

# | NORWICH | THEATRE | ROYAL |

## Safeguarding Policy Summary

'Child' in the context of this policy refers to any individual under the age of 18; however, the policy is also applicable to other young people and vulnerable adults who use Norwich Theatre Royal and Norwich Playhouse, and their educational resources and facilities.

'Safeguarding' is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

"Child protection" is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

### **POLICY STATEMENT**

Norwich Theatre Royal (NTR) is committed to safeguarding and promoting the welfare of all children. We strongly believe that all children and young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

### **PRINCIPLES**

- We will promote the welfare of all children who use our venues or associated venues such as The Garage, for whatever purpose, by ensuring that all employees and volunteers are clear of their responsibilities in respect of safeguarding.
- All employees and volunteers have a responsibility to report any concerns of child abuse to NTR's Designated Safeguarding Officer without delay.
- We respect the rights, wishes and feelings of the children with whom we are working. We ensure that children feel secure, are encouraged to talk, are listened to and are safe.
- We promote the welfare of children and their protection within a relationship of trust.
- We take seriously any allegation or suspicion of abuse towards a child with whom we are in contact with and recognises that any child can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of procedures.
- All employees, volunteers and regular freelance practitioners will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.
- At all times we will work in partnership and try to establish effective and appropriate working relationships with parents, carers and colleagues from other agencies and organisations.

### **RESPONSIBILITIES**

All Employees, Volunteers and Freelance Practitioners have a responsibility to safeguard children from harm, including:

- Being vigilant of the signs that may indicate a child is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or a Deputy.
- When taking a disclosure from a child remembering not to ask any leading questions.

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All information relating to any concerns about the welfare of a child must be presented to the Designated Safeguarding Officer so that all incidents, minor and major are recorded. This information will be kept securely and confidentiality will be respected. Confidentiality will only be breached if and when it is in the best interests of a child.

In every respect, employees, volunteers and freelance practitioners must ensure that the relationships they form with children at NTR are appropriate.

The Responsibility for managing this policy lies with the Designated Safeguarding Officer.

**Designated Safeguarding Officer** 01603 598610  
Wendy Ellis, Learning and Participation Manager

**Deputy Designated Safeguarding Officers**  
01603 598600  
Jo Reil, Training and Skills Development Manager  
John Simpson-Wedge Learning and Education Manager  
Samantha Patel, Community Participation Manager

For a full copy of Norwich Theatre Royal's *Safeguarding*  
~ *Policy and Procedures* document please contact:  
Wendy Ellis ~ Designated Safeguarding Officer  
01603 598610

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