

CYTM Safeguarding Policy

Safeguarding Policy Statement

CYTM is fully committed to safeguarding the welfare of all children and young people. We recognise the responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation. CYTM acknowledges our duty to act appropriately to any allegations, reports, or suspicions of abuse. All staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people, and adults.

CYTM recognises our duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 and Working Together to Safeguard Children 2013.

CYTM believes that:

The welfare of all children is paramount.

- All children have the right to protection from abuse regardless of their age, culture, disability, gender, language, racial origin, religious beliefs, and sexual identity.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately following the correct procedure.
- All trustees and volunteers of the charity should be clear on how to respond appropriately.

CYTM will ensure that:

- All children will be treated equally and with respect and dignity.
- The welfare of each child will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given.
- Bullying will not be accepted or condoned.
- All adult members of staff provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- CYTM will keep up to date with health and safety legislation.
- CYTM will keep informed of changes in legislation and policies for the protection of children.
- CYTM will undertake any relevant training and developments when needed.
- CYTM will hold a register of every child involved and will retain an emergency contact name and number in case of emergencies.

Leeds City Council has safeguarding procedures which accompany this policy. This policy should also be read in conjunction with the Health and Safety Policy, Staff and Volunteers Code of Conduct and CYTM Behaviour Policy.

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In implementing this safeguarding policy CYTM will:

1. Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse, and exploitation.
2. Communicate to all workers/members/volunteers their responsibility to work to the standards that are detailed in the standards that are detailed above and the need to always work towards maintaining high standards of practice in protection of children.
3. Ensure that all workers/members understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection.
4. Ensure that the organisation's named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e., Police or Social Care).
5. Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner.
6. Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the Leeds City Council's complaints procedure.
7. Make child protection policies and procedures available to parents and carers.

This policy will be regularly monitored and will be subject to annual review.

Date of last review: September 2024

CYTM Safeguarding Procedures

Introduction

CYTM provides theatre making sessions and workshops and produces live theatre by young people aged 10 – 18 years. We aim to make the world of theatre accessible to all children no matter what their background, race or religious or sexual identity. CYTM is committed to the welfare and protection of children and young people within these activities which we undertake.

These procedures have been designed to ensure that the welfare and protection of any child/young person who accesses the services provided by CYTM is effectively managed.

CYTM is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

CYTM is committed to offering equal opportunities.

Recognising the Signs and Symptoms of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as long as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate.

It may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may involve seeing or hearing ill-treatment of another.

It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not.

The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.

They may include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment of the child's health or development.

It may involve a parent or a carer failing to provide adequate food, shelter, and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm and danger, failing to ensure adequate supervision (including the use of inadequate caregivers) or failure to ensure access to the appropriate medical care or treatment.

It may also include neglect of, or being unresponsive to, a child's basic emotional needs.

Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online.

It is usually repeated over an extended period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks and mobile phones, is often called cyber-bullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation, or gifts as a result of them performing, and/or others performing on them, sexual activities.

Child sexual exploitation can also occur using technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet or mobile phones.

Children or young people may be tricked into believing they are in a loving, consensual relationship.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and do not understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening.

Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/photographic work and roles in professional stage productions.

Responsibilities of CYTM

CYTM will ensure:

1. All CYTM staff members and volunteers have a current (within 3 years) DBS check conducted by Leeds City Council or equivalent recognised body.
2. All CYTM staff members and volunteers sign up to the Staff and Volunteers Code of Conduct.
3. That there is an appropriate ratio of staff members present at all rehearsals, workshops and at the theatre.
4. All activities are risk assessed and monitor risk throughout the production process.
5. That they identify at the outset the person designated with responsibility for child protection.
6. That they engage in effective recruitment of volunteers, chaperones, and other individuals with responsibility for children, including appropriate vetting.
7. That CYTM members are always supervised.
8. That they know how to contact Leeds City Council Children's Social Care Services in case it needs to report a concern.

Named Person(s) for Child Protection: Ruth Cooper

Their role and responsibilities are:

1. To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
2. Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up ensure the issues are addressed.
3. Record any reported incidents in relation to a child/young person. These will be kept in a secure place.

Stages to follow if you are worried about a child.

The following section provides clear guidelines for workers/members to follow if they have concerns about a child or a young person.

Suspicion of abuse

1. If you see or suspect abuse of a child while in the care of CYTM, please make this known to the person with the responsibility for child protection.
2. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer.
3. Make a note for your own records of what you have witnessed as well as your response in case there is a follow up in which you are involved.
4. If a serious allegation is made against any member of CYTM, staff, volunteer, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child until the investigation is concluded. The individual will be excluded from the Carriageworks Theatre and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse If a child confides in you that abuse has taken place:

1. Remain calm and in control but do not delay taking action.
2. Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Do not ask questions that suggest a particular answer.
3. Do not promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
4. Reassure the child that they did the right thing in telling someone.
5. Tell the child what you are going to do next.
6. Speak immediately to the person with responsibility for child protection. It is that person's responsibility to consult with the relevant authorities, usually Children's Social Care or the Police.
7. Never investigate or take sole responsibility for a situation where a child made a disclosure.
8. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and to whom you gave the information. Make sure you sign and date your record.

Who to tell and what to tell them.

- Duty and Advice Team on 0113 376 0336 (Monday, Tuesday, Thursday, 9am to 5pm; Wednesday 10:30am to 5pm; Friday 9am to 4:30pm).
 - If there are concerns or allegations about a member of staff or volunteer who works with young people, these should be reported to the Local Authority Designated Officer at LADO@leeds.gov.uk or 0113 378 9687.
 - If the issue cannot wait until the next working day, please contact the Children's Emergency Duty Team on 0113 535 0600.
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1. In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether the concerns have been shared with statutory child protection agency.
 2. An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the reasons why the matter was not referred to a statutory agency and the name of the person reporting and to whom it was reported.
 3. The record will be stored securely and shared only with those who need to know about the incident or allegation.

Creating a Safe Organisation

Photographs

1. When a child/young person joins CYTM their parent/carer will be asked to sign a consent form regarding the use of photographs of their child for publicity purposes.
2. Parents/guardians will be asked to provide a written note if they do not want their child's photograph to be taken.
3. Photographic images may be used on the CYTM and Carriageworks Theatre website, Facebook account, Twitter (X) account or Instagram account as well as other promotional material.
4. Video recording or taking photographs during performances is forbidden except by any professional working on behalf of CYTM.

Online Safety

During the 2020 pandemic, CYTM continued to work together remotely using the digital platform Zoom and messaging system WhatsApp and will continue to use digital technologies to work with young people, when appropriate and necessary.

CYTM are aware that some people will use technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face to face meetings.

To keep CYTM members safe online, CYTM will ensure:

1. All parents give consent for their CYTM member to join Zoom rehearsals and the WhatsApp group for sharing filmed or audio work.
2. All CYTM members agree to adhere to a code of conduct which covers appropriate online behaviour and privacy including:
 - a. Not sharing personal information such as full names and addresses
 - b. Do not film things that might reveal your exact address, school or somewhere you go regularly.
 - c. Not sharing the filmed work outside of the group.
 - d. Ensuring people they live with know when they are on a live video chat or group chat. Do not include them in the chat.
 - e. Wearing appropriate clothing.
 - f. Not recording or taking photos of anyone else.
 - g. Being kind and remembering it is easy to misinterpret things online.
3. CYTM staff will only communicate with young people and parents/carers via the CYTM mobile phone.
4. CYTM staff will maintain a professional and appropriate leadership role whilst running workshops via Zoom.
5. Zoom sessions will be recorded.
6. If CYTM encounters a case of cyber-bullying by young people, parents of both parties will be informed. It will be treated as seriously as any other type of bullying.

Parents

1. CYTM believes it to be important that there is a partnership between parents/guardians and the theatre company.

2. All parents/guardians will have access to CYTM Safeguarding Policy and Procedures
3. All parents/guardians have the responsibility to collect or arrange the collection of their children after rehearsals or performances. CYTM has a responsibility to ensure that suitable arrangements are in place if a child does not get collected by their parent/ guardian.

Physical contact

1. All adults will maintain a safe and appropriate distance from children.
2. Adults will only touch children when it is absolutely necessary in relation to the particular activity.
3. Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Dressing Rooms

1. Dressing rooms for productions will be separated in male and female rooms and time spent changing into costumes will be minimised as much as possible.
2. Any young people identifying as transgender or non-binary will be offered the option of a separate, private changing room.
3. Young people will be supervised by CYTM staff of the same gender whilst in dressing rooms.
4. Staff will maintain an appropriate distance and awareness of the young people's privacy whilst CYTM members change into costumes.