



The Nursery Theatre Safeguarding Policy

This policy and guidance is specifically focused on children. For the purposes of this policy and guidance a child is anyone who has not yet reached their 18th birthday.

The Nursery Theatre acknowledges that it has a responsibility to promote best practice and the highest standards of conduct among its staff in relation to the safety of children. It also recognises that good safeguarding and child protection policies and procedures are also of benefit to Nursery staff, as they can help protect them from misunderstandings or erroneous allegations.

Section 1 : What the Nursery Theatre will do

All Nursery Theatre staff who have access to or contact with children must:

- Hold an up to date clear DBS certificate.
- Recognise and accept they have a responsibility to protect any children within their sphere of work and care.
- Develop awareness of the issues which can cause children harm and have knowledge of and be able to recognise signs of the four most common types of abuse (emotional, physical, sexual, neglect).
- Be aware of 'grooming' behaviour (the befriending of children as a precursor to abuse); and,
- Immediately report any concerns using the the Nursery Theatre's procedures for reporting safeguarding concerns.

The Nursery Theatre in turn will endeavour to safeguard children by:

1. Adopting a Safeguarding Code of Practice for all Nursery Theatre staff.
2. Adopting a procedure for reporting safeguarding concerns; and
3. Reporting concerns to the relevant authorities.



Section 2: The Policy

It is the Nursery Theatre's policy that:

1. All the Nursery Theatre staff accept responsibility for the welfare of children with whom they come into contact in the course of their work, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There is a Designated Safeguarding Person (DSP) within the Nursery Theatre who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The Operations Manager and the DSP know how to make appropriate referrals to statutory child protection agencies.
4. All the Nursery Theatre staff who come into contact with children in the course of their professional activities must adhere to the the Nursery Theatre Safeguarding Code of Practice (see section 3), the procedure for reporting safeguarding concerns (see sections 5 & 6) and have regard to any other relevant guidance issued by the Nursery Theatre. Failure to comply with these obligations may result in disciplinary action in accordance with the Nursery Theatre's Disciplinary Procedure.
5. Information relating to any allegation or disclosure must be clearly recorded as soon as possible, following our procedure setting out who should record information and the time-scales for passing it on.
6. Considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. This Safeguarding and Child Protection Policy will be referred to or included in recruitment, training and policy materials, where appropriate, and this policy will be openly and widely made available to members and staff and actively promoted within the organisation.
8. A culture of mutual respect between children and the Nursery Theatre staff will be encouraged, with adults modelling good practice in this context.
9. It is part of the Nursery Theatre's acceptance of its responsibility of duty of care towards children that the Nursery Theatre staff who encounter child protection concerns in the context of their work will be supported when they report their concerns in good faith.



Section 3: Our Code of Practice

1. Pupils should be in a room with or near an adult so that the adult can hear and see the lesson taking place and it is the responsibility of the parent/carer to ensure this is happening. Teachers must always confirm at the start of each lesson that an adult is in close proximity to the student. If an adult is not available at the student's home, that student will not be able to take part in the session.
2. For online teaching, a teacher may never allow one sole child into the online session from the waiting room. Ideally they will wait for the majority of the class to be in the waiting room before letting them all in together. Similarly, a teacher may never wait until there is only one child left in the session before leaving. A teacher may never be alone with one child in an online room of any sort - this includes the main room and breakout rooms.
3. For online teaching, Breakout rooms should not be used with participants under 18, as it is not possible to monitor what is done or said in these spaces. All games/exercises will be done in the main online room together, and if pairs are necessary this shall be done in front of the whole group.
4. Neither student or teacher should use online rooms such as Zoom as a means of contacting the other party outside of scheduled class times.
5. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
6. Other than in exceptional circumstances, do not communicate directly with children by email or text messages and only then with the prior consent of the child's parent or guardian. If electronic communication is necessary best practice would be to communicate directly with parents or guardians.
7. Never communicate with children via Twitter, Facebook or other social media.
8. Do not engage in behaviour which could be construed as 'grooming' a child (for example giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children).
9. Do take a disclosure of abuse from a child seriously. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in section 4 of this document. If the allegation gives rise to a child protection concern it is



important to follow the Nursery Theatre's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.

10. Always report any concerns immediately to the Nursery Theatre's Designated Safeguarding Person regarding the conduct of another Nursery Theatre staff member in relation to children or vulnerable adults.
11. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
12. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

Section 4: Guidance on responding to a child making an allegation of abuse

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at their own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared (the Designated Safeguarding Person). NB If the issue relates to the Designated Safeguarding Person themselves, the information will be shared with the Operations Manager.
9. Make no judgment about what you have heard.



10. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
11. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Person in the organisation.

Section 5: Reporting procedures for the Nursery Theatre staff members

The Nursery Theatre staff members could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. The conduct of another member of staff or parent/guardian.
2. A child “disclosing” abuse.
3. Bruising or evidence of physical hurt.
4. Unusual behaviour by a child.

If a Nursery Theatre staff member has such concerns they should report them immediately to the Designated Safeguarding Person. This principle applies regardless of whether the Nursery Theatre staff member is working in an employed or self-employed capacity.

If a child in your care has suffered a serious injury as a result of abuse, seek medical attention immediately and then inform your Local Authority Children's Social Care Department. If you have a concern out of the Nursery Theatre office hours you can seek advice from the NSPCC free 24-hour Child Protection Helpline (0808 800 5000).

The Nursery Theatre staff members are always able to contact the Nursery Theatre's Designated Safeguarding Person if they wish to discuss any safeguarding concerns, however they arise. The Nursery Theatre staff members must report to the Nursery Theatre's Designated Safeguarding Person immediately any concerns they may have about the conduct of another staff member in relation to children.

The most common examples of the types of concerns that must be reported immediately are:

- Someone has behaved in a way that has harmed a child, or may have harmed a child.



- Someone has possibly committed a criminal offence against or related to a child.
- Someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.

The DSP will consider the concerns raised and refer them immediately to the Operations Manager. The Operations Manager will consider the matter and then, if appropriate, refer it to the Child Protection Committee for their immediate attention. If the Operations Manager is not available the DSP will undertake the role of referring the matter to the Child Protection Committee. The Committee will then decide whether to report the matter to the Local Authority Designated Officer (LADO) or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action. If further information comes to light at a later stage which warrants a referral to the LADO, the Child Protection Committee will make this referral.

Section 6: Reporting Procedure for the Nursery Theatre staff

Not all Nursery Theatre staff members have direct contact with children. However, there may be circumstances in which concerns about the safety of a child or about the conduct of a Nursery Theatre teacher or other staff member in relation to children are brought to the attention of the Designated Safeguarding person. Any such concerns must be reported immediately to the Nursery Theatre's DSP or to the Operations Manager. The DSP and/or the Operations Manager will then follow the procedure for considering child protection concerns set out at section 5 of this document.