

CHILD AND YOUNG PERSON PROTECTION POLICY

Guidelines for Drama, Workshop and Performance Leaders (Voluntary and Paid)

The parents / guardians of **Borders Youth Theatre** members will want reassurance that their **family members are** safe. Borders Youth Theatre is fully committed to safeguarding the welfare of all children and young people by protecting them from physical, sexual and emotional harm. Volunteers and staff should, at all times, show respect and understanding of **children &** young people, and their safety and welfare and conduct themselves in a way that reflects our principles.

No activity should be entered into that is potentially harmful to **children &** young people and good practice should be adhered to at all times.

Staff and Volunteer training

- **All Volunteers and Performance Leaders should have been PVG checked and a designated Trustee should have seen these documents and either taken a copy of the PVG or written the number down. This record should then be signed and dated by the Trustee who saw the PVG certificate**
- **Ensure that all volunteers who work with the children and young people are trained in Child Protection awareness and that this is repeated every three years and date of training recorded.**
- **Ensure all volunteers know where they can find the Borders Youth Theatre Child Protection Policies and Procedures on the Borders Youth Theatre website**
- **Each new volunteer must be given a copy of the Child Protection Policy prior to them starting work with children and young people. The volunteer should sign and date that they have been given the Children and Young person Protection policy and raise any questions they have with the Child Protection Officer for BYT.**

Principles

You can reduce likely situations for the abuse of participants and help protect yourself from false accusations by making sure that everyone is aware that, as a general rule, you **should not**:

- Spend time alone with a **child/** young person away from others
- Contact young people out with the activity or the project, where it constitutes the inappropriate use of contacts made through the group
- Take young people alone in a car on journeys, however short
- Take a **child/** young person to your home

- When occasions arise where it is unavoidable that these things happen, then they should only occur with the full knowledge of your **line manager, senior worker** (**Clarification about who this is in Borders Youth Theatre**) or the young person's parents.

Code of practice

Staff and volunteers **should never**:

- Engage in inappropriate rough, physical and sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Deter **children** /young people from making allegations through a fear of not being believed
- Allow **children** / young people or other staff and volunteers to use inappropriate language
- (Obviously, there will be situations within the work undertaken during workshops and productions when the subject matter requires strong language – Leaders should prepare carefully for this)
- Make sexually suggestive comments about or to a young person, even in fun
- Do things of **a** personal nature for young people that they can do themselves
- Jump to conclusions about others without checking facts
- Show favouritism to any individuals
- Rely on just your own good name to protect you
- Believe it could never happen to you

Staff and volunteers **should always**:

- Treat everyone with respect
- Respect a **child**/ young person's right to personal privacy
- Take seriously any allegations a **child** /young person makes, ensuring that the appropriate people **are** alerted (see below) **and** that the incident is recorded
- Provide access for young people to talk to others about any concerns they may have
- Remember that someone might misinterpret your actions, no matter how **well** intended

- Plan activities so that at least one other member of staff or volunteer is present, or is at least within sight or hearing of the activity
- Recognise that special caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse

What should you do if you suspect a young person is being or has been abused:

Tell the designated person for child protection,
Jenny Anderson email: Jenny@bordersyouththeatre.scot

- or 07881376150 or a Trustee
- Record any FACTS which support your suspicions, referring to the Youth Borders Child Protection Guidelines (attached).
- Sign and date your notes, storing them in a safe and secure place

If a child / young person discloses to you abuse by someone else:

- Allow the participant to speak without interruption, accepting what is said (see attached notes on how to conduct discussion)
- Never question the young person or attempt investigation
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise the young person involved that you will try to offer support but that you must pass on the information
- Record any FACTS
- Sign and date your notes, storing them in a safe and secure place.

Contact the designated person for child protection – Jenny Anderson,
Jenny@bordersyouththeatre.scot

- or 07881376150 or a Trustee.