



# Young People's Puppet Theatre

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## Safeguarding Children Policy

Last reviewed on 29th July 2023

Next review to be carried out not later than 31<sup>st</sup> August 2024

This policy applies to all staff, including the board of trustees, paid staff, volunteer and freelance workers, students and anyone working on behalf of the Young People's Puppet Theatre (the YPPT).

The purpose of this policy is:

- to protect children, young people and vulnerable adults involved in YPPT projects. This includes the children of adults involved in YPPT projects.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

The YPPT believes that a child, young person or vulnerable adult 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 practice in a way that protects them.

The YPPT's Designated Safeguarding Lead is Rachel Skingsley who is the Chair of Trustees. The Designated Safeguarding Lead can be contacted at [chair@yppt.org.uk](mailto:chair@yppt.org.uk).

YPPT works mainly with children and young people on projects which are hosted by schools, during school hours and with the children's teacher or another member of school staff present. Therefore, any safeguarding concerns which arise on YPPT projects are dealt with in accordance with the schools' Safeguarding Policies and Procedures.

As YPPT expands its services to run projects outside of school, the safety and wellbeing of all children and vulnerable adults involved remains a top priority. YPPT expects all incidents and concerns related to safeguarding to be taken seriously, no matter where they occur. Any YPPT employee, volunteer or freelancer who has a safeguarding concern must raise it immediately to the project leader. The project leader will then record the concern in a suitable way, such as in secure documents, and report it to YPPT's designated safeguarding lead. The designated safeguarding lead will offer guidance and support to the project leader, and if necessary, will escalate the concern to the appropriate authorities. The project leader may also be advised on next steps to take, such as talking to parents or guardians involved in the project. It is essential that all YPPT employees, volunteers and freelancers working on projects outside of school are aware of and follow these safeguarding procedures to ensure the safety and wellbeing of all involved.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Care Act 2014

- Relevant government guidance on safeguarding children, including the Charity Commission's guidance on safeguarding and protecting people for charities and trustees
- Keeping children safe in Education 2022

### **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- 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 or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- 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 them and respecting them.
- adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- providing effective management for staff and volunteers through supervision, support and training.
- recruiting staff and volunteers safely, ensuring all necessary checks are made for staff, freelancers and volunteers, including a current enhanced DBS certificate, interview and taking up appropriate references.
- ensuring that staff, freelancers and volunteers access training on safeguarding, covering how to identify abuse and how to respond to disclosure from children or vulnerable adults.
- sharing information about child protection procedures and good practice with children, parents, staff and volunteers.
- sharing concerns with agencies who need to know and involving parents and children appropriately.
- ensuring that all YPPT staff and volunteers read and adhere to each school's safeguarding policy whilst working in that establishment.
- managing any allegations against staff and volunteers appropriately
- ensuring that we provide a safe physical environment on our projects by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Dealing with safeguarding concerns about children or vulnerable adults**

If a YPPT employee, freelancer or volunteer has any safeguarding concerns about a child or vulnerable adult on a YPPT project, they must report their concern immediately to the school in which the project is taking place in accordance with the school's Safeguarding Policies and Procedures.

They should also inform YPPT's Designated Safeguarding Lead that a safeguarding concern has arisen on the project and inform them of the steps that were taken to report the concern in accordance with the school's Safeguarding Policies and Procedures.

If any allegations are made about a YPPT employee, freelancer or volunteer regarding safeguarding concerns, they must follow the necessary procedures as set out in YPPT's Safeguarding Policy, including reporting the concern to the school's Safeguarding Lead and YPPT's Designated Safeguarding Lead, and cooperating fully with any investigation conducted by the relevant authorities.

## **Safeguarding in online settings**

YPPT may, at the request of one of our school partners, carry out work with children in online settings such as Google Classroom or on Zoom meetings.

The same safeguarding principles will apply when working with children in online settings as apply when working on face-to-face projects.

The following protective processes shall be followed:

- YPPT shall only work with children in online lessons which have been set up and facilitated by the school. The school shall be responsible for setting up the online classroom and sharing the access details with participants.
- The YPPT representative shall familiarise themselves with and adhere to the relevant school's policies and procedures around online lessons.
- The YPPT representative shall comply with the Code of Conduct in relation to online activities.
- The YPPT representative shall ensure that at least two adults are present in any online classroom where children are present (e.g. the YPPT representative and the class teacher).

## **Code of Conduct**

All YPPT staff, freelancers and volunteers must comply at all times with the Code of Conduct at Appendix 1 of this Safeguarding Policy whilst on YPPT projects.

Any concerns that a YPPT staff, freelancer or volunteer has acted in breach of the YPPT Code of Conduct, this Safeguarding Policy, a school's Safeguarding Policies and Procedures or otherwise acted in a way which has the potential to harm a child or YPPT beneficiary, this should be reported to the Designated Safeguarding Lead who will take appropriate action.

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

This policy was last reviewed on 29th July 2023

Signed:



Rachel Skingsley, Chair of Trustees