



SAFEGUARDING POLICY

Cyclorama Drama & SJC Speech and Drama Tutoring

POLICY STATEMENT

Cyclorama Drama and SJC Speech and Drama Tutoring (hereafter "the Company") is fully committed to safeguarding the welfare of all children, young people, and vulnerable adults in our care. We recognize our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation.

The Company acknowledges our duty to act appropriately to any allegations, reports, or suspicions of abuse. All staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people, and adults.

We recognize our duty of care under:

- The Children and Young Persons Act 1963
- The Children (Performances and Activities) (England) Regulations 2014
- The Children Act 1989
- The Criminal Justice and Court Services Act 2000
- Working Together to Safeguard Children 2013

CORE PRINCIPLES

The Company believes that:

- The welfare of all children and young people is paramount
- All children have the right to protection from abuse regardless of their age, culture, disability, gender, language, racial origin, religious beliefs, or sexual identity
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
- All staff and volunteers should be clear on how to respond appropriately

OUR COMMITMENTS

The Company will ensure that:

- All children will be treated equally and with respect and dignity
- The welfare of each child will always be put first

- A balanced relationship based on mutual trust will be built which empowers children to share in the decision-making process
- Enthusiastic and constructive feedback will be given rather than negative criticism
- Bullying will not be accepted or condoned
- All adult members provide a positive role model for dealing with other people
- Action will be taken to stop any inappropriate verbal or physical behavior
- We will keep up-to-date with health and safety legislation
- We will keep informed of changes in legislation and policies for the protection of children
- We will undertake relevant development and training
- We will hold a register of every child involved with the organisation and retain emergency contact details

DESIGNATED SAFEGUARDING LEAD (DSL)

Primary DSL

Name: Sarah Cook

Mobile: 07565477006 Email: scook.freelance@gmail.com

DSL Responsibilities:

- Receive and act upon any reported concerns
- Ensure all staff are familiar with and follow the safeguarding policy
- Provide support and training for staff and volunteers
- Maintain contact details for local children's services and police
- Maintain confidential records of reported cases and action taken
- Liaise with relevant statutory authorities when necessary

SUPERVISION OF CHILDREN AND YOUNG PEOPLE

The Company is committed to ensuring the safety and well-being of all learners during their participation in activities and lessons, both in person and online. Supervision procedures are in place to reduce risk and provide a safe, supportive learning environment.

IN-PERSON LESSONS AND ACTIVITIES

- Children will be supervised at all times during lessons, workshops, rehearsals, and performances.
- One-to-one tuition will take place in open spaces, or in a room with an open door or a door fitted with a window panel to maintain visibility.
- Parents/guardians are welcome to remain nearby or observe from an appropriate distance where this is suitable.
- All venues used by the Company are risk assessed, and staff are briefed on appropriate boundaries and safeguarding responsibilities.

ONLINE LESSONS

- Online lessons will only take place using secure platforms approved by the Company.
- Pupils are expected to join online lessons from a communal area of the home (e.g., kitchen, living room), not from private bedrooms.
- Parents/guardians will be made aware of lesson dates, times, and the access links in advance.
- Tutors will conduct lessons in a professional setting and ensure that all interactions are in line with safeguarding best practice.

These supervision arrangements are designed to protect learners and staff and to promote a culture of transparency, accountability, and trust.

In implementing this safeguarding policy, Cyclorama Drama / SJC Speech and Drama will:

1. **Communicate Responsibilities:** Clearly communicate to all staff, members, volunteers, and contractors their legal and moral responsibility to protect children and young people from harm, abuse, and exploitation. This includes making them aware of this policy and related procedures.
2. **Uphold Standards:** Communicate to all staff, members, volunteers, and contractors their responsibility to work to the standards detailed in this policy. We will strive to maintain the highest standards of practice in child protection at all times.
3. **Reporting Concerns:** Ensure that all staff, members, volunteers, and contractors understand their duty to report any concerns that arise about a child or young person's welfare, or any concerns about the conduct of another individual towards a child/young person, to the organisation's Designated Safeguarding Lead (DSL).

4. Referral Procedures: Ensure that the organisation's Designated Safeguarding Lead (DSL) understands their responsibility to refer any child protection concerns to the appropriate statutory child protection agencies (i.e., the Police or Children's Social Care). This includes clear procedures for recording and reporting concerns.
5. Consistent Procedures: Ensure that all procedures relating to the conduct of staff, members, volunteers, and contractors are implemented in a consistent and equitable manner. This includes recruitment, training, supervision, and disciplinary procedures.
6. Child Participation: Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues related to the services they receive and provide them with access to the company's Complaints Procedure. We value their feedback and will actively listen to their concerns.
7. Parent/Carer Involvement: Facilitate the involvement of parents or carers in the work of the company and make this Child Safeguarding Policy and related procedures readily available to them. We believe that working in partnership with parents and carers is essential to safeguarding children.
8. Training and Development: Provide regular and appropriate safeguarding training to all staff, members, volunteers, and contractors to ensure they are aware of their responsibilities and understand how to implement this policy effectively.
9. Policy Review: Regularly review and update this Child Safeguarding Policy to ensure it remains relevant and effective in light of current legislation and best practice. The policy will be reviewed at least annually or sooner if required.
10. Designated Safeguarding Lead (DSL) [Sarah Cook] is the Designated Safeguarding Lead for Cyclorama Drama / SJC Speech and Drama. They are responsible for overseeing the implementation of this policy and acting as the point of contact for all safeguarding concerns and they are trained in Level 3 Safeguarding.

This policy is integral to our commitment to creating a safe and nurturing environment for all children and young people involved with Cyclorama Drama / SJC Speech and Drama.

Date of Last Review: 23rd April 2025

Next Review Due: 1st September 2025

Signed: _____

Sarah Cook

Designated Safeguarding Lead / Company Director

