

SAFEGUARDING POLICY 2026

Policy statement

As a Drama Facilitator I understand my responsibility to safeguard and protect all members of my drama workshops. This policy has been written to ensure that all participants including adults, children 18 and under and vulnerable adults are protected from harm, abuse and exploitation.

I understand my duty of care under the Children(Performances and activities) England Regulations 2014, Children and Families Act 2014 and Care Act 2014.

This policy applies to:

- All drama workshops, rehearsals, performances and related activities
- All participants including adults, children and young people
- Vulnerable adults (including those with learning disabilities, mental health needs, physical disabilities, or other support needs)
- The Drama facilitator, assistants, volunteers and guest practitioners

The Drama facilitator is committed to:

- Prioritise the welfare of adults, children and vulnerable adults
- Ensure all teaching staff hold enhanced DBS certificates
- Collect a registration form for all attendees with record of medical, health and learning needs.
- Lead and engage in age-appropriate and inclusive activities
- Providing a safe and positive physical and emotional environment
- Listen to and respect all participants
- Act promptly to reports of abuse or concerns
- Work in line with relevant safeguarding laws and guidance
- Hold a zero tolerance for bullying, harassment or abuse
- Have an assistant present at every session to support and offer care in emergency
- Carry out appropriate risk assessment of venue spaces and apparatus
- Engage in safe and age- appropriate physical contact
- Hold appropriate physical boundaries between teachers and participants
- Creating a non- discriminatory environment, promoting respect and kindness to all

Groups and ratios

I understand that children/young people may need different methods of assistance to support them during a workshop. As a standard practice, a minimum of two members of staff will be present at every session, this includes the Drama facilitator and assistant teacher.

I adhere to the following guidelines for mixed groups in accordance with the EYFS (Early years foundation) statutory framework and guidelines recommended by NSPCC.

- **Under 2 years** - one adult to three children
- **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

Behaviour code of conduct:

All participants are expected to:

- Be kind and friendly to all participants, disregarding age, gender, race, sexuality and faith.
- Engage in and attempt workshop exercises unless exempt(which would need to be stated in registration)
- Listen to and respect others
- Keep appropriate physical boundaries
- Engage in no form of play fighting
- Listen to and respect teachers and staff
- Notify teachers/staff if they need to go to the toilet(applicable to children and young people)
- Adhere to the no phone policy during teaching sessions
- Take no photographs/videos of participants or staff
- Not to take contact details of participants 18 and under.

Safeguarding and child protection procedures:

These procedures are applicable to Drama facilitators, assistants and staff.

Written in accordance of with the “4 R’s” structure, **Recognise, Respond, Record, and Report.**

Safeguarding Lead

Sophia McLean(Drama facilitator) holds the responsibility of the **Safeguarding Lead**, managing and responding to any safeguarding concerns. Contact details are available on request.

Parents and carers can contact me if they:

- Have a concern about their child’s safety or wellbeing
- Wish to report a concern about behaviour within the group

Peer on peer abuse (Children hurting other children)

This can include:

- Bullying
- Physical and verbal abuse
- Inappropriate behaviour
- Racist, discriminatory behaviour

Incident Response Procedures:

- All incident/reports of abuse are taken seriously and reported to the Safeguarding lead.
- Parents/carers are informed of incident and contacted in emergency.
- Both parties involved are separated and addressed by staff privately, with a follow up call to parents/carers.
- Emergency services are contacted if a child/young person, is in need of urgent medical attention.
- Children/young people who refuse to adhere to the behaviour conduct cannot participate

Reports of abuse against staff:

If a child, parent/carer raises a concern about the behaviour of a staff member or volunteer:

- The concern will be recorded and reported immediately to the Safeguarding Lead
- If necessary, external safeguarding agencies will be contacted
- Confidentiality will be respected as far as possible

All concerns are handled sensitively and in line with safeguarding guidance.

Cause for concern: If a child chooses to disclose abuse

- Staff will listen carefully and react calmly
- The information will be recorded and shared with the safeguarding lead
- The Safeguarding lead will take appropriate action
- We will prioritise supporting and protecting the child

We cannot promise confidentiality if a child is at risk of harm.

Review and monitoring:

Policies are reviewed and updated periodically, to ensure they remain accurate and effective.