



Knaresborough Youth Theatre Safeguarding Policy

Introduction

Knaresborough Youth Theatre is committed to providing a safe, nurturing, and inclusive environment for all children and young people participating in our extra-curricular activities, including our Friday and Saturday workshops and holiday programs. This Safeguarding Policy outlines our approach to ensuring the safety and well-being of all participants aged 4-18 and the responsibilities of our staff and volunteers.

Aims

The aims of this Safeguarding Policy are to:

- a) Protect all children and young people involved in Knaresborough Youth Theatre's activities from harm, abuse, and neglect.
- b) Ensure that all staff, including the workshop leaders and assistants, understand their roles and responsibilities in safeguarding children and young people.
- c) Establish clear procedures for reporting and managing concerns about the welfare of participants.
- d) Promote a culture of safety, openness, and mutual respect within Knaresborough Youth Theatre.

Designated Safeguarding Leads

The Designated Safeguarding Leads (DSLs) for Knaresborough Youth Theatre are Douglas Thompson and Rowena Lloyd. The DSLs are responsible for:

- a) Overseeing the implementation and review of the Safeguarding Policy.
- b) Providing advice, guidance, and support to staff and volunteers on safeguarding matters.
- c) Ensuring that all staff and volunteers receive appropriate safeguarding training.
- d) Liaising with external agencies, such as local authorities, social services, and the police, as required.

Staff and Volunteer Responsibilities

All staff and volunteers at KYT have a responsibility to:

- a) Familiarise themselves with this Safeguarding Policy and adhere to its guidelines.
- b) Attend safeguarding training as required and stay up-to-date with best practices.
- c) Be vigilant in recognizing signs of abuse, harm, or neglect among participants.
- d) Report any concerns or disclosures to the DSLs in a timely manner.



Recruitment and Training

KYT is committed to ensuring that all staff and volunteers who work with children and young people are suitable and appropriately qualified. Our recruitment process includes:

- a) Conducting interviews to assess the suitability of candidates.
- b) Obtaining at least two professional references for each candidate.
- c) Conducting Disclosure and Barring Service (DBS) checks for all staff and volunteers.
- d) Providing ongoing safeguarding training and support for all staff and volunteers.

Reporting and Managing Concerns

If a staff member or volunteer has a concern about the welfare of a child or young person, they should:

- a) Speak to one of the DSLs as soon as possible, providing a clear and factual account of their concerns.
- b) Record their concerns in writing using the KYT Incident Report Form, including the date, time, location, and any relevant details. This report should be submitted to the DSLs within 24 hours.
- c) Maintain confidentiality and share information only with those who need to know.

The DSLs will assess the concern, provide advice on the next steps, and, if necessary, make a referral to the appropriate external agency. If the concern involves one of the DSLs, the other DSL should be informed, and an external safeguarding advisor may be consulted.

Confidentiality

All safeguarding concerns should be treated with the utmost confidentiality. Information should only be shared with those who need to know and must be stored securely in accordance with data protection regulations.

Review

This Safeguarding Policy will be reviewed annually or as required by changes in legislation or best practices. All staff and volunteers will be informed of any updates and are expected to adhere to the revised policy.

Last Updated: 19/03/2023

Signed by:
RLloyd, Designated Safeguarding Lead
Knaresborough Youth Theatre