



Children and Vulnerable Persons Protection Policy

Our Safeguarding lead at Top Hat is **JUSTINE DARK**

Anyone with any issues please contact Miss Julie in the first instance, and/or Justine Dark.

1. Top Hat Theatre School and all its members are aware that children under 18, and vulnerable persons of any age, can be involved in their activities and that they have a responsibility, within the limits of their control and jurisdiction, to protect and safeguard the welfare of every such child and vulnerable person.

2. It is the policy of Top Hat Theatre School that all children and vulnerable persons have the right to protection from abuse. All employees and members who are in contact with such children and vulnerable persons are expected to be familiar with and to apply the procedures on:

- Employment including temporary/sub-contracted staff, and examiners
- Data protection, especially in regard to children
- Procedures at Top Hat Theatre School events, competitions, and courses
- Procedures for examiners
- Photography and video recording

Top Hat Theatre School will ensure that the following procedures are in place so that any allegation(s) or complaints of abuse are taken seriously and investigated.

3. Any complaint or incident to be reported under this policy should be reported in the first instance to **Miss Julie**, who in turn will report to **Justine Dark** our Safeguarding lead.

4. All members of staff at Top Hat Theatre School must undergo a disclosure check by the Criminal Records Bureau to ascertain their suitability to supervise children.

5. All teachers will comply with the government guidelines under the Working Together to Safeguard Children legislation.

6. We have a clear system in place to record any issues that may occur.

Child Protection – Good Practice Guidelines

The following are common sense examples of how to create a positive culture and climate:

Good practice

- Always work in an open environment (e.g. avoid private unobserved situations and encourage open communication with no secrets).
- Treat all children equally and with respect and dignity.
- Always put the welfare of each child first.
- Maintain Clear Boundaries
- Provide a safe environment

- Be aware of indicators of abuse and neglect
- Respond appropriately
- Always act in the best interests of the child
- No touch policy, except in the case of corrections in class, in which instance we will ask permission from the child first and maintain professionalism throughout.
- Know the data of our students.

Practices to be avoided

- Avoid spending time alone with children away from others except in essential one to one situations when extreme care should be exercised with an door open.
- Shouting
- Discrimination
- Teachers giving personal information
- Engaging in arguments
- Avoiding personal views
- Negative language

Practices never to be sanctioned

- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child to tears as a form of control.
- Failing to act on and record any allegations made by a child.

Incidents that must be reported/recorded

If any of the following occur during or in the context of a Top Hat Theatre School event or activity, it should immediately be reported to the Principal.

- If you accidentally hurt a child.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If a child is unusually distressed and you have any suspicions of or concerns about potential abuse.
- If a child entrusts a secret to a teacher, we will not promise to keep it, we will document and pass on to our safeguarding lead who will help deal with the situation.

Further reading.

Online Abuse

<https://www.ceop.police.uk/safety-centre/>

Government guidelines

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NSPCC

<https://www.keepingchildrensafe.global/introduction/>

Childline

www.childline.org.uk