

CHILD PROTECTION POLICY

Green Owl Tuition recognises its duty of care under the

- Children and Young Persons Act 1963
- Protection of Children Act 1999
- Criminal Justice and Court Services Act.

Green Owl Tuition recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. Green Owl Tuition is committed to practice which protects children from harm. All members of Green Owl Tuition accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

Green Owl Tuition believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, Religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of Green Owl Tuition should be clear on how to respond appropriately.

Green Owl Tuition will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children 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 rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of Green Owl Tuition provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with Green Owl Tuition and will retain a contact name and number close at hand in case of emergencies.

Green Owl Tuition has child protection procedures which accompany this policy. This policy should also be read in conjunction with Green Owl Tuition's Safeguarding policy.

Green Owl Tuition has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to.

That person's name is Louise Markham and she can be contacted on: 07933290607

This policy will be regularly monitored by Green Owl Tuition and will be subject to annual review.

CHILD PROTECTION PROCEDURES

Responsibilities of Green Owl Tuition

At the outset of any rehearsals or productions involving children, Green Owl Tuition will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for child protection.
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Guardians (Parents/Carers)

- Green Owl Tuition believes it to be important that there is a partnership between guardians and Green Owl Tuition and to share responsibility for the care of children. All guardians will be given a copy of Green Owl Tuition's Child Protection Policy and procedures.
- All guardians have the responsibility to collect (or arrange collection of) their children after sessions if not in their own home. It is NOT the responsibility of Green Owl Tuition to take children home.

Physical Contact

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

Managing Sensitive Information

- Permission will be sought from the guardians for use of photographic or video material featuring children for promotional or other purposes.
- Green Owl Tuition's web-based materials and activities will be carefully monitored for inappropriate use.
- Green Owl Tuition will ensure confidentiality in order to protect the rights of its members, including the safe handling and storage any personal and medical information during rehearsal /production and safe disposal of all information at the end.

Suspicion of Abuse

- If you see or suspect abuse of a child while in the care of Green Owl Tuition, please make this known to the person with responsibility for child protection.
 - Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

Disclosure of Abuse

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

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.

- 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 who you gave the information to. Make sure you sign and date your record.

Recording Information

- 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 or not the concerns have been shared with a statutory child protection agency.
- 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 matter, any further action taken.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

- If a complaint is made against a member of Green Owl Tuition, he or she will be made aware and next steps advised.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents

- If a child is injured while in the care of Green Owl Tuition, the injury will be informed to the Guardian.
- If a child joins the production with an obvious physical injury, a member of Green Owl Tuition needs to be made aware.

GREEN OWL TUITION Child Protection Policy and Procedures
Compiled from guidelines provided by Essex County Council