



Rhubarb

Speech & Drama School

Child Protection & Safeguarding Policy.

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Last Updated 14.12.21

This policy is to be reviewed every two years

Rhubarb Speech and Drama School's Safeguarding and Child Protection Policy and Legislation.

Rhubarb has a legal and moral duty to protect the children and young people that use its services and understand that it is a collaborative effort to keep young people happy and safe. All Rhubarb Staff and Volunteers are to have read and are to have access to this policy. This ensures that we are working within safe practices; and are protected in our working environment. This Policy is also to be available online. Failure to comply could result in disciplinary action being taken or dismissal from services.

What is a child?

'The Children Act 1989' defines a child; 'Up to, and including the age of 18'. Extensions exist for Children and Young people who have additional needs, and for those in authority care settings.

The Designated Safeguarding Lead (DSL)

It is the role of the Designated Safeguarding Lead to monitor Safeguarding and Child Protection and to report any concerns/issues or abuse to the relevant channels.

Rhubarb's Safeguarding Lead is Company Director;

Charlotte Wright

Charlotte@rhubarb-drama.co.uk

07528383341

Any safeguarding or child protection concerns must be reported as soon as possible.

The Designated Safeguarding lead is available 24hrs a day, seven days a week for any issues of Safeguarding or Child protection.

You may need to complete a 'What the Child has said report' (Formally 'Disclosure report') the template for which can be found at the end of this document. – See contents page.

Staff Roles and Safeguarding Responsibilities

All Rhubarb Staff and Volunteers must;

- Have continued access to Rhubarb's Safeguarding and Child protection Policy.
- Report any allegations of abuse to the Designated Safeguarding lead as soon as possible.
- Know who the Designated Safeguarding lead is, and how to report allegations of abuse. All Staff and Volunteers are responsible for reporting Safeguarding and Child Protection issues.
- Know how to complete a 'What the child has said report'. (Formally 'Disclosure report').
- Adhere to Rhubarb's Safeguarding and Child Protection policy at all times.
- Be aware of their behaviour, and what is Inappropriate behaviour towards Children/Young People. Staff must monitor their use of language and gestures when working with Children.
- It is not the responsibility of staff to try to deal with suspected abuse themselves, or to make judgement on the validity of the claim. All reports of abuse should be taken seriously and reported immediately.
- All staff and volunteers should be aware of Rhubarb's Whistleblowing Policy and know how to report suspected malpractice.
- Staff will at times, have access to service user's emergency contact information (ICE) if deemed necessary by the company director. This will usually be in the form of the participants completed registration forms. All staff will be fully briefed on GDPR and will adhere to our Data protection policy at all times, treating such information as confidential.
- All Volunteers will have access to/be given a copy of Rhubarb's Child protection policy. Are to be introduced to the Company Director/Safeguarding Lead (Charlotte) and are to be briefed on how to complete a 'What the child has said report'.
- Volunteers (who do not have a current DBS check) are to be supervised at all times by a member of staff who has a DBS check. In this instance, volunteers who do not have a check are not at any point to be left alone and unsupervised with Children/Young People.

Good Working Practice with Children and Young People

Good Practice when Working with Young People means:

- Treating all children equally, with respect and dignity.
- Putting the welfare of each participant before the task/setting.
- Building balanced relationships based on mutual trust and empowering children to share in any decision-making process.
- Giving Enthusiastic and Constructive feedback rather than negative criticism.
- Making Theatre Arts safe and enjoyable.
- Being an excellent role model.
- Recognising that children or adults with disabilities may be more vulnerable than others.
- Praising children for positive behaviour.

Good Practice in Physical contact with Children and Young People means:

- Only touching participants when necessary, in relation to the particular activity.
- Seeking agreement of participants prior to any physical contact.
- Making sure that participants with disabilities are informed of and are comfortable with any necessary physical contact.
- Spontaneous hugs from participants should be guided to the side of the body.
- Maintaining a safe and appropriate distance from participants.

It does not make sense to:

- Spend excessive amounts of time alone with children away from others.
- Take children alone in a car on a journey without permission.
- Take children to your home.
- When occasions arise where these situations are unavoidable; they should be done with the full knowledge and consent of those with parental responsibility, and your Safeguarding Lead.

You Should Never:

- Engage in rough physical contact with a child.
- Allow or engage in inappropriate touching.
- Allow staff or children to use inappropriate language unchallenged.
- Make sexual comments about/to/or in the presence of a child.
- Let any Safeguarding issues go unchallenged or unrecorded.
- Do things of a personal nature for children or adults that they can do for themselves.
- Acts of a personal nature for children (toilet, dressing, lifting) should necessitate full parental consent. In an emergency situation which requires this type of help parents should be fully informed as soon as practicable.

Social Media Policy

We strongly advise that Rhubarb staff and volunteers do not engage with Young People (under 18) that they know through Rhubarb projects on Social Media platforms; including Facebook, Twitter, Instagram and WhatsApp. Any attempted contact must be reported (this can be done informally) to the Designated Safeguarding officer.

Although we do not wish to limit your use of social media, we ask that you please be aware of open access platforms such as Twitter and Instagram as posts and photographs you upload can be accessed by young people and adults without your knowledge. Please be cautious of your language and uploaded content whilst working with us.

Rhubarb also asks that you never give a young person your phone number or contact details. The use of personal phones for photography or video purposes during sessions is strictly prohibited as the official Rhubarb Camera must be used. Photographic permission slips must be checked prior to any uploads of photographs to any platforms and no names or 'tags' will ever be applied to specific children in photographs.

Confidential Information

Rhubarb staff will at times have access to information regarding the Children/Young people taking part in activities. This will be Information such as;

- Emergency Contact Details.
- Photographic/Recording consent.
- Medical information, including any information concerning additional needs or support.

This is to ensure that our sessions are both fun and safe and that any access arrangements and plans can be made.

Please note that Rhubarb Speech and Drama is a member of the ICO, and is fully GDPR compliant. This information will be treated as confidential at all times, will be stored appropriately and will not be passed on to third parties.

If the Child/Young person does not continue to use our services, their registration form/Emergency contact details will be shredded. Please see our Data Protection policy for more info.

Staff Ratios

Please note that as Rhubarb's services are categorised as 'Drama Tuition' with the majority of our services happening out of/ after School hours, we therefore do not qualify as a 'Registered childcare provider' and cannot unfortunately accept Childcare Vouchers.

Due to our categorisation as 'Drama Tuition'; similarly, to other tuition providers such as Music and Dance tuition, we are not monitored by Ofsted.

We do however where possible aim to adhere to the recommended NSPCC staff to child ratios when possible.

- 4 - 8 years 1 adult to 6 children
- 9 - 12 years 1 adult to 8 children
- 13 - 18 years 1 adult to 10 children

Uniform

Rhubarb asks all Staff and Volunteers to wear clothing that they feel is both comfortable and suitable for working with Children and Young People. T-Shirts / Jackets will be provided to all Staff and Volunteers, and we ask that short skirts or shorts are not worn without leggings underneath.

Toilets

Toilets should be identified and checked beforehand if possible. Staff and Volunteers are to use other toilets if available, (including Disabled toilets if an alternative is not available) to avoid staff and participants using the same facilities. If separate facilities are not available. Staff/Volunteers should try and use toilet facilities when children and young people are not likely to be using them.

If a young person requires the toilet during session time, a member of staff with a full DBS check can escort them to these facilities, however they must wait outside and not enter the facilities to walk the participant back afterwards.

DBS Checks

All paid Rhubarb staff are to have a full Enhanced up to date DBS checks. Volunteers are not required by law to have a DBS check; however, they are to be fully briefed on Child Protection Policy's; and are not to be left unsupervised with the Children/Young People at any time.

Types of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved or inadequate.
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse.
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

Sexual abuse may involve;

- Physical contact, including assault by penetration (e.g. rape or oral sex).
- Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Sexual abuse can also include non-contact activities, such as involving children in looking at, pornographic materials; including online and with mobile phones.
- Forcing or enticing the creation of pornographic materials involving children.
- Encouraging children to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and peers.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.

Domestic Abuse

Definition of domestic violence and abuse (2013): "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological.
- Physical.
- Sexual.
- Financial.
- Emotional.

Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly

'What the Child has Said Report'

(Formally called Disclosure reports)

What is a 'disclosure'?

If a child reports that they are suffering, or have suffered significant harm through abuse or neglect, or have caused or are causing physical or sexual harm to others, this is called a 'Disclosure'. Similarly, if a child raises a concern in or after sessions, that require action (reporting or recording) this is treated as a 'Disclosure'. Legally all staff and Volunteers have a duty to report disclosures through their Safeguarding lead and by completing a 'What the Child has Said report'.

The 'What the Child has said report' should include:

- Time/date of disclosure.
- Place of disclosure.
- Who; Name of the young person who disclosed the information, and member of staff who received information? Was anyone else present?
- Does anyone else know? Young People, Staff etc.
- Details of the disclosure, this must be as close in words to what the young person has said.
- Details of any advice given by staff.

What should I do if a child discloses information to me?

- Report all disclosures to Rhubarb's DSL, if the child is in immediate danger, they are to be kept in the setting and the police are to be called.
- If a child asks to talk to you, or you believe they are about to tell you something however the setting isn't suitable, for example there are too many other people around, or if you are concerned about others overhearing etc you may find it useful to use the '**Rhubarb Keys**'; "I am just going to get the Rhubarb Keys" This is a code that warns other staff members of a potential disclosure and asks for space.
- Stay calm, remember that the child might be deciding whether/how much to tell you, so be calm and approachable never judgemental.
- Clarify the concerns; what has happened, when, where, who, has it happened before? Have they told anyone else about this?
- Try not to ask leading questions, make assumptions or put words into the child's mouth. Let the child clarify.
- Never promise confidentiality (it is illegal to not report a disclosure).
- Thank the child for telling you, reassure them they have done the right thing and explain that you want to help.
- Offer re-assurance about how you are going to help to keep the child safe and what you are going to do next; e.g. "I am going to tell (DSL) Charlotte who is going to try and help. Explain that you are only going to tell people who need to know.
- Complete a 'What the child has said' report in as much detail as possible. Template available below.

What do I do with the report?

- Hand It to Rhubarb's DSL, who will place it in an envelope for confidentiality.

What will Happen next?

Once the Safeguarding lead receives your 'What the child has said' report they will then decide which action is to be taken. They may seek advice and if necessary and file a report to the Access and Response team (ART).

Access and response Team (ART)

01454 866000

South Gloucestershire

(Mon – Thurs 9:00-5:00, Friday's 9:00-4:30)

01275888 808

North Somerset Child Protection Team

(Mon-Thurs 8:45-5:00, Friday's 8:45-4:30)

01454 615165

Out of hours and weekends, emergency duty team.

Local Authority Designated Officer's (LADO'S)

Julie Bishop

North Somerset Local Authority Designated Officer

01275 88808

LADO@n-somerset.gcsx.gov.uk

Tina Wilson

South Gloucestershire Designated Officer

01454 868508

LADO@southglos.gov.uk

Whistleblowing Policy

Whistleblowing is defined as;

“Raising concerns about misconduct within an organisation.”

If your concern is about a child or young person using Rhubarb’s services, then you need to follow Rhubarb’s Safeguarding and Child Protection policy guidelines, and report such concerns to the (DLS) Designated Safeguarding lead as soon as possible who will take appropriate action.

However, if your concern is about a colleague, member of staff or the Designated Safeguarding Lead (DSL) then It is recommended that you contact the Local Authority Designated Officer (LADO) their details can be found on page ten of this document, who will investigate for any signs of malpractice or wrongdoing. The possibility of abuse cannot be eliminated, and constant vigilance is necessary.

Date of report:

Time of report:



What the Child Has Said Report

Your Details

Name:	
Job Title:	
Telephone Number:	
Email Address:	

Details of the Person affected

Name of child who raised the concern.	
Date of Birth.	
Parent(s) / Carer(s) Names:	
Parent/Carer Address:	
Parent / Carer telephone Number:	
School Attended (If Known.	

Details of the Incident

Where did the incident occur?	
When did the incident occur?	
Who did the incident involve?	
Did anyone else Witness the incident? If so, who?	
What happened? <i>Please describe the incident in as much detail and as accurately as possible.</i>	
Any other information?	

Signature: _____