



Safeguarding Policy: White Rabbit Drama Club

White Rabbit Drama Club is fully committed to safeguarding the welfare of all children and young people up to the age of 18. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

White Rabbit Drama Club acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

White Rabbit Drama Club recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and Working Together to Safeguard Children 2015.

White Rabbit Drama Club will ensure that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

White Rabbit Drama Club will ensure that:

- Everyone will be treated with respect and dignity.
- The welfare of each child will always be put first.
- Enthusiastic and constructive criticism will be given to pupils rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members will provide a positive role model.
- Action will be taken to stop any inappropriate behaviour.
- It will comply with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant professional development and training.
- It will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance. Parents are required to complete a registration form before a child's first class and to keep Drama Leaders updated of any changes to key information; including medical details.

- All lead staff members will receive dedicated safeguarding training.

White Rabbit Drama Club has a designated Safeguarding lead who is in charge of ensuring that the child protection policy is adhered to. The Designated Safeguarding Lead (DSL) is ANNA IZQUIERDO and she can be contacted on: 07738 567130. There is also a Deputy DSL who is KATHERINE KEAN and she can be contacted on: 07817 873190

In implementing this policy White Rabbit Drama Club will:

- Ensure that all workers/members understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all workers/members and volunteers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person to the Designated Safeguarding Lead.
- The Designated Safeguarding Lead will refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care).
- Children, young people and parents will be informed of who the Designated Safeguarding Lead and Deputy are and be able to raise any safeguarding concerns & know that these will be taken seriously and acted upon.
- Ensure that workers/members will work in a consistent and equitable manner in line with the safer working practice guidance.

This policy will be regularly monitored by ANNA IZQUIERDO and will be subject to an annual review.

Signed:

ANNA IZQUIERDO

Date policy agreed: 09/09/2019

Date policy to be reviewed: 09/09/2020

Section 1:

Our teachers

- All White Rabbit teachers and assistants hold Enhanced DBS certificates, updated every 2-3 years.
- At least 1 member of staff at each session holds a 12hr paediatric first aid certificate.
- All new teachers & assistants complete a minimum period of 6 months working under supervision, before leading classes.

- We aim to follow NSPCC guidance in our ratio of Adults to children and where possible aim for 2 members of staff to be present at each class. NSPCC guidelines recommend:
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children
- There are always other members of staff present in the buildings where we teach, to help in an emergency.
- White Rabbit always ensure that written consent is given from parents/ carers if children or young people are taken off site.

Section 2:

Behaviour Policy (Leaders and Assistants)

- Parents/ carers will always be informed if leaders/assistants have had to do things of a personal nature for a child such as changing clothing.
- Staff are alerted to the need to treat children with dignity and not to ask them to do anything which might embarrass them or be contrary to their cultural or religious precepts.
- Workshop leaders are informed of any changes regarding child protection laws or best practice.
- Workshop staff understand that the language and tone they adopt are important factors in a child's sense of safety and reassurance.
- Workshop leaders are responsible for devising sessions and carrying out appropriate risk assessments on the space, activities and equipment used during each session and are aware of the need to take steps to eliminate any activity or equipment that could endanger the children attending the club.
- During workshops, we encourage independent learning where possible, and adults should have minimal physical contact with children. Drama is a physical activity and it is sometimes necessary to have some physical contact when demonstrating exercises or joining in activities to encourage others, but staff should be mindful of what/how much contact is appropriate.
- White Rabbit staff should discourage children from leaning, lying or sitting on them and other clingy behaviour. Children may need to be reassured, encouraged to engage with the session and asked not to hold onto/lean onto adults. Adults will take themselves away from a child who repeatedly tries to sit/lean on them. Positive behaviour of other children will be rewarded to set an example of how we want children to behave with the adults in the room.
- It is expected that all staff and pupils respect each other.
- If there are incidents of unacceptable verbal or physical behaviour relating to pupils these will be challenged by staff and where appropriate brought to the attention of the parent.
- All prejudice incidents will be challenged.
- Sanctions should be applied in agreement with parents where necessary.

Behaviour Policy (Parents/Carers and Children)

White Rabbit Drama Club aim to offer children a safe space to explore stories and their own imaginations in a nurturing environment and with the support of all members of the group. This behaviour policy for Parents/Carers and Children, has been created to help all pupils to feel calm, confident and encouraged during their time with us. By signing our Registration Form and joining the club, parents/carers are agreeing to adhere to the behaviour policy as set out below.

Expectations:

Whilst drama club is a space to explore and express a wide range of feelings and emotions, it is important that children try their best to listen to, and follow, the instructions of workshop leaders and assistants. This helps us to keep all children safe whilst they are in our care.

We teach children from a very young age and understand that each child develops at their own pace. However, we ask that all parents and carers support us in the following requests, which help to make the drama room a safe & supportive space for all.

- Children are expected to respect all teaching staff and pupils.
- Children are asked to be kind to one another, aiming to always have “Kind Hands, Kind, Feet, Kind Words.” This means that children should never intentionally hurt anyone physically or emotionally.
- We ask that pupils join in with circle time, to show unity and support for all members of the group.
- We ask that pupils try their best during games & activities and that they ask for help where needed.
- We ask that pupils adhere to the rules set out by the workshop leader. These may include; not climbing/jumping/running in the space unless instructed as part of an activity and treating all pupils in a respectful and safe way.
- Behaviour that puts the safety of others at risk will not be tolerated.

Behaviour Policy:

White Rabbit Drama Club have a ‘3-Step’ Warning System regarding disruptive behaviour in all of our clubs. This is designed to allow children to make better choices and to reach their full potential in class. Workshop Leaders are expected at all times, to demonstrate patience & understanding of the child as an individual and to offer classes that inspire, encourage and engage.

If a pupil’s behaviour is consistently disruptive, the following 3 Step warning system will be adhered to:

- **1st Step – The workshop leader will issue a ‘1st Step’ verbal warning.**
- **2nd Step – If disruptive behaviour continues, the child will be issued a 2nd Step warning and may be asked to take a break from the game or activity. DSL (ANNA IZQUIERDO) will be informed.**
- **3rd Step – Following 2 verbal warnings, the child will be asked to leave the classroom for a minimum of 5 minutes and parents informed at the end of the session. If this happens on more than 2 occasions during the term, it will be**

decided whether it is appropriate for that child to continue for the remainder of that term.

- **If appropriate, parents may be contacted during the club and asked to collect their child from the session.**

Serious behaviour incidents may fall outside of this procedure and the parent/carer will be informed at the end of the class. Any steps taken will be communicated within 24 hours

Section 3:

Medical issues

- A registration form requesting emergency contact details must be completed before joining White Rabbit. Children will not be allowed to take part in the club if parents or guardians have not completed and returned this form.
- Parents /guardians must fill in a new form for each class, if there are any changes that we need to be aware of.
- We ask that parents/ guardians complete forms (not nannies or other carers) to ensure that all information is correct.
- Parents/guardians are asked to alert White Rabbit leaders before the first class/free trial, if their child has any specific needs associated with their health or has a disability which will require White Rabbit to make a reasonable adjustment in order to enable them to participate.
- If any child has an allergy which may be affected by their participation in the club, they must let White Rabbit know before attendance and ensure the carer or parent has any appropriate medicine that they can administer or knows what steps to take to ensure the safety of the child should the need arise.
- If an accident or illness occurs during a White Rabbit workshop, the workshop leader or assistant will assess the situation and remove the child from the activity. They will be taken to a quiet area where they can be comforted and helped (where possible).
- Where appropriate the assistant will contact a first aider. The first aider will take action to administer first aid or contact the emergency services or arrange for the child to return home, depending on what is necessary. If a child does not need the emergency services, but the child continues to feel ill the White Rabbit staff will contact the parent/guardian and request that the child is taken home.
- If a child needs to take medication or may need staff to administer medication the parent must discuss this with staff prior to the club.

Section 4

Breaks

- Toilet breaks: children under 7 are taken to the toilet if they need to go. A club leader or assistant will escort children to the toilet and wait outside. We advise that younger children are taken to the toilet before the club begins.
- Refreshment breaks: During a 40 min - 1 hour workshop a break will not automatically be given. If a child informs the staff that they are thirsty or need the toilet their need will be met.

- During a club of more than one hour, regular toilet and refreshment breaks are provided. Water and plain biscuits are offered to all children during holiday club refreshment breaks.
- White Rabbit staff refer to registration forms re allergies.

Section 5

Collection arrangements

- Parents must come to a designated area to pick up their children – the arrangements for collection will be made clear by the club leader prior to the beginning of class.
- Parents must inform the club leader that they have picked up their child and wait until their child has been signed out before leaving the premises.
- White Rabbit must be informed at least 24 hours in advance, if anyone other than the named parent/carer on the child's registration form will be collecting a child.
- Club leaders are contracted to stay until all children are picked up by one of the registered carers, we expect parents to be on time or notify us beforehand if they are going to be late.
- Children will not be allowed off the premises to be picked up.

Section 6

Responding to a child protection concern

- Our Designated Safeguarding Lead (DSL) is Anna Izquierdo and Deputy DSL is Katherine Kean. Leaders and assistants are asked to direct all concerns to the DSL or Deputy DSL who will escalate if needed. Leaders and assistants are also asked to complete a 'cause for concern' report where there is a concern for a child's wellbeing and immediate steps will be taken where it is suspected that a child may be in immediate danger.
- Relevant staff receive regular, sufficient support to enable them to recognise children in need of support and / or safeguarding.
- Relevant staff understand the roles and responsibilities of other departments and agencies in safeguarding children.
- Our advice to all staff in the event of a disclosure:
 - 1) Treat any allegations extremely seriously.
 - 2) Listen to what the child has to tell you.
 - 3) Do not interrupt the child, ask leading questions, change the subject or interrogate the child. It is the job of the experienced police and social services to investigate the situation .
 - 4) Tell the child that they are right to tell you.
 - 5) Reassure the child that they are not to blame.
 - 6) Tell the child that you will need to let the Designated Safeguarding Lead know.
 - 7) Write down everything that was said using the child's own words (verbatim) where possible. You may have to do this immediately afterwards as you may not be able to write this down when the child is speaking to you.
 - 8) Contact the DSL or their deputy if they are not available immediately.
 - 9) Fill in a Child Protection Incident Report Form available from the DSL and Deputy DSL.

- 10) Limit the disclose of information only to those who properly need to be aware of it.
- 11) Do not make promises that you can't keep.
- 12) Do not cast doubt on what the child has told you.
- 13) Do not say anything that makes the child feel responsible for the abuse.

All teachers and assistants are asked to sign below, to indicate that they have read, understood and will adhere to and reinforce the above. Copies of the signed policy are stored securely in accordance with our privacy policy.

Print name:

Signed:

Date:
