

Actiontrack Performance Company

Child Protection Policy

Actiontrack Performance Company fully recognises its responsibilities for child protection.

The types of abuse are:

- Physical
- Sexual
- Neglect
- Emotional (including seeing or hearing the ill treatment of another)

It is the policy of Actiontrack Performance Company to ensure that all participants in company projects and activities are safeguarded from physical, sexual and emotional harm while taking part.

Actiontrack Performance Company has a Designated Safeguarding Lead. On all projects and activities, the lead professional will know how to contact the Designated Safeguarding Lead.

Actiontrack Performance Company requires that all employees, contracted staff and other paid or voluntary helpers working with children and young people *sign and* follow the Code of Conduct set out below.

CODE OF CONDUCT

As an adult working with children and young people as part of an Actiontrack Performance Company activity, you should:

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing, wherever possible
- Respect everyone's right to personal privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person may be misinterpreted
- Be aware that the content of some Actiontrack Performance Company activity may raise issues or questions for young people, *e.g. a project exploring bullying.*

You should not:

- Permit abusive behaviour such as bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children or young people
- Drink alcohol while in a childcare role, or offer alcohol to under 18s while in a childcare role.
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as crushes or tantrums
- Show favouritism to any individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even in jest
- Deliberately place yourself or others in a potentially compromising situation

What to do if something goes wrong when working in a school or other recognised organisation

If you have any reason to suspect that a child or young person is being abused:

- Immediately inform the Designated Safeguarding Lead in the school or educational organisation of your concern
- Follow the advice and policy of the Designated Safeguarding Lead for the organisation within which you are working
- Make a written record of all details of the facts known to you, and give a copy to the Company designated lead for safeguarding
- If a child or young person tells you about abuse by someone else: Stay calm; do not be shocked; try to act normally.
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance, assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it.

What to do if something goes wrong when working on a project for which Actiontrack has the sole responsibility

If you have any reason to suspect that a child or young person is being abused:

- Immediately inform the Company Designated Safeguarding Lead.
- Make a written record of all details of the facts known to you, and give a copy to the Company Designated Safeguarding Lead.
- If a child or young person tells you about abuse by someone else: Stay calm; do not be shocked; try to act normally.
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance, assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it.

What to do if you receive an allegation of abuse about another Actiontrack Performance Company employee or volunteer

If you receive an allegation of abuse about any other Leader, or about yourself,

- Immediately inform the Actiontrack Performance Company Designated Safeguarding Lead, and keep a written record of all the facts as you know them
- Ensure that no-one is placed in a position which could lead to further compromise

Please note that the term “abuse” does not only relate to physical or sexual abuse, but any failure to care for young people according to our policy. This includes inappropriate jokes or gestures, use of alcohol or other actions that could lead young people into harm. In all cases, but particularly more serious concerns, you must refer the matter to a designated lead for safeguarding, do not try to deal with any possible cases of abuse on your own.

Reporting Procedures

Adults working with Actiontrack Performance Company are in a position of trust and a child may disclose information to a person s/he can trust.

When a child discloses abuse to an adult in the school, that person is responsible for making a written record of the disclosure as soon as possible after the event and reporting it urgently to the Designated Safeguarding Lead within the organisation that has contracted Actiontrack Performance Company as well as to the company designated lead.

Written reports must be handwritten, signed and dated. Electronic reports should not be written at this stage and no report should be left on a computer or electronic device.

Whistleblowing

Actiontrack Performance Company reserves the right to escalate any matter regarding safeguarding using the official and appropriate channels.

Recording Studio

For safeguarding and security purposes CCTV operates during all sessions that take place at the recording studio. These are kept unedited on hard drives in perpetuity and are only available to Actiontrack staff and board. Request to make reference to such recordings by other parties must be made in writing through legal channels to the company office. No CCTV recorded images will be made available for any other purpose than to verify activity subject to accusation or complaint.