

HAOS PRODUCTIONS CHILD SAFEGUARDING & CHILD PROTECTION

Ratified by HAOS Productions Management Committee 1st December 2021

CONTENTS

- 1. Statement of Intent & Ethos**
- 2. Legal Framework & Statutory Guidance**
- 3. Definitions & Types of Abuse**
 - 3.1 Physical Abuse**
 - 3.2 Emotional Abuse**
 - 3.3 Sexual Abuse**
 - 3.4 Neglect**
 - 3.5 Child Sexual Exploitation**
 - 3.6 Criminal Exploitation including 'county lines'**
- 4. Roles & Responsibilities**
- 5. Contextual Safeguarding**
- 6. Safer Recruitment**
- 7. Safeguarding Procedures**
 - 7.1 Dealing with a complaint or a disclosure from a child**
 - 7.2 Reporting**
 - 7.3 Confidentiality & Information Sharing**
 - 7.4 Peer on Peer Abuse**
 - 7.5 Community Organised Activities**

ANNEX A – USEFUL LOCAL AUTHORITY CONTACTS

1. STATEMENT OF INTENT

HAOS Productions is committed to making safeguarding its first priority and promoting the welfare, both physical and emotional of every child (any young person under the age of 18 years of age). The society is committed to creating a culture of vigilance through preventative measures and the rigour of procedures and expectations.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. It recognises the contextual challenges faced by the society and takes measures to address these.

For the purposes of this policy HAOS Productions will define safeguarding and protecting the welfare of children as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are supervised in circumstances consistent with the provision of safe and effective care; and taking action to ensure all children are protected from others including other children.

This policy applies to all members including the Trustees, Management Committee, assigned Production Team Members, volunteers, sessional workers, children or anyone working for and on behalf of the society.

This policy has been developed in accordance with the principles established by the Children's Act 1989, the Education Act 2002, the Children's Act 2004 and in line with locally agreed guidance and procedures.

The purpose of this policy is to

- protect children who participate in HAOS production activities, rehearsals and productions, wherever these may be held
- to provide members and volunteers with the overarching principles that guide our approach to child-protection
- HAOS Productions believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

ETHOS

Safeguarding is considered everyone's responsibility and as such our aim is to create the safest environment within which every child has the opportunity engage. The society recognises the contribution it can make in ensuring that all children who use our facilities feel that they are listened to and appropriate action taken.

We do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for management committee and volunteers
- developing and implementing an effective online safety policy and related procedures

- providing effective management for management committee and volunteers through supervision, support, training and quality assurance measures
- recruiting management committee and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, management committee and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against management committee and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place ensuring that we provide a safe physical environment for our children, young people, management committee and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

CONTACT DETAILS

Designated Safeguarding Officer (DSO)

Name(s): Yvonne White

Phone/email: 07795431186 / yvonne@haosproductions.com

Deputy DSO(s)

Name(s): Karen Illingsworth

Phone/email: 07930366233 / karen@haosproductions.com

Deputy DSO(s)

Name(s): Jane Marescaux

Phone/email: 07715363576 / jane@haosproductions.com

Senior lead for safeguarding

Name(s): Yvonne White

Phone/email: 07795431186 / yvonne@haosproductions.com

NSPCC Helpline: 0808 800 5000

2. LEGAL FRAMEWORK AND STATUTORY GUIDANCE

This policy will have consideration for and be in compliance with the following legislation and statutory guidance:

- UN Convention on the Rights of the Child (Ratified by UK in 1991)
- Children's Act 1989
- Children's Act 2004
- Sexual Offences Act 2003
- Information sharing guidance for safeguarding practitioners 2018
- Children (Performances and Activities) (England) Regulations 2014

- Safeguarding Vulnerable Groups Act 2006
- What to do if you're worried a child is being abused (2015)
- Working Together to Safeguard Children 2018
- The Prevent Duty 2015
- Children and Social Work Act 2017
- Sexual Violence and sexual harassment between children 2017 • Keeping Children Safe In Education 2019
- General Data Protection Regulations 2018

3. DEFINITIONS OF ABUSE

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children"
Working Together to Safeguard Children 2018

3.1 Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples which may indicate physical abuse include: *Note this is not an exhaustive list and is not designed to be used as a checklist*

- Patterns of bruising; inconsistent account of how bruising or injuries occurred •
Finger, hand or nail marks, black eyes
- Bite marks
- Round burn marks, burns and scalds
- Lacerations, weals
- Fractures
- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of medical help
- Fear of changing in dressing room
- Violence or aggression towards others including bullying
- Isolation from peer

3.2 Emotional Abuse

Emotional abuse can happen to anyone at any time in their lives. Children, teens and adults all experience emotional abuse. And emotional abuse can have devastating consequences on relationships and all those involved. Just because there is no physical mark doesn't mean the abuse isn't real and isn't a problem or even a crime. Emotional abuse is: "any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth."

- Yelling or swearing

- Name calling or insults; mocking
- Inappropriate comments
- Making them subject of jokes
- Threats and intimidation
- Ignoring or excluding
- Isolating
- Humiliating
- Sexual comments
- Denial of the abuse and blaming of the victim

3.3 Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They also 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. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3.4 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- Unresponsive to a child's basic emotional needs

3.5 Child Sexual Exploitation

Child sexual exploitation is a form of child sex abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child under the age of 18 into sexual activity (a) in exchange for something and or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity was consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

3.6 Criminal Exploitation including 'county lines'

Criminal exploitation, also known as 'county lines' is where children are exploited to sell drugs. Often these children are made to travel across counties. The Children's Commissioner estimates there are at least 46,000 children in England who are involved in such activity.

3.7 Peer On Peer Abuse

All committee members and production team members should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

4. ROLES AND RESPONSIBILITIES

The Management Committee has a duty to:

- 4.1 Ensure that the Society complies with its duties under the above child protection and safeguarding legislation.
- 4.2 Ensure that the policies and procedures in the Society are effective and comply with the law at all times.
- 4.3 Ensure that the Society contributes to inter-agency working in line with the statutory guidance '*Working Together to Safeguard Children 2018*'.
- 4.4 Ensure that the Society's safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures established by the Calderdale Safeguarding Children's Board (CSCB).
- 4.5 Comply with its obligations under section 14B of the Children's Act 2004 to supply the CSCB with information to fulfil its functions.
- 4.6 Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check production teams and members who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteer chaperones are registered and appropriately supervised.
- 4.7 Ensure there are procedures in place to handle allegations against other children, peer to peer abuse.
- 4.8 Ensure that the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback.
- 4.9 Refer all cases of suspected abuse to the local authority children's social care, the local authority **MAST** team (**01422 393336**) designated officer (**LADO 01422 394086**) for child protection concerns, the DBS, and the police in cases where a crime has been committed. The LADO should be alerted to all cases in which it is alleged that a person (adult or child) has; behaved in a way that has harmed a child, or may have harmed a child, or possibly committed a criminal offence against a child.
- 4.10 Ensure each member of the Management Committee understand the different forms of abuse and their role in safeguarding children.
- 4.11 Be alert to the specific needs of children in need, including those with disabilities.

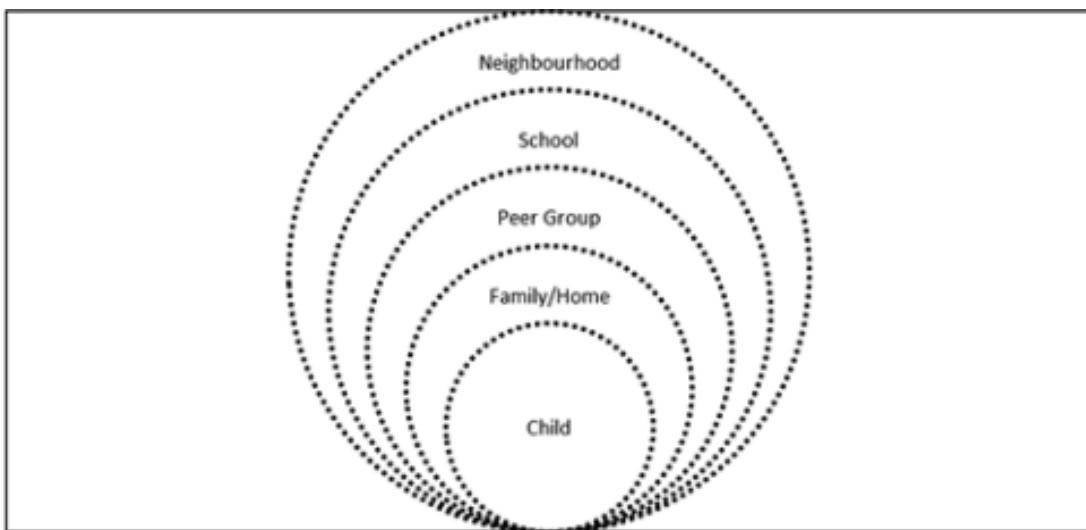
All Society members have a duty to:

- 4.12 Safeguard children's wellbeing and maintain public trust in the Society.
- 4.13 Have a clear understanding that safeguarding is everyone's responsibility.
- 4.14 Provide a safe environment where children can participate.

- 4.15 Understand they must voice their concern of any individual working practices that are deemed unsafe or unprofessional.
- 4.16** Be aware they may contact alternative sources including the **LADO (01422 394086)** or the **NSPCC helpline 0800 028 02825**.

5. CONTEXTUAL SAFEGUARDING

Members are aware that children are influenced in a number of spheres and social environments outside of the family setting where there is potential for abuse to occur and must be aware of the possibility for abuse occurring between peers and includes abuse through technology. Members are committed to working in partnership with each other and outside agencies to create a safe environment in which children can participate and where risks are reduced.



6. SAFER RECRUITMENT

The associated Management Committee will have the responsibility to ensure appropriate supervision of children and young people in their care by:

1. Ensuring that there are appropriate persons with relevant DBS checks and 2 references in attendance at rehearsals or events, this may be the production team or other responsible supervising adults
2. Where best practice allows no single adult will be left lone working with children and young people
3. No individual will be left unsupervised or allowed to act in a supervisory capacity of children until the necessary checks have been obtained.
4. For show weeks all volunteer chaperones must be registered with the local authority as per performance requirements
5. The Society will keep a record of all volunteers with appropriate checks and chaperones.

7. SAFEGUARDING PROCEDURES

7. Dealing with a complaint or a disclosure from a child

a member of the Society must:

- Stay calm
- Do not transmit shock, anger or embarrassment
- Reassure the child, tell him/her you are pleased they are speaking to you
- Never enter into a pact of secrecy with the child. Assure him/her that you will try to help but let the child know that you will have to tell other people in order to do this
- Encourage the child to talk but do not ask leading questions or press for information
 - Listen and remember
 - Check that you have understood correctly what the child is telling you
 - Praise the child for telling you and communicate that he/she has a right to be safe and protected
- It is inappropriate to make comments about the alleged offender
- Be aware that the child may retract what he/she has told you. It is essential to record all you have heard, exactly as it has been said. (NB. Edited notes cannot be used if a case goes to court).
- At the end of the conversation tell the child who you are going to tell and why that person or those people need to know
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations

7.1 Reporting – members must raise any concerns they may have about a child with a member of the Management Team immediately, including situations which may involve another child or a society member.

7.2 Confidentiality and Information Sharing - HAOS Productions recognises that the only purpose of confidentiality in this respect is to benefit the child. Members, volunteers and visitors to the Society should never promise a child that they will not tell anyone about an allegation, and must pass any cause for concern immediately to a member of the Management Team.

'The data protection act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe... This includes allowing information sharing without consent'

7.3 Peer on Peer Abuse - HAOS Productions recognise that children are capable of abusing their peers and that peer on peer abuse can manifest in many different ways. It is very clear that any complaints from a child should always be treated seriously, and never just as banter or part of growing up. Any concerns about peer on peer abuse must be reported and recorded in line with the child protection procedure as outlined in this policy. The Management Committee is responsible for responding to such concerns and for providing support to any victims and their perpetrators. We will ensure that the needs of children who abuse other children will be considered separately from the needs of their victims.

Children who abuse must immediately be removed from the situation to protect the victim and other children within the HAOS community. We will ensure the Management Committee works in partnership

with parents/carers and other agencies as appropriate. This includes facilitating meetings and ensuring appropriate action is taken which may include, but is not limited to:

- Calling a Management meeting to consider appropriate steps
- Child to be chaperoned and observed at all times including rehearsals
- Conduct observations of the child
- Hold a parent conference
- Short term suspension from HAOS activities
- Long term suspension from HAOS activities including rehearsals and performances
- Any other action as deemed appropriate by the Management Committee, taking into account the impact the behaviour has had on others

7.4 Community Organised Activities – Community users organising activities for children are to be made aware of and understand the need for compliance with the HAOS Productions child protection guidelines and procedures. This is to be carried out with the organiser during the booking stages for events and activities.

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

Reviewed by: Yvonne White (DSO), Jane Marescaux (DDSO) & Karen Illingsworth (DDSO)

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ANNEX A**Useful Contacts within the local authority****Children's Social Care**

Multi-Agency Screening Team MAST@calderdale.gov.uk 01422 393336

Disabled Children's Team DisabledChildrensTeam@calderdale.gov.uk 01422 394091
EDT@calderdale.gov.uk 01422 28800

Emergency Duty Team
(Outside office hours support)

Prevent Team Prevent Co-ordinator Sadia

Hussain sadia.hussain@calderdale.gov.uk 07702 656834

emma.hygate@calderdale.gov.uk

Prevent Education Engagement Officer Emma Hygate
07967837822

Managing Allegations

Local Authority Designated Officer (LADO)

Cheryl Baxter cheryl.baxter@calderdale.gov.uk 01422 394086 07769 886090

Police

West Yorkshire Police

Child Safeguarding Unit – Calderdale 01422 337362