Drama House acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and policy 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

* have a positive and enjoyable experience of Performing Arts classes with the Drama House in a safe and child centred environment
* are protected from abuse whilst participating in Performing Arts tuition with the Drama House.

Drama House acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Drama House 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.

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

As a part of Drama House’s Safeguarding Policy, a risk assessment of the classes has been conduced and the following risks identified, as areas where students may encounter risk and staff/ volunteers could open themselves up to allegations of improper conduct. As a result of this, the following risk assessment needs to be signed and dated by each member of staff, stating that the risks and control measures are understood.

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| --- | --- | --- | --- |
| Prospective risk | Who is affected by risk? | Control measures | Defensive measures |
| Physical injury to students (general) | Students | * no running * no dangerous behaviour/ horseplay * No climbing of furniture | * Students to be supervised at all times and proper behaviour enforced. * First aid kit including ice packs to be available on site at all times to deal with any injuries that may occur. * Dangerous behaviour/ failure to comply will be reported to the student’s parents and the safety concerns raised. |
| Sickness | Students | * At registration, parents are asked to disclose any allergies or health issues * At Halloween/ Christmas/ special occasions, sweets may be given out to students with parent’s permission. | * If a student is to become unwell, contact their parent immediately to collect them from site. * If it transpires they have something contagious (chicken pox/ slapped cheek syndrome/ headlice etc) all parents will need to be notified that their child may have been exposed. |
| Physical injury to students due to Dance or Drama classes | Students | * Proper warm ups and cool downs to be observed in every class, to help muscles prepare for exertion. * Teacher to always work within the student’s physical limitations and not encourage students to move/ dance in a way that is uncomfortable to them. | * Proper technique to be observed * First aid kit including ice packs to be available on site at all times to deal with any injuries that may occur. |
| Allegations of abuse/ inappropriate relations (1) due to staff being alone with one student | Staff | * Avoid being in a situation where you would be alone with a student. | * Teach in small groups * Leave door open * Ask student to bring a friend * Tell another staff member what you’re doing and for how long * Get permission to record any one to one conversations |
| Allegations of abuse/ inappropriate relations (2) due to staff bringing junior students to the toilet | Staff | * Where possible ask their parent to accompany them | * If parent is not available, lead student to the toilet asking them to leave the door ajar, stand in the foyer outside toilet in full view of other parents, checking verbally and regularly if they are okay. * Do not offer to help them where possible. * If they need help, try to do so where you can be seen by staff/ students * If this is not possible, ask another member of staff/ another parent to help/ accompany you * Explain to parent at the end of class if their child needed assistance and explain that they will need to be available in future/ ensure their child goes to the toilet before class begins. |
| Allegations of abuse/ inappropriate relations (3) due to students dressing/ undressing in rehearsal/ show environments | Staff | * Students will be always be asked to wear protective clothing underneath costumes, such as nude body suits/ vests/ shorts * Parents to help younger students to practise taking costumes on and off * Additional staff to be employed during shows | * Never find yourself alone in a student dressing room * If student needs help getting in or out of a costume, do so in a public place or with other people in the room. * If fitting costumes, do so in the presence of another adult * If a costume is particularly difficult, explain to parent that you may need to assist them, and do so in the presence of another adult |
| Allegations of abuse/ inappropriate relations (4) due to touch | Staff | * Teaching Performing Arts requires a certain degree of touch due to its physical nature, however, we must ensure that at all times it is appropriate and cannot be misconstrued. * Inform parents and students that there is an element of touching, especially as a part of dance tuition and that it will only be used to inform the learning. | * never touch a student on the chest, upper thigh or buttocks * Only ever touch a student once you have gained their permission * Only touch a student in a group setting, in plain sight * Inform a student that you are about to touch them, for example: “I am going to touch you here… for the purpose of….” |
| Drop off/ Collection/ Missing students | Students/ staff | * There is a strict signing in process at the beginning of each class, wherein parents hand over their children at reception and attendance is taken. From this moment, we are responsible for their well being until collection. * There is an entrance and exit policy that must be observed by parents and enforced by staff wherein students enter the site from the stairway leading from the café and exit via the back door, leading to old street. This is designed to help us keep track of all students at all times. | * Students must remain in their classes with their assigned teacher at all times. Failure to do this must be reported to the parent and safety issues raised. If a student repeatedly leaves class, they may be asked to leave the Drama House. * Students are not aloud to leave the Drama House space at any time for any reason. * All doors must be kept closed at all times. * The front door must be watched by reception/ drama teacher to ensure no student leaves or stranger comes in. * Students must have written permission to leave class unaccompanied * Parents must inform staff if someone other than themselves is to collect their child after class, and an additional emergency contact may be required if they are to be unavailable. |
| Social Media | Students/ Staff | * Photography of students in classroom settings is strictly prohibited, unless permission has been sought from every parent in the group. * Whats App/ FB groups between groups of students is to be discouraged as there is no way of monitoring its activity. | * Staff are not permitted to post pictures of students on any social media platform. |

I hereby state that I have read and fully understand the Drama House’s Safe Guarding Statement

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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