



CHILD SAFEGUARDING STRATEGY

At Caystage, Cayman Drama Society's Training Department, we are committed to protecting all children that come through our doors. We offer educational services and extra-curricular classes within the community, and on site at the prospect playhouse, and are in contact with young people from ages 5-18 on a regular basis. The aim of this policy is to safeguard our practices and facilities to ensure the young people we work with are protected from harm and risk of harm, and that any concerns are reported appropriately. In this document, we will cover four key areas:

Safe Environment Policy

Code Of Conduct

Screening and Hiring Practices

Mandatory Reporting Policy and Procedures

SAFE ENVIRONMENT POLICY:

- A risk assessment will take place before each class to remove any dangers, and ensure a safe rehearsal space for all. If risks are identified, then the class will move to a different location in the theatre building until the area is deemed safe again.
- Our adult:child ratios will always be adhered to, and in the event that only one student turns up, class will be cancelled to ensure no 1:1 situations.
OUR CURRENT RATIOS ARE:
Age 5-6s: 1:8
Age 7-9: 1:12
Age 10-18: 1:16
- Spectators will not be allowed in any classes to avoid our young people feeling inhibited or observers putting them at risk (other than our own Head of Education for staff observation).
- Classes will be subject to observation by the Head of Education on the CDS Board, who will conduct spot checks on class conduct and content.

- The building will be secured 10 minutes after class start time to allow latecomers entrance but to ensure the building is not open for the duration of class.
- The training room entrance and rehearsal space will be used only by students and staff during class time, and there will be no access for any other persons.
- Parents, guardians, and other, will not be allowed to remain in the theatre during class time.

CODE OF CONDUCT:

- Tutors will ensure that children can explore and enjoy their creativity in a safe, supportive, and encouraging environment, free of any element of negative criticism, ridicule or bullying, from both participants and staff.
- Anti-discrimination: all young people will have the same protection regardless of age/disability/gender/racial heritage/religious belief/sexual orientation/identity. We have a zero tolerance to discriminatory practices and disciplinary action will be taken on any incidents which go against our anti-discriminatory policy.
- Personal contact information including personal emails and phone numbers will not be shared with students.
- There will be no private digital communications between students and tutors, and communications should all be made via parents, or in a group setting where applicable (ie-we had a group whatsapp for the teenage class during lockdown so they could share their performance videos). If any group whatsapp is used it will be with the knowledge of parents of the involved students.

SCREENING AND HIRING PRACTICES:

- Both tutors and volunteers will be subject to a contract agreeing to this policy, and our practices.
- All tutors and volunteers will complete Darkness To Light training, and be required to submit a police clearance certificate prior to engaging in youth work.
- Staff will remain up-to-date on first aid training, child protection and any other skills relevant to our youth work.
- New tutors/volunteers will be subject to a reference check.

- New tutors/volunteers will complete our application form, which includes questions on working with children and safe practices.

MANDATORY REPORTING POLICY AND PROCEDURES:

- Any incidents requiring medical action (including the application of band-aids) will be recorded and reported both in our accident book and to the relevant parent/guardians on pick-up.
- Behavioral issues will first be addressed with parents via email, then via verbal communication/meeting if the issue is not resolved.
- Any concerns over the safety of our students or information disclosed will be reported to the relevant bodies (DCFS/MASH) as well as our Head of Education, and Chairman at CDS.
- The Head of Training will report to the aforementioned bodies within 24 hours of any relevant incident and complete a full report to Head of Education and Chairman within 48 hours.
- If a child discloses abuse this will be reported to the Child Protection Officer, and where this is not possible, directly to both the Head of Education and the Chairman.
- The Head of Training is also the appointed Child Protection Officer and will ensure all appropriate training is completed, and documentation of this on file, for tutors and volunteers. They will also keep a copy of the contracts which include receipt and agreement of reading, understanding, and complying with this document and policies.

KEY PERSONS:

Head of Training/Child Protection Officer – Kirsty O’Sullivan (training@cds.ky)

Head of Education Board – Mel Wright (mel@cds.ky)

Chairman – Vanessa Hansen-Allott (chairman@cds.ky)

DATE: 22/6/22

SIGNED BY HEAD OF TRAINING (Kirsty O’Sullivan): 

APPROVED AND SIGNED BY CHAIRMAN (Vanessa Hansen-Allott): 