

North West Drama Safeguarding Procedure

Last updated: 1st December 2022

by M Wardle (Creative Producer) North West Drama

All staff and volunteers have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff and volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Designated Safeguarding lead is Matt Wardle, Creative Producer. His responsibilities are:

- *to ensure sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented*
- *to promote the welfare of children and vulnerable adults*
- *to ensure staff (paid and unpaid) have access to appropriate training/information*
- *to receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately through liaison with school staff at an appropriate level*
- *Keep up to date with local arrangements for safeguarding and DBS*
- *Hold licenced Chaperone status and attend relevant training to ensure this is maintained*
- *Take forward concerns about responses*

Safe Recruitment

North West Drama Services Ltd ensures safe recruitment through requiring all staff and volunteers to have a current DBS certificate, or to use the DBS Update Service through which their DBS Certificate can be validated.

North West Drama Services Ltd requires all staff and volunteers to give permission for us to undertake regular DBS checks. Where staff or volunteers work on our behalf in schools regularly, these are done in September, January and April each year. Where staff or volunteers work on our behalf in schools on a one off or short-term basis, this is carried out before the work takes place.

Expectations of our staff and volunteers

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

North West Drama Services Ltd expects staff to protect the professional integrity of themselves and the organisation. The organisation expects its staff to conduct themselves within the code of conduct of the schools, theatres or other venues which they are visiting.

Occasionally North West Drama Services will offer volunteer placements through work with our partner theatres. In these instances North west Drama Services will ensure relevant DBS clearance is obtained for anyone coming into contact with our school groups. They will at no time have responsibility for the supervision of school groups.

It is essential that qualified school staff members are present at all times when staff from North West Drama Services are working in schools. Any issues of inappropriate behaviour or language must be dealt with by the school staff member.

Child Performance Licensing

In line with statutory requirements and local authority best practice, North West Drama Services Ltd will obtain an appropriate licence (individual or a Body Of Persons Licence) for performances in our host venues.

Reporting

Staff and volunteers representing North West Drama Services Ltd must always refer any incidents, issues or disclosures (including those of bullying or harassment) to an appropriate member of staff (or a senior member of staff if the conduct of staff members causes concern).

Staff and volunteers representing North West Drama Services Ltd may be required to complete a written statement concerning the incident they witnessed, and must always provide a truthful and full account of the issue they are reporting.

Staff and volunteers representing North West Drama Services Ltd must inform the Designated Safeguarding lead (Matt Wardle) of any issues they have reported, so that this can be followed up with the appropriate school should any further information be required.

Speech Bubbles

In partnership with Peoplescape Theatre, North West Drama delivers Speech Bubbles in schools across the North West. North West Drama practitioners will make themselves familiar with their placement school's safeguarding procedure and ensure this is followed at all times. Any concerns regarding individual pupils' wellbeing will be addressed with the designated lead for safeguarding and NWD practitioners will always provide a written statement should this be appropriate. Schools will liaise directly with Matt Wardle (Creative Producer) should there be any concerns on the school's part.

Access to the 'Speech Bubbles Online Assessment System', administered by Speech Bubbles CIO, is strictly limited to the project leader and administrator to protect personal data. It is only accessed by the project leaders for Speech Bubbles CIO in anonymised form. For North West Drama, access to the online monitoring system is strictly limited to the project leader

Acceptable Use of the internet

Where physical school visits are not viable or where pupils are learning virtually, we may on occasion consider the use of appropriate virtual or digital communication. This will always be done through and in line with schools' digital Acceptable Use of the internet policy and with the full agreement of the schools involved. We will never communicate directly with pupils in other circumstances.

Photographic Consent

North West Drama Services Ltd operates a number of projects ('The Children's Shakespeare Festivals' and 'The Children's Time Travel Festival') which involve the taking of photographs/ video footage by professional photographers. These photographs/ videos are taken only if expressed consent has been granted by parents/ carers, and is not shared publicly (only with the teacher from the school), unless specific consent on behalf of all of the children/ young people who are in the photograph has been given.

Print

North West Drama Services Ltd operated a number of projects ('The Children's Shakespeare Festivals' and 'The Children's Time Travel Festival') which involve the printing of pupils' names in a performance programme which is made available to the audience. Pupil names are only printed if expressed consent has been given by their parent/ carer. Names can be withheld from print for safeguarding purposes and where consent has not been given.

This document was last reviewed on 1st December 2022.

Written and reviewed by Matt Wardle, *Creative Producer*.

Signed:



Date: 1st December 2022