



Child Protection/Safeguarding Policy and Procedure

The Nutshell Arts Community Interest Company is committed to safeguarding the welfare of the children we work with or frequent our venue. We strongly believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff.

This policy applies to all staff, including senior managers and the Directors, paid staff, volunteers, those who work on a freelance basis, students or anyone working on behalf of The Nutshell Arts CIC.

Our policy ensures that all our staff and volunteers are carefully selected and vetted and accept responsibility for helping to prevent the abuse of children and young people.

The terms “child”, “children”, “girl” and “boy” are used to refer to anyone under the age of 18. The terms “young person”, “young people”, “young woman” and “young man” are used to refer to anyone between the ages of 18 and 25 years.

Purpose of Policy

- To protect children and young people who receive The Nutshell Art CIC’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.

Organisational Procedures

- All staff/volunteers are given clear established roles for their work and have a responsibility to safeguard children and young people.
- Staff/volunteer responsibilities will be detailed in all employment contracts.

- All staff/volunteers used by the company are police checked to ensure that no one has a conviction for criminal offences against children.
- The Nutshell carries out enhanced Disclosure and Barring Service (DBS) for relevant roles.
- The Nutshell will request to view any resident company, freelancer and potential hirers Child Protection/Safeguarding Policy before signing hiring contracts.
- The Nutshell Arts Community Interest Company CEO, or in her absence the company office staff, will be responsible for ensuring health and safety requirements are met in the working environment.
- The Designated Safeguarding Officer leads upon policy development and reporting, including:
 - Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary.
 - Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm.
 - Managing complaints about poor practice and allegations against staff/volunteers.
 - Ensuring safer recruitment procedure and promoting safeguarding across the organisation .

Legal Framework

This policy has been drawn up following the guidance from NSPCC and the Independent Theatre Council and on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

- Special education needs and disability (SEND) code of practice: 0 to 25 years – statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015.
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have the right to be treated fairly, justly and have the right to freedom from abuse and harm.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people.
- Adopting child protection and safeguarding practices through procedures and code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary enhanced DBS checks are made.
- Recording and storing information professionally and securely.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.

- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Designated Safeguarding Officer (DSO)

Name: Harriet Morris (CEO)

Email: harriet@discardednut.co.uk

NSPCC Helpline: 0808 800 5000

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

This policy was last reviewed on **1st August 2018** by the DSO.