

Mourne Stars Speech & Drama (Clare's Star Talent) Child Safeguarding Policy

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Mourne Stars Speech & Drama Policy Statement

Mourne Stars Speech & Drama acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Athletics NI requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children should:

- have a positive and enjoyable experience of Speech & Drama at Mourne Stars in a safe and child centred environment
- be protected from abuse whilst participating in Speech & Drama in or outside of the activity.

Mourne Stars Speech & Drama acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, Mourne Stars Speech & Drama will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Mourne Stars Speech & Drama. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Welfare Officers

The welfare officers are:

Name – Clare McAvoy

Mobile – 07810416514

E Mail address – mournestars@gmail.com

Clare Murnin will be made known to, and will be available to any young members, teachers, volunteers or parents as the designated persons to whom any concerns should be addressed.

Procedures for raising and recording incidents or accidents will be detailed later in this document

Recruitment Policy for Mourne Stars Speech & Drama

Any person wishing to join the team of Mourne Stars Speech & Drama should:

1. Complete an Access NI check and present the relevant certificate
2. Review and be aware of the Child Safeguarding policies with respect to child protection & anti-bullying
3. Formally agree to the code of conduct and our child protection policy

Training

1. Recognised training is available
2. First aid for children training is available for volunteers
3. Safe guarding information and training is available for volunteers

Mourne Stars Speech & Drama maintain stringent guidelines in relation to child protection, which will apply to all team members, and our policy remains under rigorous review.

Mourne Stars Speech & Drama Safe Guarding process

Mourne Stars Speech & Drama acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance that complies with best practice according to the Safeguarding Board of Northern Ireland.

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Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Safeguarding Board for Northern Ireland.
- as a result of any other significant change or event.

Guidelines for reporting accidents

In the event of an accident, the following procedure will apply:

- Make contact with parents/ guardians
- Contact GP/ emergency services if required
- Fill in the accident forms for ALL accidents
- File form and forward to designated person, remembering to fill in all details surrounding the accident, including any witness statements applicable

Guidelines for reporting Incidents or Allegations

- Record all details on the incident form, whether the incident is reported or observed
- Forward the completed incident form to the designated welfare officer
- Ensure that confidentiality is maintained at all times

Mourne Stars Speech & Drama incident reporting form

Your name:	Name of organisation:
Your role::	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident (<i>please remember to record the exact details raised, do not lead the child</i>)	

<p>Please provide any witness accounts of the incident:</p>
<p>Please provide details of any witnesses to the incident:</p> <p><i>Name:</i></p> <p><i>Position within the Drama School or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>
<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p><i>Name:</i></p> <p><i>Position within the Drama School or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>
<p>Please provide details of action taken to date:</p>
<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If YES please provide further details:</p> <p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with Mourne Stars Speech & Drama reporting procedures.

Code of conduct for children and young people

Mourne Stars Speech & Drama is fully committed to safeguarding and promoting the wellbeing of all of its members. The Drama school believes that it is important that members, teachers, administrators and parents associated with the drama school should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Drama School with **Clare McAvoy, Welfare Officer**.

Speech & Drama schools should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of Mourne Stars Speech & Drama, you are expected to abide by the following code of practice:

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your Drama School a **fun** place to be.
- Keep within the defined boundary of the playing/rehearsal area.
- Behave and listen to all instructions by the teacher.
- Show respect to other members/leaders and show team spirit.
- Take care of equipment owned by Mourne Stars Speech & Drama.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for rehearsals and competitions or inform your teacher if they are going to be late.
- Wear suitable clothing; comfortable trousers/ shorts and appropriate footwear – for workshops and rehearsals, as agreed with the teacher.
- Pay any fees for lessons or examinations promptly.
- Not smoke on Drama School premises or whilst representing Mourne Stars Speech & Drama at competitions.
- Not consume alcohol or drugs of any kind on the Drama School premises or whilst representing the Drama School.

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy Speech & Drama in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the teacher and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal. Parents will be informed at all stages.

Disciplinary action can be appealed to the teacher with final decisions taken by her or referred to the governing body depending on the disciplinary procedures within the Safeguarding Board for Northern Ireland.

Codes of conduct for parents and carers

As parents you are expected to:

- Positively reinforce your child and show an interest in Speech & Drama.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with "Mourne Stars Speech & Drama" (see parental consent).
- Deliver and collect your child punctually before and after sessions/events.
- Ensure your child has clothing appropriate to the workshop/rehearsal/showcase.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the teacher/assistant/event staff prior to the activity.
- To inform the organiser prior to the activity stating if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly in the audience/wings; do not embarrass your child.
- Show appreciation and support the teacher/assistant/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate adequate food and drink (when required).
- Accept the adjudicator's judgment and do not enter the stage/performance area
- Promote your child's participation in participating in Speech & Drama for fun.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in Speech & Drama.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the Drama School.
- Have any concerns about any aspect of your child's welfare listened to and responded to.

Any breaches of this code of conduct will be dealt with immediately by Mourne Stars Speech & Drama. Persistent concerns or breaches may result in you being asked not to attend events if your attendance is considered detrimental to the welfare of young participants.

Our anti-bullying policy sets out how we feel about bullying as a Drama School or organisation, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

Our organisation will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- ensure that bullying behaviour is not tolerated or condoned
- require all members of the Drama School/organisation to sign up this policy
- take action to investigate and respond to any reports of bullying from children and young people
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct for behaviour
- ensure that teachers/assistants are given access to information, guidance and training on bullying

Each participant, volunteer or teacher will:

- encourage individuals to speak out about bullying behaviour
- respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour

Supporting children

- we'll let children know who will listen to and support them
- we'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- we'll make sure children are aware of helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- those who display bullying behaviour will be supported and encouraged to develop better relationships
- we'll make sure that sanctions are proportionate and fair

Support to the parents/guardians

- parents or guardians will be advised on the Drama School or organisation's bullying policy and practice
- any experience of bullying behaviour will be discussed with the child's parents or guardians
- parents will be consulted on action to be taken (for both victim and bully) and we'll agree on these actions together
- information and advice on coping with bullying will be made available
- support will be offered to parents, including information from other agencies or support lines

Useful contacts

NSPCC Helpline 0808 800 5000

Childline 0800 1111 /

www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org



Code of conduct for staff and volunteers

Mourne Stars Speech & Drama teachers and assistants involved in Speech & Drama and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of lessons, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of a performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-rehearse the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the school at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the Drama School's procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to an emergency first aid provider by dialling 999.
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of members in their care.
- Ensure the rights and responsibilities of members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain teaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during activities or rehearsals.



- Never condone rule violations, rough play or the use of prohibited substances.
- not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking children to their home
- Not administering First Aid involving the removing of children's clothing
- Hold appropriate valid qualifications and insurance cover.
- Make the activity **fun**.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body/Drama School.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the Drama School.

Dismissals can be appealed by the teacher/assistant with final decisions taken by the the governing body depending on the disciplinary procedures within Speech & Drama.

Emergency action and first aid

All leaders and assistants should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:	
┌	Telephone contact if the participant is a minor
┌	Telephone contact to the Emergency Services

Organisations/Drama Schools should also contact their own governing body to ensure they incorporate their own specific guidelines.

Signature of staff member/assistant:	
Print name of staff member/assistant:	
Date of Signature	



Mourne Stars Speech & Drama Anti-Bullying Policy

Our anti-bullying policy sets out how we feel about bullying as an organisation, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

Bullying

- all forms of bullying will be acted upon
- everybody in the Drama School or organisation has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying behaviour can include:
 - physically pushing, kicking, hitting, pinching etc.
 - name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
 - posting of derogatory or abusive comments, videos or images on social media
 - racial, homophobic, transphobic or sexist comments, taunts or gestures
 - sexual comments, suggestions or behaviour
 - unwanted physical contact

Our organisation will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- ensure that bullying behaviour is not tolerated or condoned
- require all members of the Drama School/organisation to sign up this policy
- take action to investigate and respond to any reports of bullying from children and young people
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- ensure that teachers are given access to information, guidance and training on bullying

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- report incidents of bullying condoning the behaviour.

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Support to the parents/guardians

- parents or guardians will be advised of the organisation's bullying policy and practice
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Communication and Confidentiality Policy

At Mourne Stars Speech & Drama, we believe that good communication makes for good practice. We aim to put in place good systems and provide opportunities for sharing information with children, parents, staff and volunteers, everyone will feel that their input is valued and that their ideas and concerns will be listened to.

Our principle forms of communication will be verbal – designated officer/teachers and assistants will be available after every session should you wish to discuss any matters.

E Mail: Mourne Stars Speech & Drama has a dedicated email account (mournestars@gmail.com), from which any Speech & Drama related matters will be sent, and to which any concerns, suggestions or feedback can be sent.

Confidentiality

Mourne Stars Speech & Drama will observe the NSPCC guidelines on confidentiality and record storage. According to data protection principles, personal information will be:

1. adequate, relevant and not excessive for the purposes for which they are held
2. accurate and up to date
3. only kept for as long as is necessary

Mourne Stars Speech & Drama will:

1. Know why they are keeping records about children, or adults (e.g. because they relate to child protection concerns)
2. Assess how long records should be kept
3. Have a plan for how and when records should be destroyed (in accordance with the Data Protection Act (NI) 1998)

Mourne Stars Speech & Drama Photography Policy

Mourne Stars Speech & Drama may seek to use images of children and young in publications, websites and social networking sites. The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

The principles that Mourne Stars Speech & Drama will follow will be:

- use a parental permission form to obtain consent for a child to be photographed and videoed
- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use.
- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

Mourne Stars Speech & Drama will ensure that parents, carers, family members and others understand the policy.