

PLAYERS DRAMA SCHOOL LIMITED SAFEGUARDING POLICY STATEMENT

The purpose and scope of this policy statement:

- Players Drama School operates under a comprehensive safeguarding policy, a statement of which can be seen below.
- All staff undergo enhanced DBS checks.
- All teachers hold safeguarding level one certificates and keep up to date with regular safeguarding training.
- All teachers are qualified first aiders and closely follow our health and safety risk assessment.
- Upon sign up all Parents/Guardians must complete an extensive form, including 3 emergency contact details, any medical or educational needs and an end of day safeguarding form. All teachers are informed of this information and managers have access to the information.

The purpose of this policy statement is:

- To protect children and young people who attend Players Drama School Limited services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Players Drama School, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.

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 children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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, extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Director: Rebecca N Wilson

Players Drama School Limited, company number 13407741, registered office Unit 16 Eastway Business Village, Olivers Place, Fulwood, Preston, PR2 9WT.

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

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead 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 staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

Players Drama school personal policies and requirements:

Student showing signs of illness.

- Should a member of staff identify that a student is ill and unable to continue with the activities, they are to isolate the student from the rest of the class and inform the Manager at the earliest opportunity. Following this, the Parent/ Guardian will be contacted and requested to collect their child.
- Students should not return to Players Drama School until they are fit and healthy, this will be the responsibility of the Parent/ Guardian along with professional medical advice should it be required.

Student unexpectedly failing to attend a session

- As part of our terms and conditions a parent/guardian must inform Players Drama School if their child is not attending a session.
- Should a student unexpectedly fail to attend a session at Players Drama School the Manager will contact their primary parent/ guardian. Failing this, the secondary and emergency contact numbers will be called in order to identify that the child is safe and accounted for.
- If the Manager has not heard from any of the contacts or other parents that may know the child after one hour, the Manager is to contact 111 and seek further assistance.

Student not being collected at the end of a session

- If a Parent/ Guardian fails to collect their child on time the following action should be taken:
- Wait 15 minutes.
- If nobody has arrived after 15 minutes, contact the primary parent/ guardian, followed by the secondary contact number and emergency number to identify the issue.
- Should none of the above answer, contact 111 and seek further assistance.

Contact details

Nominated child protection lead

Name: Rebecca Wilson
Phone: 07356 342092
Email: gregsonrebecca1@gmail.com

Trustee/Senior lead for safeguarding and child protection

Name: Richard McCutcheon
Phone: 07496 132759
Email: rwmccutcheon@icloud.com

Deputy child protection lead(s)

Name: Abigail Clegg
Phone: 07885 799237
Email: abbieclegg@hotmail.co.uk

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 1st May 2022

Signed: R N Wilson

Date: 01/05/22

Director: Rebecca N Wilson

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