

# SAVVY THEATRE COMPANY

## GENERAL POLICIES & GUIDANCE NOTES

### Child Protection

The aim of SAVVY's Child Protection Policy is to promote good practice by:

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of SAVVY employees (paid and voluntary).
- Enabling staff and volunteers to make informed and confident responses to specific child protection issues.

Sheree Vickers, all employed practitioners (paid and voluntary) and members of the SAVVY Theatre Company are expected to adhere to a code of conduct in respect of their contact with children, young people and vulnerable adults. This code of conduct is set out below.

### **Child Protection Officer**

Sheree Vickers is the designated Child Protection Officer for SAVVY Theatre Company and her contact details are made available to all employed practitioners (paid and voluntary), children and young people and their parents/carers. All concerns or queries with regard to child protection issues should be reported to her. Where she is unavailable, members should contact the Surrey County Council, Child Employment, Education & Welfare Manager on: 01483-517 838

Sheree will undertake relevant development and training in order to be informed about legislation and policies for protection of children, young people and vulnerable adults and to keep up to date with health and safety.

### Code of Conduct

Sheree Vickers, employed practitioners (paid and voluntary) and all SAVVY members must conduct themselves in a sensible manner. This relates to the use of language and the way in they move about any of the venues including treating the building and people working in it with respect, and not putting themselves or others at risk of injury.

#### 1. Inappropriate Behaviour

This includes:

- physical and verbal abuse to others, and unacceptable language either towards or in the presence of a child or young person

- the drinking of alcohol, smoking of cigarettes or the taking of any illegal substance while engaged in any activity with children or young people.

## 2. Damage to Property

This includes behaviour that could cause damage to any building, furniture, equipment or personal belongings.

Ignoring or encouraging children or young people that are involved in any of the above behaviour is also unacceptable.

The disciplinary procedure will be as follows:

1. A verbal warning will be issued, asking for the behaviour to stop.
2. If the behaviour continues the person responsible will be asked to leave.

Should the offence be from a SAVVY Young Company member, a call will be made to their parent/guardian, asking them to collect their child/young person. A record of the incident will be kept on file, and copy given to the person who made the offence.

A further discussion will then take place between the child or young person involved and the Child Protection Officer. The incident will then be referred to the members of SAVVY Young Company to discuss whether permanent expulsion from the group and/or project is necessary. Sheree Vickers will make the final decision on whether permanent expulsion is necessary.

Where the offence is deemed to be serious, involving deliberate injury to person or property, automatic expulsion from the group will occur and the police will be called.

Sheree Vickers is committed to making all aspects of attending SAVVY Theatre Company as safe as possible. To this end she has made arrangements with the local police in Wallington, Surrey to ensure that regular patrols are made around any buildings used by the company before, during and immediately after any rehearsal sessions.

## **Recruitment and Disclosure**

Any individual engaged by SAVVY Theatre Company to work with, or have unsupervised contact with children, young people or vulnerable adults will be subjected to all reasonable vetting. This will include undertaking an enhanced CRB check and providing the names of two references, one of which must be from a professional organisation.

For longer residencies, they will also be on a trial period, not exceeding 3 months. During this trial period, the children and young people involved will be consulted on this individual's suitability. These responses will be made in confidence and not disclosed to the individual being engaged.

## **Equal Opportunities**

SAVVY Theatre Company is committed to making its projects accessible to all without discrimination towards race or ability. To ensure this is possible:

- all venues used by SAVVY will be checked for accessibility and access.
- SAVVY will endeavour to employ people who can better accommodate children and young people with additional needs.

If any child or young person feels discriminated against, they should follow the complaints procedure below.

### **Complaints and Whistleblowing**

It is not the responsibility of SAVVY Theatre Company or any employed facilitator to decide whether or not abuse has taken place. However, it is their responsibility to act on any suspicion or disclosure of abuse.

SAVVY takes all complaints seriously and assures all members, employed facilitators and volunteers that it will fully support and protect anyone who in good faith reports concerns regarding a colleague's behaviour towards a child, young person or vulnerable adult. Any concerns may be shared in confidence with the Child Protection Officer or where she is unavailable, or it is inappropriate to speak with her, contact should be made directory to the Surrey County Council, Child Employment, Education & Welfare Manager on: 01483-517 838

### **Photographs and Video Footage**

SAVVY will endeavour to ensure that any photographs or video footage taken will have the permission of the participants, parents/carers as appropriate. Should SAVVY use any photographic or video footage for promotional purposes, written permission from parents or carers, will be obtained.

### **Health, Safety, Accident and Injury**

SAVVY ensures that First Aid training is made available for regular staff and volunteers.

It is the responsibility of those undertaking projects with SAVVY Theatre Company and of all parent/carers to ensure SAVVY is fully informed of any health issues or additional needs they or their child or young person may have.

All reasonable precautions will be taken, including informing members of fire drill procedures and where necessary, additional risk assessments will be carried out for projects undertaken by SAVVY outside of the regular drama sessions.

In situations where parents or carers are not present, SAVVY Theatre Company will hold health, accident and emergency contact forms for children, young people and vulnerable adults.

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SAVVY is committed to the development and implementation of Child Protection policies and procedures.

SAVVY believes in the right all children and young people have in being encouraged as artists.

It is the duty of all employed facilitators (paid or voluntary), members of SAVVY and visitors to the group to uphold this policy and safeguard children, young people and vulnerable adults.

SAVVY will review its Risk Assessment & Child Protection Policy for each new project it engages in with children and young people.

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This policy was made on behalf of SAVVY Theatre Company by Sheree Vickers, 17<sup>th</sup> August 2007 and reviewed in September 2010.

Copies of this form will be made available to all employed facilitators (paid or voluntary), any members of SAVVY Young Company and their parent/carers upon request.

Any questions or concerns regarding this policy should be forwarded to:

Sheree Vickers  
6 Southmead  
Redhill SURREY RH1 2EL  
07748-040 614  
[savvytheatre@hotmail.co.uk](mailto:savvytheatre@hotmail.co.uk)

Sheree Vickers is a licensed matron/chaperone, approved by Surrey County Council.

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## Definitions

### “Children” and “Young People”

Throughout this document we refer to 12 year olds and younger as ‘children’; and thirteen year olds and older as ‘young people’. In general ‘children’ are always accompanied by adults whereas ‘young people’ prefer to be accompanied by their peers in terms of leisure pursuits.

### “Vulnerable adults”

Vulnerable adults are people who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.