

6. Any allegation or suspicion of child abuse by a staff member or volunteer is investigated under the disciplinary procedure and the Child protection Officer and the General Manager are to be informed.

7. Where urgent issues of child protection are involved, Department Managers have the authority to suspend staff and volunteers. The suspending Manager will inform the General Manager and the Child Protection Officer immediately.

8. Norwich Theatre Royal will work with the appropriate local agencies, and in particular the Norfolk Children's Services and the local Police Authority, to ensure that children are safeguarded through the effective operation of Norwich Theatre Royal's child protection procedures.

9. Norwich Theatre Royal is committed to supporting, resourcing and training those who work with, or who regularly come into contact with, children, and to providing appropriate supervision.

10. Norwich Theatre Royal is committed to reviewing our policy and good practice at regular intervals.

CODE OF GOOD PRACTICE

- We value and respect each child as an individual, and ensure that their welfare and safety is paramount at all times
- We listen to and take seriously any child who shows signs of, or informs someone of, their concerns of abuse.
- We encourage young people to talk about their concerns.
- We plan activities for young people which involve more than one person present.
- We respect a child's right to personal privacy.
- We encourage staff to keep everything public.
- We encourage staff to relate touch to a child's needs, not their own.
- We avoid any inappropriate physical or verbal contact with children.
- We do not permit abusive peer activities such as ridiculing and bullying by children or those in charge of children.
- We do not show favouritism to any individual child.
- We do not rely on the good name of Norwich Theatre Royal to protect us.
- We do not allow ourselves to be drawn into attention seeking behaviour from children such as tantrums or crushes.
- We do not make suggestive remarks or gestures, even in fun.
- We do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported.
- Liaise openly with parents and carers where appropriate.
- Adhere to Safer Working Practices at all times

For a Full Copy of Norwich Theatre Royal's *Child Protection ~ Policy and Procedures* document please contact:

Wendy Ellis ~ Child Protection Officer 01603 598623
Or Jason Raper Deputy CPO 01603 598610

NORWICH THEATRE ROYAL

CHILD PROTECTION POLICY

DEFINITION

'Child' in the context of this policy refers to any individual under the age of 18, as recognised by the Children Act 1989; however, the policy is also applicable to other young people and vulnerable adults who use Norwich Theatre Royal and its educational resources and facilities. Whenever the word 'child' is referred to it also refers to young people and vulnerable adults.

POLICY STATEMENT

It is the policy of Norwich Theatre Royal that the welfare of the child, young person and vulnerable adult is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the theatre, has a right to protection from physical, sexual and emotional abuse.

PRINCIPLES:

Norwich Theatre Royal will promote the welfare of all children who use Norwich Theatre Royal or associated venues such as The Garage, for whatever purpose, by ensuring that all employees and volunteers are clear of their responsibilities in respect of child protection.

Norwich Theatre Royal's staff and volunteers have a responsibility to report any concerns of child abuse to Norwich Theatre Royal's Child Protection Officer without delay.

Norwich Theatre Royal respects the rights, wishes and feelings of the young people with whom we are working. We ensure that children feel secure, are encouraged to talk, are listened to and are safe.

Norwich Theatre Royal promotes the welfare of children and their protection within a relationship of trust.

Norwich Theatre Royal takes seriously any allegation or suspicion of abuse towards a child with whom we are in contact with and recognises that any child can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of procedures.

All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

RESPONSIBILITIES WITHIN THE CHILD PROTECTION POLICY

1. All employees and volunteers are responsible for the operation of the Child Protection Policy and that they should act upon any concern no matter how small or trivial it may seem. All information relating to any concerns about abuse of a child by Theatre Royal staff, volunteers, other adults or another child must be presented to the Child Protection Officer so that all incidents, minor and major are recorded. This information will be kept securely and confidentiality will be respected. Confidentiality will only be breached if and when it is in the best interests of a child.

2. All employees and volunteers recognise the position of trust in which they have been placed.

3. In every respect, employees and volunteers ensure that the relationships they form with young people are appropriate.

4. Department Managers will always be satisfied that they appoint fit and proper persons to carry out the tasks and that all employees and volunteers are aware of their responsibilities under this Child Protection policy. They ensure that staff working with young or vulnerable people, have a Disclosure from The Disclosure and Barring Service* (DBS) and uphold the Code of Behaviour below**. They will also use good supervision as a means of protecting children, taking and creating opportunities to observe staff while they are working with children.

*Department Managers will reassure applicants that information which is disclosed about their criminal background is held by the theatre in the strictest of confidence.

**In the case of technical staff it is only the resident technical crew who need to hold a Disclosure, not casual technical crew.

Staff requiring DBS disclosures are:

- Chief Executive
- General Manager
- Learning and Participation Manager
- Learning and Participation Officer
- Learning and Participation Assistant
- Education Manager [Child Protection Officer]
- Education Officer and Assistant
- Front of House Duty Managers
- Access Manager
- Arts Course Director
- Arts Course Tutors
- Arts Course Classroom Assistants
- Freelance Arts Practitioners employed on projects with young people
- Resident Technical Staff
- The Playhouse Director
- The Playhouse Duty Managers
- The Playhouse Education Manager
- The Playhouse Technical Manager

5. In cases where there is an allegation or suspicion of child abuse, the Child Protection Officer will take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.