

# Child Protection and Safeguarding

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## 1. Safeguarding Policy

Footlights want all classes and events to be a fun, safe and rewarding environment for all our staff and students. This policy applies to all staff, including the board of directors, agency staff, volunteers, students, or those working for contractors on the behalf of Footlights Performance Academy.

The purpose of this policy:

- To protect children and young people who take part in Footlights classes and services. This also includes any other children who we may come into contact with through our services such as siblings of Footlights members.
- To provide our paid staff, volunteers and contractors with the overarching principles that guide our approach to safeguarding and child protection.

Footlights Performance Academy believes that any child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them at all classes and events.

### Legal Framework

This policy has been drawn up on the basis of child protection training and on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of a Child 1991
- Data protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding and Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

- Children and Families act 2014
- Special Educational Needs and Disability (SEND) code of practice
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people parents and careres; HM Government 2015
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015.

We recognize that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Some children 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 people, their parents, careers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, and a deputy safeguarding officer for safeguarding.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers.
- Developing and implementing an effective e-safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.



- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely inline with General Data Protection Regulation (GDPR policy).
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one- to- one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our policies and procedures to manage allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

**Designated Safeguarding Officer:**

Name: Tina Kelly

Telephone: 07902158519

Email: [tina@footlightsperformance.com](mailto:tina@footlightsperformance.com)

**Deputy Safeguarding Officer**

Name: Emma Cook

Telephone: 07967820034



E-mail: [footlights@footlightsperformance.com](mailto:footlights@footlightsperformance.com)

CEOP

[www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline (24 hours)

0808 800 5000

We are committed to reviewing our policy annually

Last renewed on: 14/09/2024 Signed By Tina Kelly

## Procedure for children at possible risk of abuse

This procedure applies to any paid member of Footlights staff or any volunteer at any of our classes/events who may be concerned about the safety and protection of a child.



Purpose and aim of this procedure:

We aim to ensure that all children who attend Footlights and any other children who may come to the attention of Footlights, receive the protection and support they need if they are at risk of abuse.

This procedure provides clear direction to staff and volunteers at Footlights if they have concerns that a child is in need of protection.

Different Types of Abuse;

PHYSICAL ABUSE is violence causing injury or occurring regularly during childhood. It happens when:

- A child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut.
- Someone tries to drown or suffocate a child.
- Someone gives a child poison, alcohol or inappropriate drugs.
- Someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

SEXUAL ABUSE occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional, or financial needs or desires. It may include:

- Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.
- Encouraging children to behave in sexually inappropriate ways
- Showing children pornographic material or involving them in the production of such material.
- Involving children in watching other people's sexual activity or in appropriate discussions about sexual matters.

EMOTIONAL ABUSE is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- Persistently denying the child love and affection.
- Regularly making the child feel frightened by shouts, threats or any other means.
- Hurting another person or a pet in order to distress a child.
- Being so over-protective towards the child that he/she is unable to develop or lead a normal life.
- Exploiting or corrupting a child, eg by involving him/her in illegal behavior.
- Conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

NEGLECT involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- Failing to ensure that a child's basic needs for food, shelter, clothing, healthcare, hygiene and education are met.
- Failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

Ways that abuse might be brought to your attention:

- A child might make a direct disclosure about him or herself.
- A child might make a disclosure about another child.
- A child might offer information that is worrying but not a direct disclosure.
- A member of staff might be concerned about a child's appearance or about the behavior of a parent or carer towards a child.
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering.

- A parent might offer information about a child that is worrying but not a direct disclosure.

Talking to a child who has told you that he/she or another child is being abused:

- Reassure the child that telling someone about it was the right thing to do.
- Tell him/her that you now have to do what you can to keep him/her safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his or her whole story. Don't quiz or investigate but make sure you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen as a result of what he/she has said but don't make any promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111

Helping a child in immediate danger or in need of emergency medical attention:

- If the child is in immediate danger and is with you, remain with him/her and call the police.
- If the child is elsewhere contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and while you are waiting for it to arrive get help from a first aider if there is one available.
- If a first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- You also need to contact the directors or Designated Safety Officer to let them know what is happening.

A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed.



If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority.

Issues that will need to be taken into account are:

- The child's wishes and feelings.
- The parents right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation).
- The impact of telling or not telling the parent.
- The current assessment of the risk to the child and the source of that risk.
- Any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this document.

Keeping a record of your concerns

- Use our concerns reporting form to report any concerns and how they are dealt with.
- The relevant sections should be completed and signed at each stage of the procedure.
- It can be used to forward information to the statutory child protection authorities if a referral to them is needed.
- The form should be signed and dated by all those involved in its completion and kept confidentially on the child's file.
- The name of the person making the notes should be written alongside each entry.

- This form is available in all staff folders and by e-mail at [footlights@footlightsperformance.com](mailto:footlights@footlightsperformance.com).

If a child is in need of emergency medical attention or in immediate danger, follow the procedures set out in the section on helping a child in immediate danger or in need of emergency medical attention.

You should then take the next steps set out in the flowchart on the next page to ensure the concern is dealt with.

Identifying Children who may be in need of early help

As an organisation who works with children/ young people/ families we are committed to safeguarding and promoting the welfare of children.

Working Together to Safeguard Children (published in 2015) defines 'Early Help' as: Providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to teenage years.

Working together 2015 pinpoints three stages in the early help process, all of which require local agencies to work together. They are:

- Identifying children and families who would benefit from early help.
- Undertaking an assessment of the need for early help.
- Providing targeted early help services to address the assessed needs of a child and their family.

What are the indicators that a child and/ or their family might benefit from early help services?

Some children and young people have additional or emerging needs relating to their development, education, health, social welfare or other areas. These needs will in many cases be cross cutting and might be associated with;

- Disruptive or antisocial behavior.
- Overt parental conflict or lack of parental support/ boundaries.
- Involvement in, or risk of, offending.
- Poor attendance or exclusion from school.
- Experience bullying.
- Special educational needs.
- Disabilities.
- Disengagement from education, training or employment post 16.
- Poor nutrition or inadequate clothing.
- Ill health.
- Substance misuse.
- Anxiety, depression or other mental health issues.
- Difficulties at home such as parental domestic violence, substance abuse or adult mental health problems.
- Leaving care.
- Housing issues.

- Teenage pregnancy and parenthood ( and risk of)
- Young carers who exhibit additional needs which are as a direct result of their caring responsibilities eg. Truancy/lateness, ill health, housing issues.
- Early signs of abuse/neglect.

Those requiring early help intervention may include children and young people of any age including unborn children.

Clearly the indicators listed are examples rather than an exhaustive list and in many cases may relate to problems experience either by the child or young person themselves or by someone close to them.

Whilst teaching for Footlights, you may see the same children on a weekly basis or more frequently. If you notice any of these indicators in any of the children that you teach what should you do if you think that a child, young person or family might benefit from early help services?

1. Make a note of the indicators that suggest that the child, young person or family might benefit form early help provision. These should include strengths as well as concerns. For example:

Joanna has become unsettled in the group. She has been bullying other children and seems to be unable to concentrate on her dance for very long saying that it is boring or she feels unwell. She is reluctant to talk to anyone about what is going on. When I approached her mum about her not enjoying dance as much as she used too, mum told me that she had recently separated from her partner after experiencing domestic abuse. She is concerned that Joanna may have been adversely affected by what happened in that relationship and is thinking about moving out of the local area to be near to her family.

2. Discuss your concerns with The Directors or Designated Safeguarding Officer. Note that if they include a specific concern that a child may be at risk of abuse or neglect, then child protection procedures need to be referred to immediately.
  
3. If you both agree that early help may be the appropriate route for this child, young person or family, make an arrangement to discuss this as a possibility with the most appropriate person in the family. This may involve several discussions with the young person firstly and then their parent/ carer. The discussion should cover the following points:
  - You have noticed that there seem to be some issues at the moment which are making the child/ young person unsettled or unhappy or unable to get on with their life. Does the child/ young person/family (whoever you are talking to) agree that this is the situation? How would you and they describe the issues?
  
  - Are there things that are going on already that are helping? What are they?
  
  - What would they like to happen? What would improvement look like?
  
  - Is there a role that Footlights could play to help make things better?
  
  - Outline the option of an early help assessment. Explain what this is and that it can only happen with the consent of the relevant people and out line the possible benefits.
  
  - Check if the child/young person/ family is aware of this having been done previously. If so, ask for details.
  
  - Check which other agencies are involved with the child/young person and family.
  
  - Agree next steps with the child/ young person and family.
  
4. Make a brief record of your conversations and discuss them with your manager so that a way forward can be planned.



## Footlights: Dealing with allegations made against and employee/volunteer

This outlines our procedure in the event of an allegation being made against an adult working for or involved in Footlights.

The aims of this procedure are:

- To ensure that children who attend Footlights and any other children who may come to our attention are protected and supported following an allegation that they may have been abused by an adult from within Footlights.
- To ensure that there is a fair, consistent and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively
- To facilitate an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person in question has been employed or volunteered with Footlights or prior to the person's involvement with Footlights.
- To ensure that Footlights continues to fulfill its responsibilities towards members of staff, volunteers or trustees who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the center of allegations that are unfounded or deemed to be malicious in origin

This procedure applies to:

- Any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that involves another member of staff volunteer or trustee.
- Anyone in Footlights who may be required to deal with such allegations such as Footlights Directors and designated safe guarding officer and manage investigations that result from them.

Information on the different types of abuse and what to look out for is in our Child Protection Policy which can be found in all staff folders and on our website. Also available via e-mail @ [footlights@footlightsperformance.com](mailto:footlights@footlightsperformance.com)

What to do if an allegation is made or information is received

There are potentially two issues that need to be dealt with as a matter of urgency:

1. Is a child in immediate danger or does she/he need emergency medical attention?

- If the child is in immediate danger and is with you, remain with him/her and call the police
- If the child is elsewhere contact the police and explain the situation to them
- If he/she needs emergency medical attention, call an ambulance and while you are waiting for it to arrive get help from a first aider if there is one available.
- If a first aider is not available, use any first aid knowledge that you may have yourself to help the child
- You also need to contact the directors or Designated Safety Officer to let them know what is happening.

The member of staff or director should also inform the child's family if the child is in need of emergency medical attention, and arrange to meet them at the hospital or medical centre. The parents/ carers should be informed that an incident has occurred, that the child has been injured and that immediate steps have been taken to get help.

2. Is the person at the centre of the allegation working with children now?

If this is the case, the concern needs to be discussed immediately with the directors of Footlights and the designated safeguarding officer for children. One of these should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.

It should then be explained to the person, in private, that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with children. It may be best, under the circumstances, for the person to return home on the understanding that the manager or designated safeguarding officer for children will telephone him/her later in the day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department or the police.

If the person is a member of a trades union or professional organisation, he/she should be advised to make contact with that body. Footlights will continue to support any members of staff during the period of investigation and will not assume any outcomes.

### Conducting an investigation

Once any urgent unnecessary steps have been taken, attention can be given by Footlights to dealing with the full implications of the allegations. Potential courses of actions would be;

- A police investigation of a possible criminal offence.



- Enquiries and an assessment by the local authority children's social care department about whether a child is in need of protection.
- An investigation by Footlights as the employer and possible disciplinary action being taken against the staff member or volunteer in question. This will include implementing a plan to manage any risk posed by the individual to children and young people until the outcome of the other investigations and enquiries is known.

### Reporting an allegation or concern

If the allegation is made by a child or family member to a member of Footlights staff or if a member of Footlights staff observes concerning behavior by a colleague at first hand, this should be reported immediately to the directors and the designated safe guarding officer for Footlights.

If a staff member is concerned about the actions of a director another director should be informed or the designated safe guarding officer. If the person who is the subject of the concern is the designated safeguarding officer the matter should be reported to the directors.

Issues that need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger or interfere with a criminal investigation).
- The impact of telling or not telling the parent.
- The current assessment of the risk to the child and the source of that risk.
- Any risk management plans that currently exist.

Once any immediate danger of emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of the document.

When will we involve the local authority designated officer?

The designated safe guarding officer will report the allegation to the directors and to the local authority designated officer within one working day of the alleged behavior of a Footlights staff/ volunteer suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child.
- Has possibly committed a criminal offence against or related to a child.
- Has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children.

If the information comes from another source the first information received by Footlights may be when the local authority makes contact in order to explain the situation. It should be asked from the outset that anything that has any relevance to the person's employment that this information is shared with Footlights and involve us in a strategy discussion.

Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed by a member of Footlights staff the local authority will contact the police and involve them in a similar strategy discussion which will also include Footlights' designated safeguarding officer.



Our designated safe guarding officer and directors will cooperate fully with any discussion involving the police and will expect similar cooperation from the police in terms of the sharing of information relevant to the person's employment.

#### Keeping a record of the investigation

- All those involved with dealing with the allegation should keep clear notes of the allegations made, any follow ups, actions and decisions taken together with the reasons for these.
- Footlights will compile these notes gradually as the situation unfolds and will be signed and dated by the person making them with their name printed alongside
- These notes will be kept confidentially on file and will be available to the person who they involve unless the local authority state any reason not to.



## Footlights Performance Academy- Allegations against a child

Footlights are committed to safeguarding all the children who are part of our classes and any other that we may come into contact with. It is important that we understand that allegations can also be made against other children within or from outside of our organisation.

Ways that allegations might be made against another child/young person involved with Footlights Performance Academy

- A child or parent/ carer might make a direct allegation against another child or young person.
- A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation.
- Another child, member of staff or volunteer may directly observe behavior from one child/ young person towards another that gives cause for concern.
- Footlights may be informed by a parent or by the police or another statutory authority that a child or young person is the subject of an investigation.
- A child or young person may volunteer information to Footlights that he/she has harmed another child or is at risk of doing so, or has committed an offence against or related to a child.

Child protection or Bullying?

When faced with a situation of one child or young person behaving inappropriately towards another, a decision needs to be made by Footlights about whether the problem constitutes bullying or a child protection concern. This decision will be reached by our designated safety officer in consultation with the company directors and if necessary the local authority or other advisory bodies.

If the situation is confirmed as bullying it will be dealt with in concordance with our anti bullying policy.

If the behaviour could be described as child abuse and has led to the victim possibly suffering significant harm, then it must be dealt with under child protection procedures. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

We will use the below checklist to help inform our decision;

#### Bullying

- o The difference of power between the bully and the person being bullied is relatively small.
- o The bullying behaviour may be from a number of children/young people acting in a group rather than one child acting alone.
- o It may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- o The behaviour involves teasing/ making fun of someone, spreading hurtful rumours or circulating inappropriate photographs/images/drawings, cyber bullying, shouting or verbal abuse, stealing, making threats, or harassment on the basis of race, gender, sexuality or disability.
- o The behavior has not previously been a concern and the bully or bullies may have been responding to group pressure.

- o The behavior is perceived as bullying by the victim.

All these behaviors can constitute a child protection concern if the victim suffers significant harm as a result of the behaviour.

#### Child Protection Concerns

- o The difference of power between the child who is abusing and the person being abused is significant or the victim is significantly more vulnerable than the other child or young person.
- o The behavior involves sexual assault or physical assault (other than the most minor physical assault).
- o The child who is a victim of the behavior may have suffered significant harm.
- o The behavior may not necessarily be perceived as abuse by the victim, especially if it is of a sexual nature.
- o The behavior is not a one- off incident and is part of a pattern of concerning behavior on the part of the child or young person who is abusing.
- o The behavior, if sexual, is not part of normal experimentation that takes place between children and young people.



Sexual abuse or normal experimentation?

Footlights understand that all children and young people develop an interest in their own sexuality from a young age, and seek to learn about sex from their peers. It is important that we do not label normal, healthy behavior as deviant or abusive.

There are ways of assessing whether sexual behavior between children and young people is abusive or not. Indicators of abusive behaviour include:

- There is a significant difference in age, dominance or understanding between the children/young people
- The behaviour was accompanied by the use of threats or bribes
- The behaviour was carried out in secret.

If there is any doubt the designated safety officer will discuss with the local authority children's social care department or with the NSPCC helpline.

This will initially take place without disclosing the name of the children/ young people involved and will only be disclosed if the social care department or NSPCC feels that the behaviour may constitute significant harm and that an investigation is needed.

If you have child protection concerns then our standard 'Child Protection Policies and Procedures' should be followed to deal with any immediate dangers or emergencies.

Following this the procedure set out below should be followed:

1. The member of staff who has been informed of the allegation or who has the concern should make notes using the reporting form available in all staff files and by e-mail [footlights@footlightsperformance.com](mailto:footlights@footlightsperformance.com) and should discuss this within 24 hours with the DSO or directors.
2. If both of the young people involved are known by Footlights and if their families do not already know about the allegation or concern, the designated safety officer or one of the directors will discuss it with them unless
  - The view is that someone may be put in danger by the family being informed
  - Informing the family might interfere with a criminal conviction.
3. If only the child who is alleged to have harmed another child is known to Footlights, then, subject to the considerations set out in above, discussions with only this child's family should take place.
4. The child who is the subject of the allegation should also be informed of what has been said about him/her. However, if it is deemed necessary that the local authority or the police should be involved the child should only be informed after discussion and agreement with these agencies who may have views about what information should be disclosed to the child/young person at this stage.
5. If there is still uncertainty about whether the allegation or concern constitutes a child protection issue, the designated safeguarding officer should discuss this with the NSPCC helpline without disclosing the identity of either child/family.
6. Having discussed the situation fully and taken the advice necessary the safe guarding officer may conclude that the behavior does not constitute a child-protection issue, then the anti-bullying policy and procedure will be used.
7. If the behaviour does indeed amount to a child protection issue, the designated safeguarding officer should refer both children to the local authority children's social care department and confirm the referral in writing within 24 hours.
8. Pending the outcome of the referral to the children's social care department and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another will need to be carefully managed.
9. The DSO should enquire of the children's social care department whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these decisions.



10. If Footlights remains concerned that this child could be posing a risk to others they will review as to if this child should continue to attend Footlights activities during the course of the investigation.
11. If the allegation is considered to be unfounded or fabricated Footlights will consider referring the child who was said to have been harmed to the social care department for them to assess whether he/ she is in need of services.
12. If it is felt that there has been malicious intent behind the allegation Footlights will discuss with the police whether there are grounds to pursue any action against the person responsible.

What should I say to a child who says that he/she or another child is being abused by another child/young person?

- Reassure the child that he/she has done the right thing by telling someone about it.
- Tell him/her that you now have to do what you can to keep him/her(or the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell you the whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- If possible, explain to the child's parent/carer what has happened. Do this firstly without the child there, then summarise again in front of the child to open up the subject between the parent/carer and the child.
- Don't make promises you can't keep.
- Give the child the ChildLine phone number 0800 1111
- Make sure that the parent/carer has support too.



The same points apply to a young person who says that they have abused another child.

Also:

- Remember that the child who has behaved in this way is in need of support.
- Reassure them that, with help, the problem can be sorted out and that what has happened does not make him/her an abuser for life.

Recording the concerns

Use the reporting form available in all staff folders to record the concern and how it is dealt with. The relevant sections should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if needed.



## 2. Behaviour Code for Footlights Adults Working with Children

### Purpose

This behaviour code outlines the conduct we expect of all of our staff and volunteers. This includes students or outside contractors working with Footlights to undertake specific duties.

This behavior code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of our staff and young people.

### Responsibility

You are responsible for;

- Prioritising the welfare of children and young people
  - Providing a safe environment for children and young people
    - o This includes ensuring equipment is used safely and for its intended purpose.
    - o This includes having a good awareness of issues to do with child protection and taking action when appropriate
  - Following our principles, policies and procedures
    - o this includes child protection and safeguarding, whistle blowing, e-safety and other procedures outlined in this document.
- Staying within the law at all times



-modeling good behavior for children and young people to follow

-challenging all unacceptable behavior and reporting any breaches of the behavior code to Tina Kelly.

Children's Rights

You Should;

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to Footlights
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them feel uncomfortable.



## Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work that you are involved with within Footlights
- Ensure that whenever possible there is more than one adult present during activities with children and young people
  - o If this isn't possible, ensure that you are within sight or hearing of other adults
  - o If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.
  - o This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

## Respect

You should;

- Listen to and respect children at all times



- Value and take children's contributions seriously, actively involving them in planning activities whenever possible
- Respect a young person's right to personal privacy as far as possible
  - o in some cases it may be necessary to break confidentiality in order to follow our child protection procedures, if this is the case it is important to explain this to the child involved.

### Unacceptable Behaviour

When working with children and young people, you must not;

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Engage in behavior that is in anyway abusive
  - o This includes having any form of sexual contact with a child or young person.
- Let children and young people have you personal contact details or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behavior



You should always follow this code of behavior and never rely on your reputation or Footlights to protect you.

If you have behaved inappropriately, depending on the severity of the situation you may be asked to leave your position at Footlights Performance Academy. We may also make a referral to statutory agencies such as the police or the local authority children's social care department.

If you become aware of any breaches of this code, you must report them to a Footlights Director or our Designated Child Safety Officer. To do this you should follow the whistle blowing procedure or, if necessary, the child protection/ safeguarding procedures.



## Behaviour Code for Footlights Young Performers

### Purpose

This code of behavior aims to make sure everyone in Footlights knows what is expected of them and feels safe, respected and valued.

Footlights must make sure that everyone taking part in our classes and events has seen, understood and agreed to follow the code of behavior, and that they understand the consequences of inappropriate behavior.

For the benefit of our younger members we ask that parents read and understand this document and involve them in a short discussion about our expectations in a way that is easy for them to understand.

### Basic Principles

This code of behavior aims to:

- Identify acceptable and unacceptable behavior
- Encourage cooperation, honesty, fairness and respect
- Create an environment where your self- esteem, self-respect and self-confidence will grow
- Encourage you to take responsibility for your own behavior
- Encourage for you to recognize and respect the rights of others





- Help resolve and conflicts that arise and make it clear what will happen if you decide not to follow the code.

You Should:

- Cooperate with others
- Be friendly
- Listen to others
- Be helpful
- Have good manners
- Treat everyone with respect
- Take responsibility for your own behavior
- Talk to your class teacher at Footlights about anything that worries or concerns you
- Follow this code of behavior and other rules (including the law)

What happens if I decide not to follow the code of behaviour?

If you behave inappropriately at Footlights staff will remind you about the code of behaviour and ask you to comply with it. They will give you an opportunity to decide to change your behaviour.



If you continue to behave inappropriately, you will be given a formal warning by the Footlights Directors. This will involve a discussion about why you have been behaving inappropriately and if Footlights staff can support you in making the decision to follow the behaviour policy.

If you continue to not comply with the behaviour policy following a formal warning, then Footlights Directors reserve the right to ask you to leave the class concerned and potentially all Footlights classes that you participate in.

#### Child Protection Procedures

If any member of staff or volunteer becomes concerned that your behavior suggests you may be at risk of significant harm or that you may present a risk of significant harm to other children, they will follow child protection procedures. This may involve making a referral to the local authority children's social care department.

#### The role of parents and carers

We see parents and carers as valuable partners in promoting positive behavior and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning for inappropriate behaviour.



## Footlights E- Safety Policy

This policy and the procedures that underpin it apply to all staff, including directors, paid staff, volunteers and sessional workers, students or contractors and anyone working on behalf of Footlights Performance Academy.

### Purpose of Policy

- Although children do not use information technology as part of Footlights Classes and events we recognise that they all have access to their own personal devices (such as mobile phones/devices, games consoles and the internet) and may bring these to our classes and this policy is for their protection.
- To provide staff and volunteers with the overarching principles that guide our approach to e-safety
- To ensure that, as an organization, we operate in line with our values and within the terms of the law of how we use information technology and behave online

### We recognise that:

- The use of information technology is an essential part of all of our lives and is a brilliant resource for Footlights performance Academy. It is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person can be potentially harmful.



- The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies and online behavior
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- 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 e-safety

We will seek to keep children and young people safe by:

Developing procedures that provide clear and specific directions to staff and volunteers on how to behave online and the appropriate use of IT

- Supporting and encouraging Footlights members to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones/devices and games consoles
- Incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct for both staff and volunteers and for children and young people
- Developing an e-safety agreement with our members
- Use our procedures to deal firmly with any examples of inappropriate use of IT whether by an adult or child.
- Informing parents and carers of incidents or concerns as appropriate.
- Reviewing and updating our IT security equipment



- Ensuring that usernames, logins and passwords are used effectively.
- Using only official Footlights e-mail accounts and monitoring these as necessary.
- Ensuring that personal information is not published on our website.
- Ensuring that the correct permission is obtained before using images of children for promotional material.
- Risk assessing in advance any social media tools used in the course of our work with children, young people and families, this assessment to be carried out by the member of staff wishing to use them.
- Examining and risk assessing any emerging new technologies before they are used within Footlights.



## E-safety and Electronic device policy for Footlights Members

This agreement is part of our behavior code for Footlights members. It also fits with our overarching e-safety policy and expectations of Footlights staff and volunteers.

Young Person: Please read this agreement and discuss it with your parent/carer. If there is anything you don't understand you can also discuss this with your class teacher/Tina.

Parents/carers: please read and discuss this agreement with your child, and then sign it on their behalf.

During Class

Under 11s

- No mobile phones are allowed in Footlights classes.
- If you have a mobile phone it should be switched off and left in your bag for the duration of the class or left at home.



- Phones should remain off during break times

Age 11+

- Mobile phones/ Electronic Devices should be kept on silent and in bags during Footlights class time.
- 
- If the Footlights teacher allows you to use your phone/ electronic device to support your learning at Footlights eg – searching song lyrics, recording vocal parts then you may use your phone for this.

You should not;

- Post photographs or videos of other members or staff to any social media pages without receiving prior permission.
- Photograph or video anyone without their knowledge and permission
- Use your phone to access any inappropriate websites or apps that are not beneficial for your learning at Footlights.



- During breaks mobile phones can be used for leisure time however the usage policy must still be followed.
- If this policy is not followed then the bullying and or behavior code will be addressed.

At Show Weekends

The mobile phone/electronic device policy for phone weekends is stated in our show day procedure and expectations document.

The above policy for appropriate use must be followed.





### 3. Footlights procedures and expectations for show days and events

Footlights prides itself on the quality of its show weekends and performances. This is at the heart of what we do and we want to make it an enjoyable experience for everyone involved.

In order to keep the young people in our care safe when they are participating in a show or event with us we have drawn up these guidelines for all staff, volunteers, pupils and contractors to adhere to.

#### Stage Door:

- o A member of Footlights staff will remain in position on the stage door for the duration of the event. Their responsibility is to sign in and out all pupils, volunteers and staff members.
- o No adults or children who are not on our pre-approved registers for the event will be allowed past the stage door at any time. Once signed in, children cannot come out from the backstage area until the end of the performance unless they are leaving early and this has been pre-agreed with Footlights directors.
- o At the end of the performance or event Footlights staff will conduct a handover from the stage door back to the designated parent or guardians. This can be a slow process but it is necessary to make sure all of our young performers get home safely.

#### Backstage:

- o There will be DBS members of Footlights staff and non DBS volunteers present backstage.



- o DBS members of staff will have a green lanyard and non DBS volunteers will have a red lanyard.
- o Each child must have a designated DBS member of Footlights staff in attendance which they report to during the course of the event. This will most likely be their class teacher or someone that they work with at their weekly class. These DBS checked members of staff may also have parent volunteers working alongside them.
- o Parent volunteers must not be left alone to supervise children without a DBS checked member of staff.
- o Only DBS members of staff may be responsible for accompanied toilet trips. All children should use their own toilet cubicle and this should not be entered by staff members or volunteers unless it is absolutely necessary due to an emergency.
- o Only DBS members of staff may supervise and help children when they are changing back stage.

#### Mobile Phones:

- o No one other than DBS footlights staff members can use mobile phone backstage.
- o Footlights DBS staff can take photographs in areas where children are not changing. These must be removed from any personal phones and only stored on the Footlights Shared drive.
- o Children in our junior groups age 11 and under will not be permitted to bring any mobile devices with cameras to the show weekend.
- o Children in our senior groups age 11+ can bring their own mobile phones if necessary as long as they adhere to the mobile phone policy and do not use them in the backstage area.



#### Raising Concerns at Show Weekends or Events:

- o If anyone working backstage has any concerns for a child's safety, welfare or happiness during the event they must report these without delay to the designated safety officer and director Tina or the deputy Emma Cook.
- o All staff members and volunteers should familiarize themselves with our child protection and safeguarding policies and procedures that have been sent to them via e-mail and are available on our website prior to the event.



I have read and understood Footlights Child Protection and Safeguarding Procedures. I have also read and understood Footlights procedures and expectations for show days and events and agree to adhere to the procedures.

Signed.....

Date.....

Printed.....

## 4. Antibullying Policy

We recognise that:

- There is no legal definition of bullying. However it's usually defined as behavior that is:
  - o Repeated
  - o Intended to hurt someone either physically or emotionally
  - o Often aimed at certain groups eg, race, religion, gender, sexual orientation.
- One person or a group can bully others;
- Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- Verbal teasing or making fun of someone.
- Excluding children from conversations.
- Pressurising other children not to be friends with the person who is being bullied.
- Spreading hurtful rumours or passing around inappropriate photographs/images/drawings.
- Shouting at or verbally abusing someone.
- Stealing or damaging someone's belongings.
- Making threats;



- Forcing someone to do something embarrassing, harmful or dangerous.
- Harassment on the basis of race, gender, sexuality or disability.
- Physical or sexual assault (child protection procedures).
- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.
- People are often targeted by bullies because they appear different to others.
- We all have a role to play in preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- To prevent bullying from happening in Footlights as much as possible.
- If any bullying does happen, to make sure it is stopped as soon as possible and those involved get the support they need.
- To provide information to all staff, volunteers, children and their families about what we should do to prevent and deal with bullying.

We will seek to prevent bullying by:

1. Developing a code of behaviour that sets out the do's and don'ts in terms of how we expect everyone who is involved in footlights to behave.
2. Developing a new member's welcome policy that will help Footlights attract members from diverse groups.
3. Developing a plan that describes how we welcome new members and help them to settle in.
4. Holding regular discussions with staff, volunteers and young people who attend Footlights to ensure they understand our anti-bullying policy. These discussions will focus on;

- a. Group members responsibilities to look after each other.
  - b. Practicing skills such as listening to others.
  - c. Respecting the fact we are all different.
  - d. Making sure that no one is without friends.
  - e. Dealing with problems in a positive way.
  - f. Checking that the anti-bullying measures are working well.
5. Developing a complaints policy and procedure
6. Making sure that staff, volunteers, children and young people, and parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure.

When bullying occurs we will respond to it by;

1. Having a clear anti-bullying procedure in place
2. Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
3. Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and Footlights as a whole.
4. Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved;
5. Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.



## Footlights anti-bullying procedure

This should be read alongside our anti-bullying policy.

As an organisation that works with children and young people, we are responsible for making sure we deal with bullying in an appropriate way.

### What to do if you are being bullied?

Never keep it to yourself, always tell someone, this can either be someone at Footlights or another key adult. If the bullying is happening at Footlights we will sort it out if it is happening at school or if somewhere else, then we will get other people involved to help to stop it happening.

### What to do if you see someone being bullied or someone tells you they are being bullied?

If you are a child don't try to deal with it yourself. Try to help the person to go and tell an adult and if they don't want to then explain to them that you will have to tell an adult yourself so they can get help.

If the bullying is taking place within Footlights the parent and child should be reassured that it will be dealt with and asked for their views on what would be helpful in this situation. Details that are necessary will be shared with other Footlights members of staff so that the situation can be managed effectively.

A note of any bullying that takes place and the management agreed will be recording on a bullying reporting form available in all staff folders.





## 5. Footlights Complaints Policy

A complaint is a statement from someone that he/she is not happy about the service provided by Footlights for any reason and would like the service to be improved and they don't feel that this can be addressed on a local level by the class teacher.

Ultimately it is a parent/carers choice to send their child to Footlights and we aim to always provide the best service we can for all of the young people involved.

### Procedure for making a complaint

1. If it is not possible to discuss the issue with your class teacher as they are busy teaching then please forward any complaints to [footlights@footlightsperformance.com](mailto:footlights@footlightsperformance.com) for the attention of the directors.
2. The directors will then read and aim to respond to any complaint within 5 working days with a response.
3. If the complaint is regarding a specific member of staff/ class it may be necessary to pause proceedings of the class or that staff member until the complaint has been dealt with.
4. The directors will aim to find a local solution for the complaint to ensure the happiness of staff, parents and young people involved.
5. If necessary the complaint will be escalated to any other services.