

## 1. Principles

British Youth Music Theatre (BYMT) is fully committed to safeguarding the health and welfare of all children and young people in their care by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. All paid staff and volunteers will, at all times, show respect and understanding for the rights of all members of the company regardless of gender, sexual orientation, disability, race or nationality.

This policy establishes that:

- The welfare of the child is paramount.
- All children without exception have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All the charity's trustees, staff and volunteers have a responsibility to report concerns.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

### 1.1 Statement

To achieve these commitments, BYMT will:

- Ensure that all staff and volunteers are carefully selected, monitored and cleared by the relevant authorities. They will be informed of, and make themselves familiar with, the Safeguarding Policy.
- Carry out risk assessments at rehearsal, accommodation and performance venues.
- Inform parents and young people how complaints or concerns should be reported.
- Let parents and young people have information about BYMT and the Safeguarding Policy and explain what they can expect of BYMT.

### 1.2 BYMT promises to:

- Ensure that all staff and volunteers provide a minimum of one satisfactory reference, which should be your most recent employer. A second supporting reference will be sought wherever possible.
- Request an Enhanced Disclosure and Barring Service (DBS), or equivalent, certificate that is not more than three years old from all staff and volunteers undertaking a "regulated activity", before commencing employment as detailed in section 4.6.
- Where a staff member/volunteer does not have a DBS certificate, BYMT will undertake a check on their behalf.
- Using the appropriate system BYMT will re-check any member of staff every three years, where they are expected to be employed or volunteering on future projects.
- Issue BYMT Staff Handbook or BYMT Freelance Staff Guide which both include the Safeguarding Policy to all company and staff members as appropriate.
- Ensure that all staff know who the Safeguarding Coordinator/s are.
- Nominate a Safeguarding Officer on each course, normally the Head of Pastoral Team.

- Ensure that each Head of Pastoral Team will be supported and kept informed about how Child Protection, Drug Awareness, Emergency First Aid and Health & Safety all relate to their period of employment.
- Ensure that all information received in the recruiting process of staff will be treated with confidentiality.
- Where a completed DBS check is found to be blemished with a relevant concern or conviction an assessment of risk will be carried out before recruitment is confirmed.

## **2. Application**

This policy and associated procedures applies to all paid staff, board members, members of BYMT and all volunteers whether these people's involvement is full or part-time, seasonal or permanent. A copy of this policy along with the subsequent procedures will be given to all of the above.

## **3. Legal and Procedural Framework**

This policy has taken into consideration the following UK and Government legislation and guidance such as:

- The Children Act 1989 and 2004
- Working Together to Safeguard Children (Every Child Matters)
- The UN convention on the rights of the Child
- Human Rights Act 2000
- The Protection of Children Act 1999
- Equality Act 2010

## **4. Good Safeguarding Practice**

### **4.1 Self-Protection**

- Unless absolutely necessary, avoid placing yourself in a one-to-one situation with a young person.
- Avoid spending time alone with young people away from others.
- Do not take children alone in a car on journeys, however short.
- Do not take children to your home.
- If in exceptional circumstances any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation and/or the child's parents.
- Only publish or reproduce photographs or video of young people where consent has been granted by the young person's parent or carer and individuals should not be identified by name.
- Photos/videos of young people should not be taken on personal electronic devices
- Ensure any communication via mobile or internet or other social media platforms can be viewed as necessary by the worker's supervisor and that this policy is explained to children and young people. (It is preferable to use group rather than individual texting).

### **4.2 You should never:**

- engage in rough, physical or sexually provocative games, including horseplay.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged.
- make sexually suggestive comments to a child, even in fun.
- let allegations a child makes go unchallenged or unrecorded; always act.

- do things of a personal nature that children can do for themselves.
- allow children to behave in an inappropriate manner

#### **4.3 Medical consent**

Consent for emergency medical attention or hospitalisation and the administering of paracetamol by pastoral team in the absence of the parent/carer should have been obtained before the start of the project. It is imperative that the BYMT Medical Form has been signed and returned as this procedure covers the organisation from accusations of neglect.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and written consent of parents. In case of an emergency situation which requires this type of help, parents should be kept fully informed despite having signed the appropriate consent form.

In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

#### **4.4 Ratios**

It is important to ensure that, in planning and running activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. Benefits include:

- minimising any risks to participants
- enhancing the benefits children draw from the activity
- reassuring parents/carers
- providing some protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

It is BYMT policy to always ensure that the following NSPCC recommended adult to child ratios are adhered to at all times:

- **9-12 years old – one adult to eight children**
- **12-18 years old – one adult to ten children**

Most of the time there are many more adults in the rehearsal rooms at one time. For the purposes of this policy, adults are those 18 years old or over.

#### **4.5 Allowing young people off course premises**

As stated in "the Guide", under 16s will not be allowed off-site unless they are with their parents or a member of the pastoral team.

16 or 17 you be required to inform the pastoral team if they intend to go off-site and it is expected they will stay in a group. They will also be expected to inform pastoral staff who you are going with, what time they expect to return and how they intend to travel. 16 –17 year old company members may be allowed a late night extension off-site at the discretion of the Pastoral Manager.

Those aged 18+ can sign out in the evenings but must make specific arrangements with the pastoral team if they intend being out late, as they may need access to a secure building on their return.

A signing-out book is held by the pastoral team and must be completed by any young person leaving the venue/site. BYMT expect young people to report back to the pastoral team upon their return. This system must be adhered to for your own safety and is also a requirement of the venues we stay in.

## 4.6 DBS Checks

Before commencing employment BYMT will request an Enhanced Disclosure and Barring Service (DBS), or equivalent, certificate that is not more than three years old from all staff and volunteers undertaking a "regulated activity". If a worker has already subscribed to the DBS online Update Service, with the applicant's permission BYMT can check the current status of their disclosure online (at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)) and a record of the result will be kept.

For the purposes of this policy, staff and volunteers are described as all paid staff and any trainees or volunteers aged 21 or over. Young people on trainee schemes who are under 21 will not need a DBS check.

## 5. Disclosure

Disclosure is a term used to describe the act of a child telling an adult or another child that something has happened and they want to talk about it. This can range from health issues to something more serious like physical or sexual abuse.

It is when the child is away from an abuser that they may take the opportunity to make a disclosure. In all cases the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

If a child confides in you here are some 'Do's and Don'ts':

### 5.1 The Do's

- Do involve the Safeguarding Officer as soon as possible. This is usually the Head of Pastoral Team.
- Do stay calm and listen without interruption. Try not to appear shocked with the allegation.
- Do let the young person speak at their own pace.
- Do use open questions/statements and only ask questions if an explanation is not clear; you are not investigating, just gathering initial information
  - *Would you like to tell me what happened?*
  - *Can you tell me where/when this happened?*
  - *Would you like to tell me who was involved?*
  - *Is there anything else you would like to tell me?*
- Do write down all that is reported in as much detail as possible and in the exact way it is described to you. Try not to put things in your own words but use the exact words of the young person.
- Do allow the young person to write down details of the incident if preferred. The young person and the member of staff dealing with the alleged incident should sign, date and time anything that is written.
- Do reassure the young person that they have done the right thing in reporting the incident and that they will be told of any resultant action.
- Do thank the young person for telling you this and explain that it is very important that they have told you.
- Do explain that you will have to tell someone who can help and do something about it and maybe make it all stop.
- Do feel free to check the Safeguarding Officer has passed all concerns onto the Safeguarding Coordinator even where the incident is believed to be resolved.

- Do consider reporting any concerns to BYMT's Executive Producer if the Safeguarding Coordinator is unavailable or if, in your opinion, the concern has not been taken seriously.

Details of the above Reporting Process are also shown on the Flow Diagram, Appendix 2 of this policy.

## 5.2 The Don'ts

- Don't try to stop the child telling you about their problem.
- Don't ask direct question or leading/closed questions/comments such as:
  - *Was it your father/coach/friend that did this to you?*
  - *Are you sure that's what happened?*
  - *Why did you let them do that to you?*
  - *Why do you think this happened?*
- Don't offer any judgements or say 'I expect you must be very upset about this'.
- Don't say 'this can be our little secret'. **You cannot promise confidentiality.**
- Don't make promises you may not be able to keep.
- Don't allow anyone else outside the police or social services to interview or ask questions of the child.
- Don't contact the parent /guardian/carer without taking advice from the Safeguarding Coordinator.

You also need to be careful about physical contact during the conversation because it may not be what the child wants. The rule is to remain positive and supportive throughout.

## Remaining Calm

The complexity of child protection issues means that there can never be a set of prescriptive questions. The key is to allow the child to tell their story and tell them that you believe what they have told you. Do not badger the child into answering too many questions, especially leading or closed questions as the child may well be interviewed later by police on video. The adult listening should be relaxed and be as natural as possible throughout. Make notes if possible or at least at the earliest opportunity and ensure you inform the Safeguarding Officer immediately. This should then be passed up the chain to the Safeguarding Coordinator.

## Disclosure of problems at home

If the child has told you about their parent or carer to whom they are returning after their trip, more immediate action may have to be taken depending on the nature of the disclosure. You are not fully trained and it is NOT your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about identifying the situation. If you have any doubt then always contact the NSPCC for advice (the numbers are shown below), having first informed the Safeguarding Officer and/or Coordinator.

## 6. Definition of Child Abuse and Neglect

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust and sometimes by other children. It refers to the damage done to a child's physical or mental health. Children can be

abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms.

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness, or deliberately causes ill health to a child in their care.

- **Sexual abuse**

Boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. It may involve physical contact including penetrative or non-penetrative acts. It may include non-contact activities, such as involving children in looking at child abuse, or involving them in the production of such images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child, which causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may, as in some cases of domestic violence, involve causing children to feel frightened or in danger and includes the exploitation or corruption of children. It may feature age or developmentally inappropriate expectations being imposed on children. Some level of emotional abuse is involved in all types of ill-treatment of children, although it may occur alone.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

- **Domestic Abuse**

Domestic abuse is physical, psychological, sexual or financial abuse which takes place within an intimate or family-type relationship and forms a pattern of coercive and controlling behaviour. It is extremely common and can have an enormous effect on children.

- **Bullying**

Bullying is often perpetrated between peers and is therefore not technically defined as a form of child abuse. However, it is nonetheless a behaviour that can have serious consequences for a child or young person with a potentially long-term impact on their health and development. It is a deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Sometimes they are singled out for reasons of physical appearance, race, beliefs, gender or sexuality.

BYMT operates a **zero** tolerance policy to bullying and will tackle any incidents of bullying with extreme seriousness.

## **6.1 Recognising Abuse**

It is not always easy to identify when children have been abused even for the most experienced carers. However, some of the more typical symptoms, which should arouse suspicions may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries (elbows, small of the back, buttocks, behind the ears etc).
- Use of sexually explicit language or actions by a child maybe to an adult or another child.
- Sudden change in behaviour such as becoming quiet or withdrawn.
- A general distrust of adults especially with whom a close relationship would be expected.
- An unreasonable reaction to normal physical contact.

## **7. Recording and reporting Information**

### **7.1 Reporting a Concern (Appendix 2)**

The reporting of a concern should be made to the Safeguarding Officer, and then to the Safeguarding Coordinator, as soon as possible to safeguard the child, particularly if the child is concerned about returning home. The Incident Report Form (Appendix 1) should be completed by anyone who has a concern about a Child Protection issue. This form should be completed as soon as possible following the incident which has prompted the concern and should be presented to the Safeguarding Coordinator who will assess the situation and decide on the most appropriate response to the concern.

### **7.2 Reporting the possession/use of Illegal Substances**

The reporting of the use of illegal substances should be made to the Safeguarding Officer, and then the Safeguarding Coordinator as soon as possible. If there is a concern about possession/use of illegal substances a room search can be made, but two members of the pastoral team must be present and the findings reported to the Safeguarding Officer, who in turn will report the Safeguarding Coordinator. The substances should automatically be confiscated to a safe place and the parents/guardians called. The police then need to be informed. The Incident Report form (Appendix 1) should be completed. Any action by the police should be recorded and the Safeguarding Coordinator will decide on the most appropriate response.

### **7.3 Reporting of Supplying Alcohol to Minors**

The reporting of anyone supplying alcohol to under 16's needs on the same project/course should be made to the Safeguarding Officer and then the Safeguarding Coordinator as soon as possible. The Incident Report Form (Appendix 1) should be completed by anyone who has a concern about a Safeguarding issue. This form should be completed as soon as possible following the incident which has prompted the concern and should be presented to the Safeguarding Coordinator who will assess the situation and decide on the most appropriate response to the concern.

### **7.4 Recording Information**

When recording information, it is important that you do not start a deeper investigation but rather gather information. Unnecessary interviews with children who are disclosing should be avoided as they are distressing for the child. Try and ensure that you are in sight of another adult, but your conversation will not be overheard.

If a child discloses any information that causes concern that the child has or is likely to be at risk of significant harm if they are returned to their carer, it may cause further problems for the child if you talk to the parents before talking to the Safeguarding

Coordinator. The information must be recorded on the Incident Report form (Appendix 1) using extra pages if necessary. That information should then be relayed to the nominated Safeguarding Officer (normally the Head of Pastoral Team for the course) who should immediately inform the Safeguarding Coordinator for action to be considered.

If the information raises significant concerns about the child returning home, the welfare of the young person is your first priority. Advice can be sought from the NSPCC who have a 24hour helpline, 0808 800 5000, as it is not always going to be practicable to contact social services. If necessary the NSPCC helpline can make a referral to Children's Services on your behalf.

If the allegation or concerns are about the parent or carer of the child that parent or carer should not be informed before contacting or seeking advice from NSPCC or Children's Services as that could put the child at further risk or prompt the parent/carer to take steps to avoid an investigation by speaking to the child.

### **7.5 Reporting allegations/concerns about other members of staff (Appendix 3)**

The reporting of allegations or concerns about another member of staff and their behaviour towards a child should be done by using the incident report form as mentioned above and contact made with the Safeguarding Coordinator as soon as possible.

It is always difficult to report matters about another member of staff as that action could cause anxiety and stress for all parties concerned, but it is better to report concerns than not to, as this action may help to safeguard a child.

### **7.6 Responding to a Concern**

Following the report of a concern or abuse about a member of staff or adult volunteer, the Safeguarding Coordinator will assess the information and report it to the parents/carers of alleged victim (if appropriate), the Local Authority Designated Officer (LADO) or the police, depending on the seriousness of the concern; in some cases this may need to be immediately.

The role of the Safeguarding Coordinator, or any other member of BYMT, is not to make an independent investigation into any allegations as this could delay the retrieval of vital evidence and also put a child at risk.

If in doubt advice should always be sought from the NSPCC who have a 24 hour helpline or contact the local police.

Alternatively, if the allegations are being made against another young person then the parents/carers of the accused should also be informed. If there is a need to call in police before parents/carers have arrived then a member of BYMT staff may act as the appropriate adult in order for the Police to conduct an appropriate investigation.

Any action taken by the Safeguarding coordinator must be recorded and include details of who they have spoken to, date and time and the advice given.



## **7.7 Response to Allegations/Concerns about Staff (Appendix 3)**

BYMT will ensure that all young people, parents/carers and staff are aware that any allegations will be taken seriously.

Although it is a sensitive and difficult issue, child abuse can and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings such as those where there is a 'position of trust', such as that held by those working closely with children during BYMT activities.

There may be three types of investigation:

1. A disciplinary or misconduct investigation by BYMT.
2. A child protection investigation carried out by Social Services.
3. A criminal investigation.

The results of the police and social services investigation may well influence the disciplinary investigation.

If, in the first instance, the concern is regarding general behaviour and a threshold of concern does not appear to have been breached, then the staff in question will only be subject to an internal investigation. This may be use of inappropriate language or 'horse-play', which could be misinterpreted. Such action may lead to disciplinary proceedings. If, however, during the course of the internal investigation a threshold of concern does appear to have been breached then the investigation will cease and the police would be called. Any such investigation would be documented with date, time and signatures.

Consideration will also be given to the person reporting as this can bring feelings of guilt and anxiety and support will be provided where appropriate.

## **7.8 Reporting Processes**

The processes of such a report being received by the Safeguarding Coordinator are as follows:

- The Incident Form (Appendix 1) should be used to report any concerns or allegations against a member of staff.
- Any incident should be reported to the Safeguarding officer, normally the Head of Pastoral Team.
- The Safeguarding officer will pass all concerns to the Safeguarding Coordinator, even where the incident is believed to be resolved.
- If concerns relate to the Head of Pastoral Team, contact the Safeguarding Coordinator directly.
- The Safeguarding Coordinator will make sure that, where appropriate, all information is passed onto the police or social services.
- You should consider reporting any concerns to the Executive Producer of BYMT if the Safeguarding Coordinator is unavailable or if, in your opinion, the Safeguarding Coordinator has not taken your concern seriously.
- Steps will be taken to ensure that the person being reported does not continue to have access to children until the matter is resolved.
- The matter may be so serious that it is reported to police immediately and they will control the investigation and contact relevant parties with the assistance of the Safeguarding Coordinator.
- For some matters advice may be sought from appropriate statutory authorities such as the LADO or from the NSPCC.

- Parents/carers of the child will be informed, as appropriate, about the concerns /allegations that have been made and they will be kept informed of the progress made in respect of any investigation.

### **7.9 If the alleged incident occurred before the young person arrived on the course, this situation needs very careful handling.**

- It is advisable to speak to the NSPCC or the police or Children's Services before speaking to the family as informing the family may cause further risk to the child or siblings that remain with the family.
- It is important that the young person is reassured but inform the child that certain people will have to be informed for his or her own safety.
- Do not carry out any physical examination if the abuse is thought to be physical or sexual.

## **8. Role of Designated Child Protection Lead**

The current Designated Child Protection Lead (DCPL) is the Welfare Manager.

The role of DCPL will be responsible for:

- ensuring the organisation has an up-to-date Safeguarding Policy with appropriate procedures in support thereof.
- ensuring relevant paid and volunteer staff understand the procedures and put them into practice.
- receiving reports of any concerns or allegations in conjunction with the person reporting.
- deciding, in conference with the Executive Producer, on appropriate action to be taken in the event of a concern, which may include contacting the LADO or police.  
acting as point of contact for parents/carers as appropriate.

## **9. Training and Raising Awareness**

BYMT will ensure that all Heads of Pastoral Teams, and where possible all BYMT staff working with children, receive continual Child Protection awareness guidance which educates on how to recognise abuse and the reporting procedure to be followed in the instance of a concern.

## **10. Retention of Information**

For the protection of the child, and out of respect for the right to privacy of all individuals, information obtained by BYMT in following the measures set out in this policy shall only be used for the purpose of complying with this policy. Such information shall be kept secure, treated as confidential and not disclosed to other staff or third parties except in exceptional or relevant discipline cases.

In accordance with the recommendations in the Every Child Matters Working Together to Safeguard Children document, records about staff will be kept until the age 65 or for 10 years whichever is longer. The information will be kept securely and access is kept to a minimum and confidentiality is paramount.

## **FURTHER SOURCES OF ADVICE AND INFORMATION:**

**BYMT** 020 8563 7725

**Designated Child Protection Lead/Safeguarding Coordinator,  
Alison Woodward** 07368 333514

**NHS Direct:** 0845 4647

**NSPCC Helpline:** 0808 800 5000

**ChildLine:** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**Every Child Matters:** [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

## **Appendices:**

### ***Appendix 1***

Incident Report Form  
(Extra pages to be used as appropriate)

### ***Appendix 2***

Flowchart of the Reporting Process for Child Protection Issues

### ***Appendix 3***

Flowchart of the Reporting Process for allegations made against staff.

### ***Appendix 4***

Body map.

### ***Appendix 5***

Keeping Children Safe on Residential Courses

## Appendix 1: BYMT Incident Report Form

Record only what has happened as reported or witnessed – do not record opinions.  
 Complete a separate form for each person involved/affected.  
 Completing this form does not constitute an admission of liability



<b>Name of Project:</b>	
<b>Name of person completing this form:</b>	
<b>Contact details of person completing this form:</b>	

<b>Details of person affected by incident:</b>	<b>Name</b>		<b>Date of birth</b>	
<b>Home Address:</b>				
<b>Contact Telephone No.:</b>				
<b>Location of incident:</b>				
<b>Date and time of incident:</b>				
<b>Witnesses (full names and addresses) :</b>				

<b>Nature of Incident</b> – Please circle appropriately	
Fire	Damage to Property      Violence/Abuse      Accident      Theft      Bullying
<b>Details of Incident:</b>	

<p><b>Did the person receive any attention?</b> (e.g. treatment, advice, counselling)</p>	
<p><b>Outline apparent circumstances of incident:</b> Where applicable, what was the person doing? Were there any contributory factors? Was any property/equipment involved?</p>	
<p><b>Outcome:</b></p>	
<p><b>Signature of person completing this form:</b></p>	
<p><b>Date:</b></p>	

**Information gathered from young person by BYMT Pastoral Team**



**Concerns written down on Incident Report Form exactly as they are described by young person**  
 Use the Incident Report form, noting exact phrases, dates, times and signing all pages, including all additional sheets  
 If not covered please ask the young person how old s/he was at the time of the incident



**Concerns passed to Safeguarding officer**  
 This is normally the Head of Pastoral Team on the BYMT course  
 The Safeguarding officer should not call the YP's home unless advised to do so either in person or with regard to point 7 (Recording & Reporting Information) in the Safeguarding Policy



**Concerns passed to Safeguarding Coordinator – Alison Woodward**  
[AlisonWoodward@bymt.org](mailto:AlisonWoodward@bymt.org) 07368 333514



Safeguarding Coordinator to inform Executive Producer &/or Deputy Chief Executive (as appropriate).



BYMT Safeguarding officer may liaise with NSPCC to decide whether the concern should be reported externally and will keep others informed



BYMT Safeguarding Coordinator to liaise with Child Protection Specialist and advise Safeguarding officer how to proceed.



**External involvement:**  
 Local Authority Children's Services (Local Authority Designated Officer LADO)  
 Police

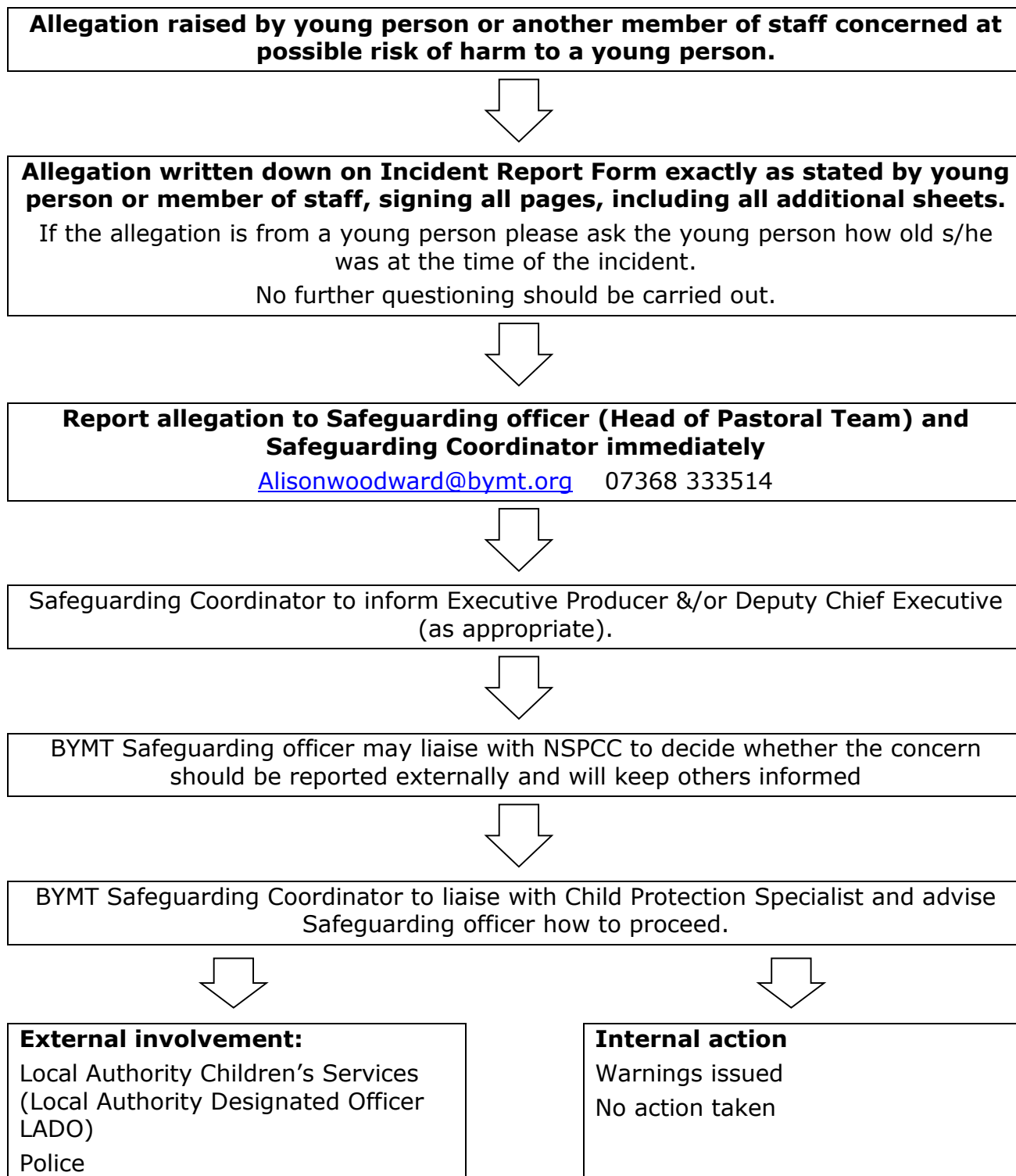
**Internal action**  
 Counselling and support  
 Possible action in line with discipline policy and procedures to protect Young People

**Keep a record of all conversations**

### Appendix 3 Accusations against BYMT staff



Flowchart of management of accusations against all BYMT staff (including volunteers). This protocol can also be followed where there are non-child protection issues concerning staff.



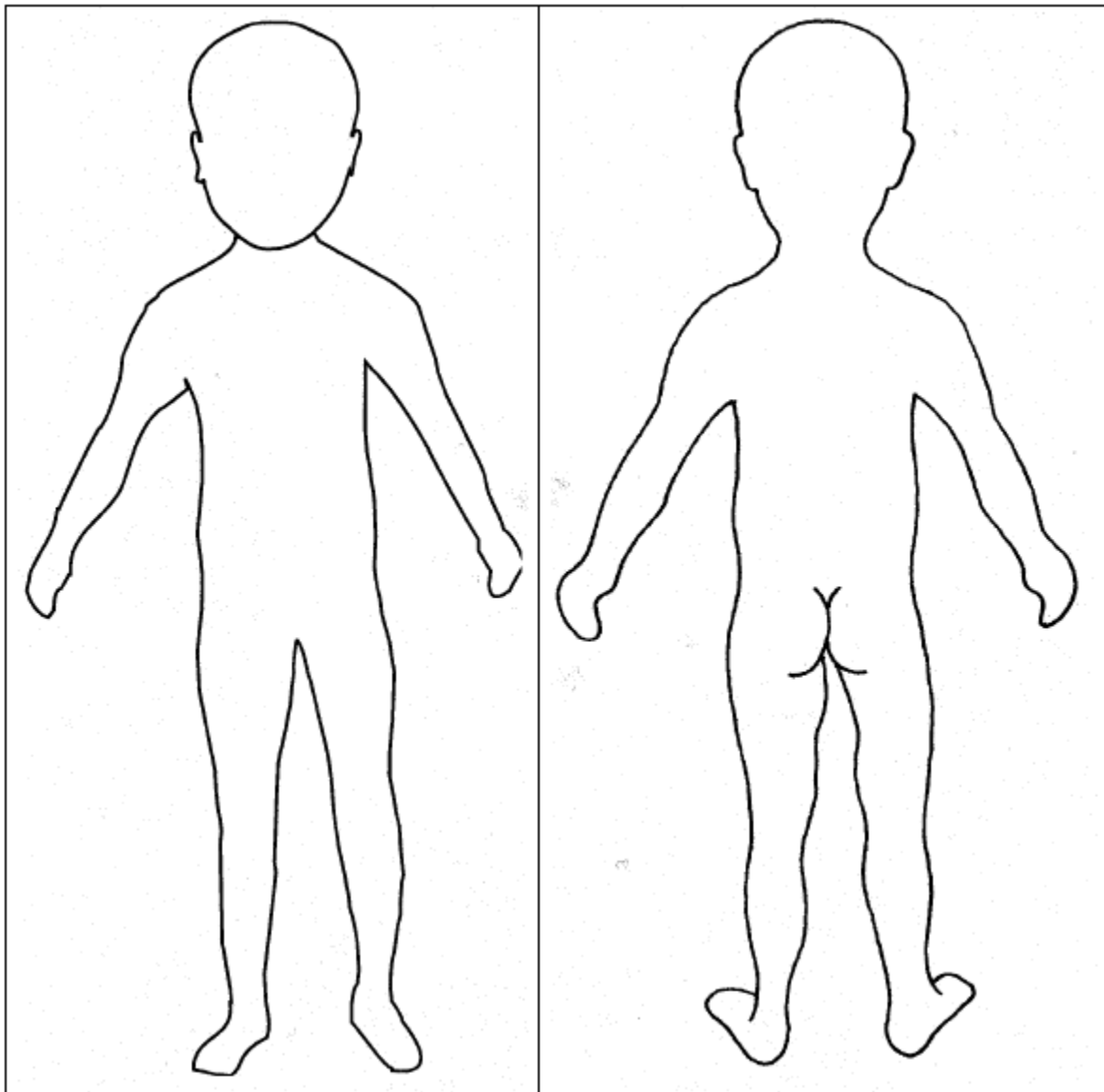
**Keep a record of all conversations**

If you feel an allegation has not been addressed satisfactorily, please contact the NSPCC Helpline directly for advice and support on 0808 800 5000.

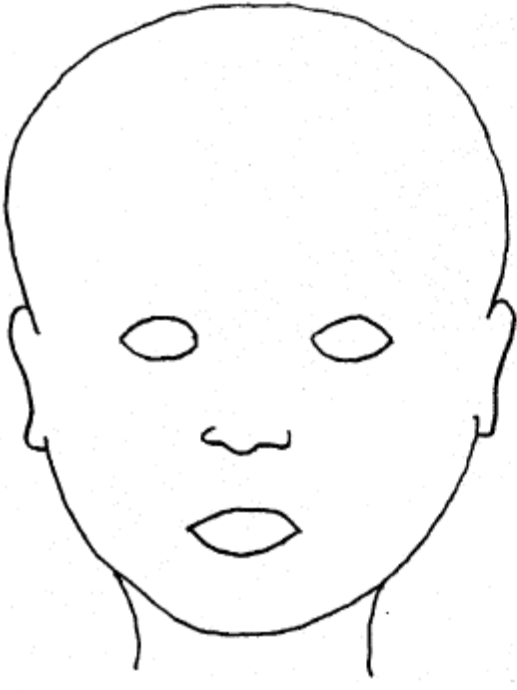
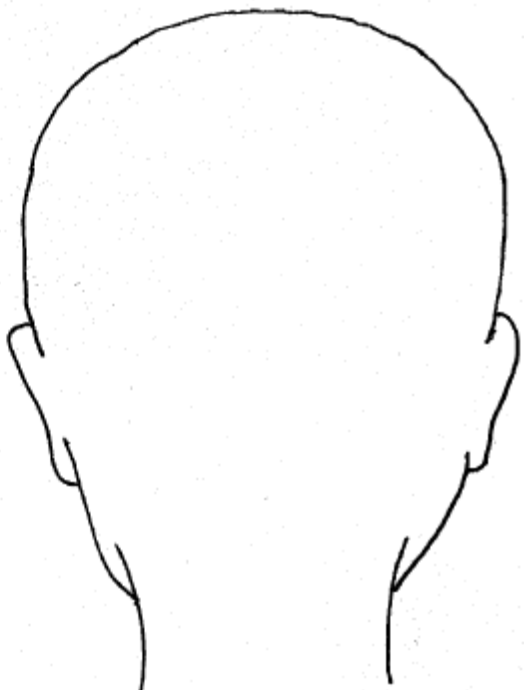
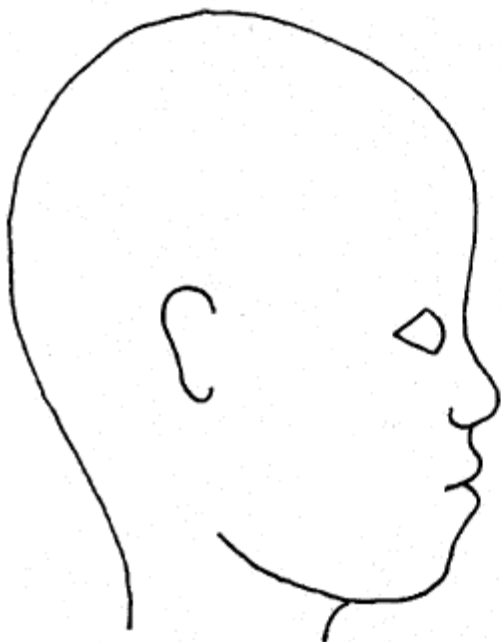
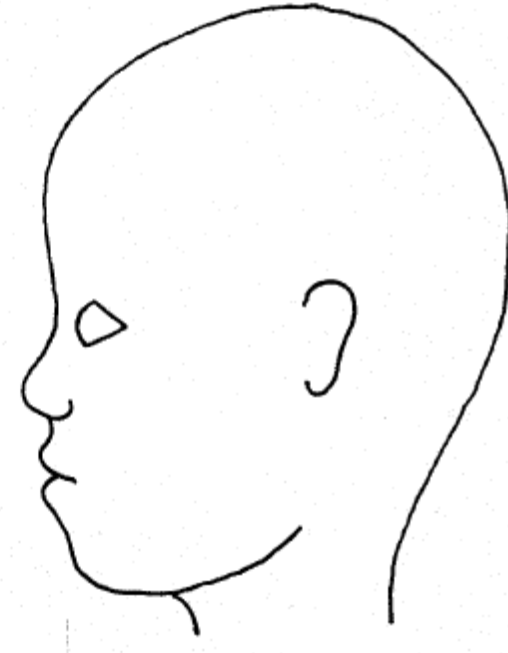
## Appendix 4

### Body Map:

Name of Young Person		Date of birth	
Name of staff member filling in body map		BYMT Course	
Role in BYMT		Date of observation	
		Time of observation	

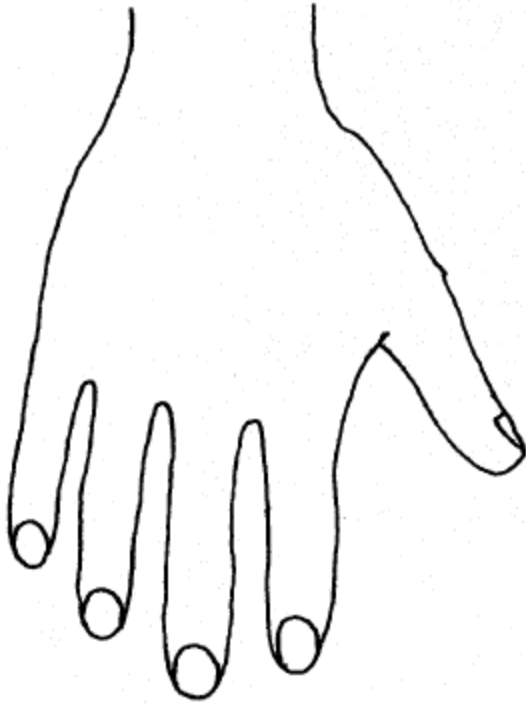




Name of Child:		Date of observation:	
			
<b>FRONT</b>	<b>BACK</b>		
			
<b>RIGHT</b>	<b>LEFT</b>		

Name of Child:

Date of observation:



R



L

BACK











R



L

PALM

Name of Child:			Date of observation:		
					
R	TOP	L			
					
R	BOTTOM	L			
					
R	INNER		L		
					
R	OUTER		L		

Staff signature	
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## Appendix 5

### Keeping Children Safe on Residential Courses:

#### Day One:

- The young people must be registered as they arrive.
- The pastoral team is responsible for making each cast member feel welcome as soon as they arrive; speaking to parents about any concerns and giving relevant information to the young person.
- Before the dinner break, the Pastoral Head will brief the whole course with rules to be followed during the course as well as the role of the pastoral team. These should include:
  - What to do in an emergency (fire evacuation etc.)
  - Areas that are out of bounds
  - Curfews
  - Bedroom allocations – who is allowed on/in each floor/building/corridor
  - Security – keeping phones secure, not leaving valuables on the rooms.
  - Who to speak to if they have a question/problem
  - The general role of the pastoral team – safety and comfort of the young people.
  - The importance of following these rules and the repercussions of breaking them (possible expulsion from the course) – These rules are put in place for YOUR security!

#### When off campus:

If you are taking the young people off the accommodation campus, you must follow these rules:

- There must always be at least 2 adults (of which one must be a pastoral team member)
- Inform the Pastoral Head of your plan of what you are going to do before you leave including route to be taken, transport taken & any food requirements.

#### At Theatre Venues:

- **Food:** It is the pastoral team's responsibility to ensure that the young people are fed at the appropriate times. This may involve mass purchase of sandwiches or booking of catering – this must be planned and cleared with the Welfare Manager in advance.
- If rehearsals are going on longer than planned into allocated meal times, it is the pastoral team's responsibility to remind the creative staff of this at an appropriate time.
- **Transport:** The pastoral team is responsible for making sure the students arrive on time and safely to the venue. This may involve a pre-booked coach, school minibus, public transport or walking. If using public transport, a risk assessment must be completed before leaving clearly stating the route being taken, how risks will be mitigated and how the pastoral members will work together to ensure the safety of the young people.

#### On the last day:

- The young people must be registered as they leave.
- The pastoral team is responsible for making sure each young person is re-united with their parent/carer (as listed on their paperwork).
- If the parent/carer does not turn up, the Pastoral Manager should call the parent contact number and then the emergency contact to find out what the problem is.
- If the problem cannot be settled, the Pastoral Manager should call the Welfare Manager who make a decision on what to do. The young person must never be left without parental handover.

**It is the responsibility of every member of BYMT staff – not just pastoral team – to ensure the safety of each young person in BYMT's care.**