

# **SAFEGUARDING**

## **Safeguarding Policy Statement**



Jersey Arts Centre is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults in order for them to enjoy and benefit from all the participatory activities that Jersey Arts Centre has to offer.

In doing so it recognises that it has a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts. We strongly believe that all participants in Jersey Arts Centre activities have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all Jersey Arts Centre staff, including those who work on a volunteer and freelance basis.

All our staff and volunteers are carefully selected and have the relevant qualifications and experience and where necessary background checks will be made. We accept responsibility for helping to prevent the abuse of children, young people and vulnerable adults in their care and will respond swiftly and appropriately to any allegations of abuse and poor practice.

We have procedures in place not only to address poor practice, but to help any child young person or vulnerable adult who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a participant tells us that they are affected by these issues. We will work extensively with external agencies such as CEYS, the Children and Families Hub and the police to ensure as far as possible that children, young people and vulnerable adults are protected.

### **Designated Safeguarding Officer**

The Designated Safeguarding Officer will be the first point of contact for any concerns which are raised in respect of safeguarding. Their role will include:

- Acting as a first point of contact for any persons concerned about the welfare of a child/young person or vulnerable adult, this to include managing complaints about poor practice or allegations against staff and volunteers, and also managing any concerns raised as to the welfare of any child who is involved in Junior and half term drama, youththeatre, or any other child, young person or vulnerable adult otherwise participating in the activities of Jersey Arts Centre.
- Referring relevant issues of safeguarding to the Jersey Arts Centre Management Committee and Children and Families Hub for consideration as appropriate.
- Ensuring that any confidential information obtained in relation to safeguarding matters is secured in an appropriate manner, and destroyed or deleted when it is no longer required.
- Promoting safeguarding across the Jersey Arts Centre.

## **E-Safety**

Jersey Arts Centre will adhere to the following protocol regarding e-safety:

- Staff must not communicate privately with children under 18 on social media.
- If staff members encounter a case of cyber-bullying by children, parents of both parties will be informed.
- Staff must not communicate directly and individually with children via their mobile phones. Correspondence will be through email and phone conversations with their parents/guardians.
- Staff must not use mobile phones whilst conducting rehearsals/courses unless necessary. Mobile phones should only be used in allocated break times.
- Participants in rehearsals/courses must limit their mobile phone use; preferably mobile phones are only to be used in allocated break times unless permission has been sought from the staff member.
- Jersey Arts Centre takes no responsibility for loss or damage of personal electronic devices. Devices are brought to Jersey Arts Centre at the owner's risk.

## **Photography**

- Participants must not take photographs of staff or other participants on the course or in rehearsal.
- Photographs of rehearsals and/or performances may be taken by staff for promotional material and written parental permission will be sought on the personal details form. No photographs will be taken in backstage or changing areas.

## **SEN (Special Educational Needs) and Disabilities**

Jersey Arts Centre as a community arts organisation is committed to being inclusive. We ask staff and parents to observe the following:

- Jersey Arts Centre welcomes those with SEN or disabilities to participate in all of the activities we offer.
- Jersey Arts Centre aims to have an open dialogue with parents/guardians about how we can meet the participants needs.
- Parents/guardians must clearly communicate any SEN or disabilities on the personal details form.

- Staff will adapt courses to meet the needs of those with SEN or disabilities. For example: longer time allocated to line learning, adapting movements, allowing extra breaks etc.
- Ensuring a safe and inclusive environment with other participants in accordance with our E-Safety and Behavioural Expectations policies.

## **Behavioural Expectations**

Jersey Arts Centre asks participants to observe the following behavioural expectations:

- to be respectful
- to be patient
- to be understanding
- to use appropriate language at all times

Jersey Arts Centre will not tolerate the following behaviours:

- discrimination
- aggressiveness (both verbal and physical)
- hate speech
- the exclusion of others
- the use of alcohol and/or drugs
- bullying

If Jersey Arts Centre Staff observes any unacceptable behaviour, parents/guardians may be contacted and appropriate disciplinary action taken in line with Jersey Arts Centre's Managing Behaviour Policy.

Jersey Arts Centre asks that all staff and participants treat each other and staff with respect, patience and understanding and use appropriate language at all times.

Staff conducting workshops or rehearsals with children will, whenever possible, ensure there is more than one adult present and at the minimum, be within sight or hearing of others.

## **Managing Behaviour and Positive Interventions Policy**

Jersey Arts Centre wishes for communications with children, young people and vulnerable adults to be positive. On the rare occasion disciplinary action is required, Jersey Arts Centre staff will remain calm, will ask for managerial assistance where needed and will follow the guidance below on how to make the disciplinary action an appropriate and managed response.

On being presented with challenging behaviour Jersey Arts Centre staff will decipher the level of negative behaviour based on the following:

1. **Distracting** – if the participant is causing behaviour that is distracting to either staff or the other participants they will be politely asked to stop. If the behaviour persists it would be useful for the staff member to explain to the participant why their behaviour is causing a distraction. This behavioural issue does not require further action.
2. **Disrupting** – if the participant’s behaviour is causing issues in the running of the course or rehearsal then they will be asked on three occasions to desist including using measures from point (1). After three interventions staff may wish to ask for managerial support. On failing this, it may be appropriate to offer the child a ‘time out’ in order to calm their behaviour. It may be appropriate to inform parents of this behaviour upon collection of their child.
3. **Detrimental** – If a participant is causing behaviour that is detrimental to the course or rehearsal – i.e.: violence, aggressive behaviour, shouting, bullying – managerial support must be sought by staff in the first instance. If behaviour continues, separation from other participants may be required. In this instance parents/guardians will be contacted.

Jersey Arts Centre staff and participants have the right to feel included, safe and protected at all times. If any participant is persistent with the above behaviours, Jersey Arts Centre may discuss an appropriate exclusion period with parents/guardians.

Jersey Arts Centre staff will observe restrictions on acceptable responses to behavioural challenges. It is against UNCRC (UN Convention on Rights of the Child) requirements and in some cases Jersey Law, to:

- physically punish a pupil or to verbally threaten to do so – this includes the use of physical interventions
- deprive pupils of food or drink
- shout in anger
- display aggressive verbal or non-verbal actions or behaviours
- direct a parent or family member to impose sanctions against a pupil
- use demeaning tasks or punishments such as wearing inappropriate clothing or withhold medical treatment
- conduct personal body searches (where significant concern exists a senior manager should be contacted or support of the police should be sought)
- lock a pupil in a room or prevent them from leaving a room (except in very extreme situations of high risk)

### **Illness, Infections and Administering Medicines**

Below is a chart of the required exclusion period for common illnesses. Participants are required to adhere to these before returning to Jersey Arts Centre.

<i>Infection</i>	<i>Exclusion Period</i>
Diarrhoea and Vomiting	Whilst symptomatic and until 48 hours after last symptoms
Flu/Covid	Until recovered

Measles	Four days from onset of rash and recovered
Mumps	Five days after onset of swelling
Tonsillitis	None

*Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings*

- Any medical conditions and medicines taken must be written on the personal details/ consent form.
- Staff must familiarise themselves with the personal detail forms and any medical conditions of the participants in their care.
- Jersey Arts Centre staff will not administer any medications to participants unless in an emergency (e.g. Epi pen)
- Only staff members that are first aid trained and where parents/guardians have given written permission will administer emergency medications.
- Any emergency medications must be provided to staff by parents/guardians with appropriate documentation.
- The parent/guardian must administer any other medications.

### **Appropriate Physical Contact**

On occasion, appropriate physical contact may be made with a participant. Examples include:

- for demonstration in a rehearsal
- to administer first aid
- to adjust a costume
- to provide emotional support

Any physical contact should be in response to the participant's needs at the time and be for a limited duration and appropriate to their age. Staff must always use their professional judgement and make sure to note the participants reactions and feelings.

### **Intimate Care**

Intimate Care in respect of oral care, washing, toileting, or menstrual care will not be undertaken by Jersey Arts Centre Staff. Any assistance a child may need with the above intimate care must be delivered by a parent/guardian. Where a participant may need assistance with costume changing this will be done by a DBS checked adult. Undergarments

such as leotards, unitards or t-shirts and shorts will be always worn underneath costumes where costume changes are required.

### **Outings and Missing Persons**

- A Risk Assessment will be carried out prior to any outing.
- Written permission must be obtained from all parents/guardians prior to the outing.
- At the start of each session a register will be taken.
- Head counts are to be regularly taken by staff.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured and all seats fitted with seat belts.
- A first aider should be present and the first aid bag taken along with any additional medication needed by individual participants.
- If a participant is missing, staff should alert either a Deputy Director or the Director who will check both inside and outside the building. If there is no sign of the participant the police will be contacted immediately and parents/guardians also informed. Staff should then wait for the police to arrive and follow their instructions. The Directors should continue the search whilst awaiting the police.
- CEYS will be contacted and a written report sent by the Director informing them of the incident.
- Staff to child ratios should always be appropriate for the trip.

### **Concerns, Complaints and Whistleblowing**

If parents/carers or staff members have safeguarding concerns Jersey Arts Centre aims to:

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those making the complaint from victimisation or retaliation

Whistleblowing complaints fall into the following categories:

- Criminal offences
- Threats to an individual's health and safety
- Real or potential damage to the environment
- Breaking the law, including contractual obligations and health and safety regulations
- The belief that someone is covering up wrongdoing that falls into one of the previously listed categories

Any staff member that becomes aware of any of the above behaviours is strongly encouraged to report to the Deputy Directors and the Director who will engage the Jersey Arts Centre Chairperson and Safeguarding Lead if deemed necessary.

If parents/carers have any safeguarding concerns or complaints we would encourage them to first speak to the member of staff present or, if preferred, to contact the Director of Jersey Arts Centre, Chairperson or Safeguarding Lead.

Parents of children 3-12 years can contact Childcare and Early Years Service (CEYS) if there are concerns about how a complaint is being managed by Jersey Arts Centre.

CEYS: 01534 445504

Information on Safeguarding issues will be held until the child's 25<sup>th</sup> Birthday.

### **Allegations Against a Member of Staff**

Allegations against a member of staff should be made to the Director who will then report it to the Designated Safeguarding Lead (DSL). In a situation whereby it would be inappropriate to report to the Director, the Chair of the Jersey Arts Centre Association can be reported to. The Director and/or Chairperson and/or Safeguarding Lead will inform the Independent Safeguarding Standards Organisation (ISS). The person to whom the allegation is first reported will treat the matter seriously and keep an open mind. They will not:

- instigate an investigation
- make assumptions or offer alternative explanations
- promise confidentiality, or give assurances that the information will only be shared on a 'need to know' basis

Advice about welfare support, employee assistance and counselling can be made available.

Suspension is not an automatic response. Alternatives will always be considered.

### **Sign in, Late Pick-Up or Absence**

Personal details forms must be completed by participants to take part in the course, workshop or rehearsal. Participants below secondary school age must be signed in and out by a parent. Those of secondary school age can sign themselves in and out if written permission has been given on the personal details form.

Whilst we encourage prompt pick-up, if a parent is to be late picking up their child we will adhere to the following procedure:

- We ask parents to contact staff, informing them of estimated arrival time
- Parents must inform staff if an alternative arrangement has been made
- The staff member will wait with the child inside the building until collection

- If 45 minutes has passed without a child being picked up and there has been no contact from parents/guardians and we are unable to contact parents/guardians, Jersey Arts Centre will make contact with the Children and Families Hub or, if out of hours, then the Honorary/States of Jersey Police

In the event a child is to be absent from a rehearsal/course we adhere to the following procedure:

- We ask parents/guardians to make contact with the member of staff and provide an explanation as to why their child will not be in attendance and that they will conform to policy guidance in relation to quarantine periods.
- If staff have not heard from a parent/carer before the absence, staff will contact parents/carers within a 24-hour period.

### **Teaching Staff Qualifications and Experience of Permanent Staff**

**Daniel Austin** (Director + Junior Drama, Christmas Company and T.I.E. Director)

B.A. (Hons) English and Drama / Roehampton Institute

M.A. The Body and Representation / Reading University

A.C.A. / Royal Welsh College of Music and Drama

Enhanced and Barring DBS Certified (yearly)

Safeguarding Children Trained

Emergency First Aid at Work (expires: July 2024)

Paediatric First Aid (expires: July 2024)

AED (expired: July 2022)

Sex, Race and Discrimination Trained

GDPR Training

10 years as Lecturer – GCSE English and Drama and A level Theatre Studies and BTEC Performing Arts at Langley College and The Henley College

25 years+ as Artistic Director

**Hettie Duncan** (Education & Outreach Coordinator and youththeatre co-Director)

B.A. (Hons) Sociology / University of Kent

Enhanced and Barring DBS Certified (annually)

Safeguarding Children Trained (Level 3)

Emergency First Aid at Work (expires: July 2024)

AED (expired July 2023)

Paediatric First Aid (expires: September 2024)

Sex, Race and Discrimination Trained

GDPR Training

9 years+ working in the arts and directing theatre

**Nicole Twinam** (Press and Marketing Officer and youththeatre co-Director)

B.A. (Hons) Performance and Theatre Arts / Goldsmiths College London University

M.A. Classical Studies / Open University

Enhanced and Barring DBS Certified (annually)

Safeguarding Children Trained (Level 2)



Emergency First Aid at Work (expires: July 2024)  
Paediatric First Aid (expires: September 2024)  
AED (expired: July 2023)  
Sex, Race and Discrimination Trained  
GDPR Training  
11 years+ working in the arts and directing theatre

**Jordi Sunier** (Box Office + Assistant Stage Manager and Junior Drama co-Director)  
Enhanced and Barring DBS Certified (annually)  
Safeguarding Trained (Level 2)  
Emergency First Aid at Work (expires: July 2024)  
AED (expires: July 2025)  
Paediatric First Aid (expires: September 2024)  
GDPR Training  
5 years+ working in the arts including 2 years directing Junior Drama

**Victoria Hermitage** (Education & Outreach Assistant and Junior Drama co-Director)  
Diploma in Musical Theatre Studies / Italia Conti Arts Centre  
Professional Certificate in Education (PCE) / Greenwich University  
DDI + DDE Dance Teacher Awards / Imperial Society of Teachers of Dancing  
Enhanced and Barring DBS Certified (annually)  
Safeguarding Children Trained (Level 2) (expires: May 2025)  
Safeguarding Adults at Risk Trained (annually)  
Emergency First Aid and Work (April 2026)  
Paediatric First Aid Trained (April 2026)  
GDPR Training (annually)  
15+ years working as a teacher  
10+ years working as a choreographer  
1 year co-directing Junior Drama

**Steven Laffoley-Edwards** (Deputy Director: Stage and Events)  
Chef de Police – St Saviour Honorary Police  
Enhanced and Barring DBS Certified (annually)  
Foundation Child Safeguarding Course  
Child Trauma Management Trained  
First Aid at Work (expires: October 2023)  
AED (expires: August 2022)  
PADI Scuba Dive Instructor  
Sex, Race and Discrimination Trained  
Fire Marshall (2016)  
Level 2 Risk Assessment  
Level 2 Police Vetting  
35 years+ working in the arts