



Safeguarding Policy

May 2018

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and freelance workers, students and anyone working on behalf of Norwich Puppet Theatre (NPT)

The purpose of this policy:

- To protect children, young people and vulnerable adults who receive NPT's services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

POLICY STATEMENT

Norwich Puppet Theatre recognises that the welfare of the child, young person and vulnerable adult is paramount regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity and that everyone who may use or visit the theatre has a right to equal protection from all types of harm and abuse. We recognise that some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

PRINCIPLES

Norwich Puppet Theatre will promote the welfare of all children, young people and vulnerable adults who use our services by ensuring that all employees and volunteers are clear of their responsibilities in respect of safeguarding.

All employees and volunteers working for Norwich Puppet Theatre (NPT) are responsible for the operation of the Safeguarding Policy and should act upon any concern no matter how small or trivial it may seem.

Norwich Puppet Theatre's staff and volunteers have a responsibility to discreetly report any concerns of abuse or harm to the Senior Designated Officer (DSO) without delay.

Norwich Puppet Theatre respects the rights, wishes and feelings of the children, young people and adults with whom we are working and promotes an environment in which they can feel valued, listened to and respected.

Norwich Puppet Theatre promotes the welfare of children, young people and adults and their protection within a relationship of trust.

Norwich Puppet Theatre

St James, Whitefriars, Norwich NR3 1TN

tel. box office: 01603 629921 | administration: 01603 615564 | fax: 01603 617578

website: www.puppettheatre.co.uk | email: info@puppettheatre.co.uk

Norwich Puppet Theatre Trust Ltd is a registered charity (271041) and a company limited by guarantee (England 1243558), and is VAT registered 289 7057 04.

Norwich Puppet Theatre takes seriously any allegation or suspicion of abuse or harm towards a child, young person or vulnerable adult with whom we are in contact with and recognises that any person can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of safeguarding procedures.

Norwich Puppet Theatre will also use its safeguarding procedures to manage any allegations against staff or volunteers appropriately. Any allegation or suspicion of child abuse by a staff member or volunteer will be investigated under the disciplinary procedure.

Norwich Puppet Theatre will share concerns and relevant information with relevant agencies, in particular the Children's Advice and Duty Service, Norfolk Social Services and the local Police Authority involving children, young people, parents, families and carers appropriately.

Norwich Puppet Theatre ensures it adopts a rigorous and safe recruitment process. All staff and volunteers working for NPT have an Enhanced Disclosure from the Disclosure & Barring Service (DBS)

All employees, volunteers and regular freelance practitioners for NPT will, either through training or induction, know how to recognise a disclosure from a child, young person or vulnerable adult and know how to manage this. We will not make promises and we will not keep secrets. The person giving the disclosure will know what the adult will do with whatever they have been told.

Norwich Puppet Theatre is committed to supporting, resourcing and training those who work with children, young people and vulnerable adults and to providing appropriate supervision so they can confidently carry out their role in line with relevant safeguarding procedures.

RESPONSIBILITIES

ALL employees, volunteers and freelance practitioners working for Norwich Puppet Theatre have a responsibility to safeguard people who use our services from harm. We will do this by:

Being vigilant of the signs that may indicate a child, young person or vulnerable adult is experiencing harm or is at risk of harm.

Reporting any disclosures or concerns, however small, to the DSO without delay.

If taking a disclosure, remembering not to ask any leading questions.

Recognising the position of trust in which we have been placed.

In every respect, ensuring that the relationships we form with service users are appropriate and uphold the *Code of Good Practice* (see separate document).

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In cases where there is an allegation or suspicion of child abuse, the DSO will take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.

Where urgent child protection or safeguarding issues are involved, the Front of House Manager or Workshop Leaders have the authority to suspend staff and volunteers and will inform the DSO immediately.

The Puppet Theatre is committed to reviewing our policy and good practice at regular intervals.

Senior Designated Officer (DSO) for Norwich Puppet Theatre

Ian Woods
Operations Manager
ianwoods@puppettheatre.co.uk
01603 615564

Children's Advice and Duty Service
0344 800 8021

CEOP (Child Exploitation and Online Protection)
www.ceop.police.uk

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 31/10/2018



Signed

Name Ian B Woods

Position in organisation Operations Manager

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CODE OF GOOD PRACTICE

We value and respect each child as an individual.

We listen to and take seriously any child who shows signs of, or informs someone of, their concerns of abuse.

We encourage young people to talk about their concerns.

We plan activities for young people which always involve more than one person present.

We respect a child's right to personal privacy.

We encourage staff to keep everything public.

We encourage staff to relate touch to a child's needs, not their own.

We avoid any inappropriate physical or verbal contact with children.

We do not permit abusive peer activities such as ridiculing and bullying by children or those in charge of children.

We do not show favouritism to any individual child.

We do not rely on the good name of the Puppet Theatre to protect us.

We do not allow ourselves to be drawn into attention seeking behaviour from children such as tantrums or crushes.

We do not make suggestive remarks or gestures, even in fun.

We do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported.

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