



Cumbernauld Theatre

Child Protection Policy

June 2021

What is Child Protection?

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect or exploitation. It also states that children should have the right to express their views on any issues or decisions affecting them.

What is Child Abuse?

The formal definition of Child Abuse is described below:

*'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and state of development, and they will be at risk through avoidable acts of commission or *omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of the child).'*

Reference 'Protecting Children: A Shared Responsibility'.

***NB** This means children at risk through either something a person has done to them OR something a person is failing to do for them.

This is a very open definition which encourages us to be open-minded and think about what child abuse is. For those working in the field of Child Protection, the definition gets broken down further into Categories of Abuse, namely:

- Physical Injury
 - Sexual Abuse
 - Emotional Abuse
 - Physical Neglect
 - Non-organic Failure to Thrive
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There may be a time when a child approaches a person in our group as a trusted adult to discuss their life outside the organisation. It is vital that individual adults in our organisation know how to react to this in a sensitive and appropriate manner.

How to React & Listen

Cumbernauld Theatre's Staff and Volunteers must, at all times:

- Acknowledge the age group they work with;
- Never trivialise or exaggerate child abuse issues
- Allow the child to speak and not interrupt nor make suggestions to them which could imply making an investigation;
- Not interrogate or question other than to clarify your understanding. If the matter is to be investigated further it will be done so by trained professionals. No matter how well you know the child, spare them having to repeat themselves over and over. Apart from anything else, the child may begin to think that you don't believe them;
- Be honest, tell the child that you cannot keep it a secret; you have to talk to someone else who can help;
- Remain calm, no matter how difficult it is to listen to the child – think of how hard it must be to say it. Some things are very difficult to talk about, you've been chosen because the child feels they can talk to you. If you show anger, disgust, or disbelief then the child may stop talking for fear of upsetting you further or feel that your negative feelings are being directed towards them;
- Listen to the child – REALLY LISTEN – take what they say seriously. Tell them that they have done the right thing by telling you.
- As soon as is practical, write down everything the child told you, but remember that this is a confidential matter between you and the child. The only person you should discuss the matter with is the member of administrative staff at Cumbernauld Theatre who has agreed to act as monitor for Child Protection Issues.

Why does Cumbernauld Theatre need a Child Protection Monitor?

Everybody working at Cumbernauld Theatre has a responsibility to be aware of child protection issues; however it is important to have one person who has agreed to monitor child protection.

The Designated Child Protection Officer (DCPO) is responsible for ensuring that:

- Cumbernauld Theatre policies are up-to-date
- The policy is clearly displayed (if possible) and that copies are readily available
- Cumbernauld Theatre staff are aware of the policy and have read and understood it
- The DCPO knows who the relevant North Lanarkshire Council Social Work Contact is
- Telephone numbers for both the Local Police and Social Work are to hand.

What does 'substantial access to children' and 'vetting' mean?

When considering the question of substantial access and deciphering whether or not it is necessary for an employee of Cumbernauld Theatre to be vetted, we consider the following questions:

- **Will the person have one-to-one contact with children?**
If 'yes' the access must be considered substantial.
- **Will the person be supervised?**
If the person is under close supervision at all times, the access may not be considered substantial, however it will allow close relationships to be formed and this could be exploited.
- **Will the person be in an isolated situation with a child?**
The risks are greater where a child is with an adult in an isolated situation away from peers and family.
- **Will there be regularity of contact?**
The more regular the contact the stronger the relationship that may be formed which could be exploited.
- **Is overnight care involved?**
If 'yes' then the adult must be fully vetted.

Cumbernauld Theatre is responsible for deciding upon the level of check required. These may include a minimum of two written references, follow-up telephone checks and Disclosure Scotland / PVG Membership checks should this be deemed necessary.

Cumbernauld Theatre recognises that Child Protection should not be treated in isolation – we take on board guidance given by the Scottish Executive and North Lanarkshire Council and will address recruitment and selection of paid and voluntary employees by doing the following:

- We accept that it is our responsibility as an organisation to check that all adults with substantial access to children have been appropriately vetted;
- We will ensure that every new volunteer or member of staff will complete a Personal Profile form;
- We will make a request for previous addresses on volunteer/job application forms;
- We will ask for the names of two referees who will be prepared to provide a written reference;
- We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of this discussion will be kept in the applicants file;
- We will interview all prospective volunteers and staff;
- We will note at the interview all previous experience of volunteers and staff in working with children;
- We will carry out a probationary period for all volunteers and staff of at least 3 months.

We believe that every child regardless of age has at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. At Cumbernauld Theatre, if we have suspicions about a child's physical, sexual or emotional wellbeing, we will take action.

At Cumbernauld Theatre, all staff and volunteers are encouraged to share concerns with the **Community Engagement Manager** who has agreed to monitor child protection issues. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then these should be discussed with the Child Protection Monitor who will then make a referral to Social Services who in turn will make the necessary arrangements.

It is important that all staff communicate concerns accurately. To this end, Cumbernauld Theatre's Staff will follow the procedures below;

- Upon receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
- Share any concerns that you may have with the Child Protection Monitor and agree action to take;
- Always REFER – in compliance with the Protection of Children (Scotland) Act - **never** personally INVESTIGATE any suspicions or allegations about abuse.

If any Cumbernauld Theatre Staff have concerns we must act – this may be the final piece of the jigsaw that is needed to protect a child – or we may prevent other children from being hurt.

Policy Statement for Cumbernauld Theatre

We will:

- Hold a register of every child involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies;
- Treat everyone with respect;
- Remember that some issues are confidential
- Set an example for others to follow;
- Where possible, consider activities which involve more than one adult being present or at least within sight and hearing of others;
- Be aware that someone else might misinterpret our actions even if they are well-intended;
- Respect a child's right to personal privacy
- Provide time for child to talk to us;
- Encourage children to respect and care for others;
- Take action to stop any inappropriate verbal or physical behaviour
- Have an organisational policy for the collection of children after meetings/workshops have finished;
- Remember to REFER not INVESTIGATE any suspicions or allegations of abuse;
- Only share concerns and seek support from those identified in the Cumbernauld Theatre's Child Protection Policy
- Complete the vetting checklist on all applications of employment.

Cumbernauld Theatre will treat all applicants for (paid and voluntary) positions within our organisation fairly, and not discriminate against the subject of a disclosure on the bases of conviction or other information revealed.

Cumbernauld Theatre will request an Enhanced disclosure only where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview, that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration -

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant had a pattern of offending behaviour
- Whether the applicants' circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

Any applicant for any post that requires a disclosure may receive a copy of this policy and Code of Practice.

Cumbernauld Theatre Child Protection Policy:

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Secure Handling, Use, Storage and Retention of Disclosure Information

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Cumbernauld Theatre will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any other purpose other than recruitment.
- Disclosure information will only be shared with those who are authorised to see it in the course of their duties.
- Where additional disclosure information is provided to Cumbernauld Theatre's Designated Signatory and not to the disclosure applicant, Cumbernauld Theatre's Designated Signatory will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container for a maximum of 90 days before being destroyed / shredding. Only those authorised to see the information in the course of their duties will have access to this container.
- No image or photocopy of the disclosure information will be made, however the following details may be retained:
 - Date of issue of disclosure
 - Name of subject
 - Disclosure type
 - Unique reference number of disclosure
 - Position for which a disclosure was requested
 - Recruitment decision taken

We will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. We will make a copy of this policy available to any applicant for a post (paid or voluntary) with Cumbernauld Theatre that requires a disclosure.

Cumbernauld Theatre Child Protection Policy:

6 Protecting Vulnerable People

Cumbernauld Theatre aims to ensure that any vulnerable people (children, young people or vulnerable adults), are protected and kept safe from harm while they are with staff or volunteers in the organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection:

- All applicants, for paid and unpaid positions, will complete an application form.
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of appointment. We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable adults.

Screening:

- When relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

Training:

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the role.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

Supervision:

- All Staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- Every member of staff and volunteers will attend an annual review, where their performance, skills, motivation and expectations will be discussed. All appraisals will be minuted and copies made available to the member of staff/volunteer.

We will ensure that all staff and volunteers involved in the recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Safeguarding children is paramount for any excursions involving children. Trips involving children under the age of 18 require comprehensive planning in terms of content and programme of the event, a range of practical preparations need to be arranged and health and safety measures need to be in place. This guidance aims to:

- Keep **children** safe by clarifying expectations relating to their behaviour and that which they should expect of all the adults involved
- Reassure **families/guardians** that appropriate safeguards are in place to protect their children.
- Keep **staff** safe by providing a framework within which to work safely and responsibly thereby reducing any possibility of steps being missed or actions being misinterpreted
- Keep **Cumbernauld Theatre** safe by setting clear expectations of actions and behaviours which are to be carried out or avoided.

A) BEFORE THE TRIP / EVENT	
VETTING PROCEDURES	All staff/accompanying adults should provide Disclosure Scotland / PVG Scheme Membership.
ADULT ROLES AND RESPONSIBILITIES	All accompanying adults should read and sign the Roles and Responsibilities document.
CHILD/ADULT RATIO	<p>The child-adult ratio during the trip/event should be assessed and set at a level where children are adequately supervised. The ratio will depend on various factors such as age of the children, whether any of the children have special needs, the nature of the trip and activities, duration of the trip, if there are any overnight stays and whether the event will be in a closed space where it is easy to keep an overview of children or not etc.</p> <p>If the group of children is mixed gender, the supervising staff should also, if possible, include both male and female workers.</p> <p>The UK organisation Safe Network has the following recommendations for child/adult ratio: 2-3 years: 1 adult to 4 children, 4-8 years: 1 adult to 6 children, 9-12 years: 1 adult to 8 children, 13-18 years: 1 adult to 10 children.</p>

	<i>It is likely that individual assessment should be made for each specific event. Please always check local policy and ensure that it is taken account if the trip is overseas so more adults are needed for safeguarding.</i>
RISK ASSESSMENT	Cumbernauld Theatre must ensure that a full risk assessment has been conducted prior to, and as part of the planning process for all trips and events. These should be completed in conjunction with Group Leaders who will have a more in-depth knowledge of the participants scheduled to participate.
PARENTAL INVOLVEMENT	Arrange a meeting with parents and staff to give an overview of the project and participation requirements. Present an opportunity to discuss Cumbernauld Theatre's expectations of the group, and the group's expectations of staff in relation to Child Protection arrangements.
PARTICIPANT INVOLVEMENT	Discuss with participants any Code of Conduct or develop a code in collaboration with the participants
STAFF INVOLVEMENT	Arrange a meeting with staff and accompanying adults to brief them on their Roles and Responsibilities, Child Protection Policy and Code of Conduct .
B) DURING THE TRIP / EVENT	
ONGOING RISK ASSESSMENT	Risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents (whether minor or major,) staff illness – all or any of these may bring students face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.
CHILD PROTECTION	All staff to remain approachable to receive and act upon any reported child protection concerns from adults or children. He/she will make referrals to child welfare/protection services and involve and report concerns to families and guardians as appropriate.
ENVIRONMENT	All staff/adults are responsible for creating and maintaining an environment of accountability where poor practices and potentially abusive behaviour towards children does not go unchallenged.
CHALLENGING BEHAVIOUR	All staff/adults play a role in ensuring that children are adhering to the Code of Conduct for Children and that bullying behaviour or non-adherence to the code does not go unchallenged.
D) AFTER THE TRIP / EVENT	
NOTIFICATION	If any child protection incidents or concerns arose during the event, all relevant staff must notify the appropriate authorities.
EVIDENCE	If photos/video/text from the events is to be used for internal/external publication, staff to re-verify that parent consent has been obtained through the signature of an audio/ visual consent form.

ROLES & RESPONSIBILITIES: GROUP LEADERS

Group Leaders will retain overall responsibility for participant welfare at all times. Group Leaders will:

- Be expected to have a reasonable prior knowledge of the participants, including any special needs (whether social, educational or medical), or anything from the young person's past which their parent or carer may feel they should be aware of in order to best support them,
- Carry a list / register of all participants on the trip, and be aware of the daily itinerary,
- Regularly check that all participants are present,
- Work together with all the other staff to manage participation and behaviour throughout the visit,
- Attend any team meetings during the visit,
- Have the means to contact event organisers / Cumbernauld Theatre if needing help,
- Ensure that participants observe whatever smoking / alcohol / mobile phone bans or restrictions are in place (participants should have previously been made aware of and agreed to comply with these at all times),
- Act to anticipate and reduce any potential risk, including by arriving at the point of any potential hazardous situation before participants,
- Ensure that participants abide by agreed standards of behaviour,
- Clearly understand any emergency procedures and access to First Aid,
- Be aware of the group insurance policy and have the emergency contact details with them at all times,
- Follow event policy regarding STAFF alcohol intake and smoking, always ensuring that at least one member of staff is responsible and able to respond correctly in the case of an emergency, medical or otherwise.

Free Time:

Working as a team and taking collective responsibility, Group Leaders should ensure that participants continue to be properly supervised during free time, before and after activities, including evenings. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off. The supervisory role of group leaders continues in the evening however hard the day has been. Group Leaders could use this time to brief participants on planned activities for the day ahead, 'check-in' with participants for individual reflections and group discussions about the highs and lows of the day

Night time:

Group Leaders should ensure that:

- At least one staff member is available and participants know how to contact them

- Everyone knows the emergency procedures / escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

Travel:

A driver cannot safely drive and supervise young people at the same time. Group Leaders should ensure that:

- Seat belts are worn
- Participants are supervised / accounted for when boarding and leaving transport
- Standards of behaviour are met, and in particular that drivers are not distracted
- Smoking / alcohol bans or restrictions are observed
- Evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear
- There is a procedure for movement around decks if travel is by ferry.

Ongoing risk assessment:

Risk assessment does not end when the trip begins. Changes to the itinerary, changes to the weather, incidents (whether minor or major,) staff illness – all or any of these may bring participants face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

Group Leaders will prepare ongoing risk assessments while the visit is taking place. These normally consist of judgements and decisions being made, as the need arises. These are not usually recorded until after the visit. It is good practice to have briefings each night to take stock and assess the circumstances for the next day, and to spend time early the next morning explaining any changes to the arrangements to participants.

Group Leaders should:

- Check local weather conditions to inform decisions on appropriate clothing
- Seek knowledge of any potential hazards when on outside visits, e.g. tides, difficult terrain, crossing points for road, rail or water, unstable cliffs
- Where possible develop a contingency plan, and try to be as flexible as possible in case conditions require a change in the itinerary.
- Trust their own knowledge of their group and use professional judgement.

Cumbernauld Theatre Child Protection Policy:

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Lost/Unattended Children

In the event of a lost or unattended Child being found at Cumbernauld Theatre the following procedures are to be followed by staff:

- If it is determined that a child is lost, a Cumbernauld Theatre staff member should bring the child to the FOH Manager at the Box office desk if a parent is not readily found.
- The FOH Manager should try to identify and locate the parent or the responsible child care provider.
- If the parent is not found in the building, a Cumbernauld Theatre staff member should stay with the child until the parent can be located.
- If the parent has not been located within an hour, or if Cumbernauld Theatre is closing, the staff member should call the police who shall assume responsibility for the child. Cumbernauld Theatre Staff shall write an incident report and forward it to the General Manager.
- Under no circumstances shall the child be taken out of the building by a Cumbernauld Theatre staff member.

Documenting achievements and special moments through photographs and films can bring happiness to children and young people, as well as allowing family and friends to be able to share the successes of their children when they have been part of a special event or activity.

However, Cumbernauld Theatre recognises that child protection and safeguarding issues can arise from taking photographs or filming at events and have put appropriate measures in place to reduce the risk for potential misuse of images.

With Regards to storing and publishing images Cumbernauld Theatre will adhere to the guidance below:

Publishing Images:

- Children's names will not be given in photograph captions. If a child is named, using the photograph will be avoided.
- For young people under the age of 18 years parental permission will be sought to obtain consent for a child to be photographed and videoed. Parents/Guardians will be asked to sign a consent form for use of their child's images and a record kept.
- The child's permission will also be obtained to use their image. This ensures they're aware that the image is being taken and understand what the picture is going to be used for.
- Only images of children and young people in suitable clothing will be published. To reduce the risk of inappropriate use.
- Cumbernauld theatre will not post or publish images on their website, or social media pages that that provides personal information, such as the name of a child and their hobby, which could be used to learn more about a child prior to grooming them for abuse.
- Where professional photographers are used or the press invited to an event Cumbernauld Theatre will make clear the organisation's expectations of them in relation to child protection.
- Photographers will not have unsupervised access to children

Storing images securely:

- Images or video recordings of children will be kept securely. Hard copies of images would be kept in a locked drawer and electronic images in a protected folder with restricted access.
- Portable equipment such as laptops, memory sticks and mobile phones will be avoided for the storage of Images.
- Cumbernauld Theatre's cameras or devices should be used for taking photos or making film recording. Personal equipment should be avoided.

Section

Cumbernauld Theatre Child Protection Policy:

10 Policy Renewal

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

This Policy was last reviewed on 17.06.2021 by Eoin McKenzie (Community Engagement Manager)