

WEST END WORKSHOP SAFEGUARDING AND CHILD PROTECTION POLICY

Every member of staff at West End Stage has a significant contribution to make with regards to safeguarding our students. We recognise that all of our staff have responsibilities to play an active part in protecting our students from harm and keeping them safe during our summer school.

Our number one priority is the safety and wellbeing of the students.

West End Stage is committed to the safety and wellbeing of all students, providing a fun and safe environment, in which students can express themselves with confidence.

The aims of this policy are:

- To support the students' development in ways that will foster security, confidence and independence
- To raise the awareness to both our teaching and chaperone staff the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse or risk of abuse
- To provide and emphasise the need of good communication levels between all of our staff
- To ensure that every single member of staff who will have access to students or who have access to information, will have been checked and vetted as to their suitability via their references and the Disclosure and Barring Service (DBS)

Equality Statement:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm of abuse
- Staff need to have a high level of awareness with children who have ALN and promote a culture where children are able to make their wishes and feelings known in respect of their care and treatment

We will ensure that:

- We have a designated Safeguarding Lead who undertakes regular training and keeps up to date on any documentation made (Mark Puddle – Course Principal)
- We have a deputy team of Designated Safeguarding Leaders who will act in the designated Safeguarding Lead's absence
- Regardless of their role, all members of staff will undergo basic safeguarding and Child Protection training and develop their understanding of the signs and indicators of abuse and receive regular updated training as required
- All members of staff will know how to respond to a student who makes an allegation or appears to be vulnerable or at risk
- No student may enter the school without having signed in at front desk

Safeguarding and Child Protection Policy for West End Workshop

- No student may leave the school without having signed out at the front desk
- During the school day, students may not leave the premises without a member of staff or their parents/guardians and they must always sign out

Prevention

- We recognise that good self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children
- We will establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- We will ensure that they know all West End Workshop staff can be approached if they are worried or in difficulty.

Confidentiality

- West End Workshop recognises that all matters relating to child protection and safeguarding are confidential, however there is a balance between child protection and the right to privacy.
- The Safeguarding Lead will disclose any information about a pupil to other members of staff on a need-to-know basis only.
- Staff must understand that they cannot promise a child to keep secrets, which might compromise the child's safety or wellbeing.

First Aid:

- If administering first aid that requires physical contact, a member of staff will (except in an emergency or should the student be unresponsive) ask the permission of the student before initiating any treatment
- Where possible all first aid treatment will take place in the presence of another member of staff
- There will be always be at least two first aid trained members of staff on site
- All first aid incidents will be logged in the 'First Aid Book', which will be held by the Head First Aider. It is the responsibility of all staff to ensure that all medical treatment and medication is logged in the 'First Aid Book'
- All staff will be vigilant and take into consideration the medical needs or treatment mentioned by the purchaser upon booking a place (provided in the application form)
- The First Aid Station will be clearly signed in the main foyer of the School
- It is the responsibility of West End Workshop to inform a student's parent or guardian if the student is taken ill while at West End Workshop.

Anti Bullying Policy:

- All students attending West End Workshop must adhere to West End Workshop's Anti Bullying Policy.
- Staff must respond to any incident of bullying as outlined in West End Workshop's Anti Bullying Policy.

Insurance

- Employers (10 Million) and Public Liability insurance (5 Million).

We will strive to keep our students safe by:

- Valuing them, listening to and respecting them
- Adopting child protection practices through procedures and a code of conduct for all our staff.
- Developing and implementing an effective e-safety policy and related procedures
- Recruiting staff safely, ensuring all necessary checks are made

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

This document was last updated and reviewed in October 2018.