy into practice at all times.
- Each employee, tutor, teacher, assistant or volunteer has a responsibility to ensure that young people and vulnerable adults are protected from harm.

It is the responsibility of all to ensure that:

- Their behaviour is appropriate at all times.
- They observe the rules established for the safety and security of young people and vulnerable adults.
- They follow the procedures following suspicion, disclosure or allegation of child abuse (see below).
- They recognise the position of trust in which they have been placed. In every respect, the relationships they form with the young people and vulnerable adults under their care are appropriate.
- It is the policy of NK Theatre Arts that all employees, contractors and volunteers over the age of 18 years, who will work with young people and vulnerable adults undergo a DBS check unless one is already held by the individual which is less than two years old. NK Theatre Arts will repeat the DBS check process on all staff and volunteers every three years.

- It is the responsibility of the individual to contact NK Theatre Arts regarding the status of their current DBS and provide a photocopy of the certificate.
- Individuals who are working with NK Theatre Arts on a short-term basis such as photographers for the local paper, work experience students, or those helping with backstage supervision who have not been DBS checked must be overseen by a DBS checked member of staff. 'Overseen' means checked upon regularly but does not mean watched continually. This oversight role must be taken very seriously by the member of staff who takes responsibility.
- All allegations or suspicions of abuse, no matter how insignificant they might seem or when/where they occur, must be referred to by the Company Manager **Darren Stannage** immediately. No information must be withheld or filtered. Contact can be made via email to darren@nktheatrearts.org.uk
- Young people and vulnerable adults' welfare is ALWAYS paramount. A one page "Code of Behaviour" will be issued as a handout for all staff and volunteers, which they must read, sign and return. In the case of staff members being under 18 years old, a parent/guardian must also sign the handout to confirm that the young person has read and understood what is expected of them. A copy of this document will be made available publicly.
- Verbal training will also be given by the Head of Backstage supervision for that specific show.

Coverage:

- This policy applies to all activities involving children, young people and vulnerable adults and vulnerable adults at NK Theatre Arts. It also applies to those staff, students and volunteers who work with children and young people and vulnerable adults, as part of the company's activities, off the usual sites we work in (in school activities, off site venues, carnivals, fetes etc.,).
- Students and adults are reminded, that while phones and tablets are allowed during classes and shows as a means of communication, line-learning (scripts brought in on a tablet) and entertainment, the taking of photographs or videos by tutors or members of NK Theatre Arts should only do so with the knowledge and verbal consent of those who are being photographed or videoed. We understand the desire for memories and support it, but are also committed to protecting all the young people and vulnerable adults in our care from bullying, embarrassment and abuse. Any unauthorised or inappropriate photographs or videos of the students, including, but not restricted to, those being used on social media to bully or embarrass students, staff or volunteers of the company, must be reported to Company Manager **Darren Stannage** who, if appropriate will seek advice from Trustee Representative for safeguarding **Pete Curran** and where appropriate the Local Authority.

Bullying:

- NK Theatre Arts has a zero tolerance policy to bullying, and any reports of verbal or physical abuse amongst the students, staff, volunteers, directors or assistants must be reported to the Company Manager **Darren Stannage**
- No information should ever be withheld or filtered. Wherever possible, issues between students that can be resolved in the classes will be dealt with immediately and it will be down to the discretion of the tutor(s) in question, to judge the situation and take appropriate action.
- No incident, however seemingly small will be ignored or not addressed. The emotional wellbeing of the children in NK Theatre Arts is of utmost importance. However if the bullying is of a more serious nature the procedure below will be followed.

Procedure when a child makes a disclosure. Initial discussion

- If a child makes a disclosure that they have suffered significant harm through abuse or neglect, our initial response should always be limited to listening carefully to what the child says so that we have a clear picture of the child's situation. We should offer reassurance about how we will keep a child safe and explain what action we will take. It is vitally important that we do not promise to keep the information secret.
- If a child can understand the implications of making a referral to the Local Authority's Children's Services then we should ask the child for their view but we should always be clear that it is our responsibility to take what action is necessary to ensure the child's safety.
- The steps which should be followed are: Stay calm. Ensure that you find an early opportunity to explain that it is likely that you will need to speak to other people – do not promise to keep secrets. Allow the child to speak at their own pace. Ask questions that will give clarification but do not press the child for answers or ask ANY leading questions. Reassure the child that they have done the right thing by talking to someone. Make sure the child understands what you will do next, that you will be speaking to the person in NK Theatre Arts who is responsible for their protection and that you may need to speak to the Local Authority Children's Services.
- Record the disclosure using the child's words where possible and noting time and date. Contact the Company Manager immediately and do not discuss the disclosure with other staff or volunteers.

Recording concerns

- The member of staff should report the disclosure to the Company Manager **Darren Stannage** if appropriate, will seek advice from Trustee Representative for safeguarding **Pete Curran** and where appropriate the Local Authority designated Officer (LADO) for advice on further action. Having received a disclosure from a child, the member of staff or volunteer should complete an Incident Report Form.
- If the **forementioned members of staff** are implicated in any concerns, the matter should be taken directly to the relevant authorities at the Local Authority
- Access to this safeguarding policy will be available on our website www.nktheatre.co.uk and will be sent to any volunteer, tutor, or assistant currently working within the company.

This policy was last reviewed by NK Trustee Board September 2022, lead by Peter Curran, Trustee with Safeguarding Responsibility. You can contact Peter via email pete@nktheatrearts.org.uk