

B.O.S.S ACTING SCHOOL LTD.

SAFEGUARING & CHILD PROTECTION POLICY



Last Review Date: 01/06/2020
Next Renew Date: 01/07/2021

Designated Safe Guarding Lead (DSL)

Miss Samantha- Anne Shaw sam.shaw16@hotmail.com

Safe Guarding Officer

Miss Jennifer Brooke Holden j.brooke@live.co.uk

Company Contact

BOSS Acting School LTD. bossactingschool@gmail.com

Policy Statement

BOSS Acting School LTD. acknowledges the duty of care to safeguard and promote the welfare of children. We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice alongside NSPCC and Merton Council requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- All Pupils have a positive and enjoyable experience at BOSS Acting School LTD in a safe and child centred environment
- Children are protected from abuse whilst participating in our Classes and outside of the activity.

Policy Aims:

As part of our safeguarding policy BOSS Acting School LTD will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

Responsibilities

- This policy will be available to and adhered by all members, parents/guardians, staff, volunteers and participants.
- The organisation's Safeguarding Officers have responsibility for responding to any allegations, concerns or child protection incidents, passing information to the Member Body's Lead Safeguarding Officer and/or the local authorities.
- Members, Parents/Guardians, staff, volunteers and participants all have a responsibility to work together with the organisation in implementing procedure

The policy and procedures will be widely promoted and are mandatory for everyone involved in BOSS Acting School LTD. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, NSPCC and Merton City Council
- as a result of any other significant change or event.

LOOKING FOR SIGNS AT B.O.S.S

Recognition and Types of Abuse and Neglect

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

What May these Four Types Include?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of possible abuse and neglect MAY include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital
- mutilation, or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information and refer the matter to the DSL.

B.O.S.S Safeguarding Procedure

Our Steps:

If a child discloses to a member of staff that they are being abused, the member of staff should:

- Remain calm and try not to show any shock or disbelief.
- Listen with the utmost care to what the child is saying.
- Always inform the child that this information will have to be passed on but only to people who need to know and who will help protect their safety and welfare.
- Always offer reassurance to the child or young person. Let them know that they were right to inform you, that the abuse isn't their fault, that they've done the right thing and that you are listening to them and treating the information seriously.
- Do not rush the child into giving details of the abuse. Your role is to listen to what the child wants to tell you and not to conduct an investigation
- Always use language that the child understands and wherever possible the child's words to clarify or expand what has been said.
- Question normally without pressurising and only using open questions.

If a concern is raised

If the Teacher or Producer raises a concern, then they must speak to the Safeguarding Officer immediately. The Safeguarding Officer will then contact the DSL, unless the disclosure implicates them in any way.

Urgent concern

If the situation is urgent and the child is at risk by going home with the parent/ carer then the Police should be contacted immediately on 999. This would be

in a situation where the Producer/Teacher felt that the child was in immediate danger.

Cause for concern but child not in immediate danger

The DSL will ask the Teacher/Staff member to make a full written record in the provided CAUSE FOR CONCERN FORM which is then sent to the DSL.

The B.O.S.S Teachers/Staff members have a duty to share information regarding any concerns which they may have about a child but only with the relevant people, organisations and agencies. They will not disclose information with family, friends or colleagues who have no right or need to know.

Cause for concern - Action Taken/Referral

Once the DSL has received the CAUSE FOR CONCERN form, they will review the information and then make a decision about the action to take.

- Decision to monitor the concern: If this is the decision made, then the Teacher/Producer should monitor the child and feedback to the DSL within an agreed timescale. The DSL will write up a confidential report and review with the Teacher/Producer.
- Speak to the parent/carer: The Producer/Teacher will speak to the parent or carer about the concern or disclosure.

Once discussed with parents/carers, the following action can be taken:

- No action - but the DSL should write up a confidential report stating the reason why no action is being taken and store it securely.
- Decision to monitor the concern. See above.
- Discuss the case on a “no names” basis with the relevant borough/local authority’s Child Protection Co-ordinator or Child and Family Contact Team and ask their advice.
- Refer to the relevant Social Care Department in the local authority of the child’s address. If a referral is necessary, the parent/carer would need to be told that the information is going to be passed on to the relevant social services.

All referral information and decisions, phone calls, discussions and actions should also be recorded and kept with the full record. This should also include a record of any decisions made not to refer the incident, along with the reasons.

B.O.S.S Acting School Anti-Bullying Policy

At B.O.S.S we do NOT tolerate Bullying of any kind. We understand that at a young age children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. We are also ware of the potential uses of information technology for bullying and abusive behaviour

between young people. At B.O.S.S we will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. Much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy

If peer-on-peer abuse is suspected or disclosed staff will follow the same procedures as set out ABOVE for responding to child abuse.

- all forms of bullying will be addressed
- everybody at BOSS Acting School has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour

Bullying can include:

- physical pushing, kicking, hitting, pinching etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individual
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- Unwanted physical contact

We understand that children with a disability, from ethnic minorities, young people who LGBTQI+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Our Support to the child

- Our children should know who will listen to and support them and systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported

- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.
- If considered unsafe children may result in dismissal/expulsion from classes and school.

Support to the parents/guardians

- parents/guardians should be advised on the BOSS Acting School's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.

B.O.S.S Staff Members

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be reported to the Safe Guarding Officer (Jennifer Brooke Holden) and DSL (Samantha-Anne Shaw).
- The allegation will be recorded on an INCIDENT REPORT FORM. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted (if relevant) by the Principal/DSL.

Merton Council LADO

0208 545 3187

07814 642 728

If you are sending a LADO referral or your query is LADO related, please forward to: lado@merton.gov.uk or securely:

lado@merton.gov.uk.cjasm.net

- The LADO will advise if other agencies (e.g. police) should be informed, and B.O.S.S. will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, BOSS Acting School will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

BOSS promotes awareness of child abuse and the risk of radicalisation through its staff training. We ensure that:

- All our Teachers complete a Level 1 Safeguarding Training.
- The DSL has relevant experience and receive appropriate training in Safeguarding and the Prevent Duty.
- Safeguarding training for the relevant members of staff is refreshed every three years.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Safeguarding Policy and Procedure, understand its contents and are vigilant to signs of abuse, neglect or radicalisation.
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation.
- Safeguarding is a permanent agenda item at all staff meetings and trainings.

Retaining information for our Staff

When becoming a member of the BOSS team all staff members received a printed & E-copy of our 6 R's:

THE 6 R'S

1. **RECEIVE** - Keep calm - Listen to what is being said without displaying shock or disbelief -Take what is being said to you seriously -Note down what has been said
2. **RESPOND** - Reassure the pupil that they have done the right thing in talking to you - Be honest and do not make promises you cannot keep e.g. "It will be alright now" - Do not promise confidentiality; you have a duty to refer - Reassure and alleviate guilt, if the pupil refers to it e.g. "you're not to blame" -Reassure the child that information will only be shared with those who need to know
3. **REACT** - React to the pupil only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details - Do not ask leading questions; "Did he/she....?" Such questions can invalidate evidence. - Do ask open "TED" questions; Tell, explain, describe - Do not criticise the perpetrator; the pupil may have affection for him/her - Do not ask the pupil to repeat it all for another member of staff - Explain what you have to do next and who you have to talk to

4. **RECORD** - Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible - Do not destroy your original notes - Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child. - Record statements and observable things rather than your interpretations or assumptions
5. **REMEMBER** - Contact the Designated Safeguarding Lead (DSL) - The DSL may be required to make appropriate records and pass onto other authorities
6. **RELAX** - Get some support for yourself, dealing with disclosures can be traumatic for professionals.

Use of mobile phones and cameras

When becoming a member at BOSS, parents/guardians must read and agree our terms and conditions. We state in our Membership terms and conditions *'At BOSS we reserve the right to use any individual or group photographs or videos of your child for press or promotional purposes. Film/Television and Screen is one of the core modules at BOSS. We share footage for educational and promotional purposes. We will also showcase these throughout the year to friends and family. By registering with BOSS, you are agreeing to these terms of membership.'*

However, under no circumstances:

- Will Staff use mobile Phones/cameras Unsupervised
- Use Mobile Phones in class for any other use other than to take photos for promotional purposes/contact parents in emergencies or the emergency services.
- Will Parents of guardians use mobile phones/cameras in the classroom

Our Recommended Support Links:

Support Links for Our Students:

ChildLine: www.childline.org.uk

NSPCC: www.nspcc.org.uk

Support Links for our Parents/Adults:

The Samaritans: www.samaritans.org

Family Lives: www.familylives.org.uk

Support Link for Abuse:

Refuge: www.refuge.org.uk

Support Link for CSE and Sexual Abuse:

Stop it Now!: www.stopitnow.org.uk
Parents Protect: www.parentsprotect.co.uk

Support Links for Online Safety:

Childnet International: www.childnet.com

UK Safer Internet Centre: www.saferinternet.org.uk

Thank you for reading our policy. Together, we will work to keep ALL children safe.