



RAZZAMATAZ
THEATRE SCHOOLS

Safeguarding and Child Protection Policy

Policy Review

This policy will be reviewed in full by Razzamataz Theatre Schools

Date of Last Review: August 2025

Due for Review in:

August 2026

INTRODUCTION

Razzamataz believes that a child or young person should never experience abuse of any kind and regards the health, safety and welfare of all children and young people engaged in its activities, as one of its highest priorities. We recognise and fully accept our moral and statutory duty to safeguard and promote the welfare of children and young people and are committed to a practice that protects them.

This policy should be read in conjunction with the following Razzamataz Policies;

- Safer Recruitment
- Health and Safety
- Recording and Information Sharing
- Code of Conduct for Staff and Volunteers
- E-Safety
- Anti-Bullying
- Complaints
- Training, Supervision and Support
- Quality Assurance

This policy applies to all staff, including senior managers, principals, paid staff, sessional workers, consultancy staff, volunteers, chaperones and anyone working on behalf of Razzamataz Theatre Schools.

LEGISLATIVE FRAMEWORK AND GUIDANCE

This policy has been drawn up with regard to the following safeguarding legislation and guidance.

Keeping Children Safe in Education 2025

DfE Safeguarding Guidance for After-school clubs, community activities, and tuition (2023)

Children's Act (1989/2004)

Sexual Offences Act (2003)

Data Protection Act (2018)

General Data Protection Regulations (GDPR)

The Equalities Act (2010)

Safeguarding Vulnerable Groups Act (2006)

Working Together to Safeguard Children (2023)

The Child (Performance and Activities) (England) Regulations (2015)

SEND Code of Practice (2014)

Children and Families Act (2014)

DEFINITIONS

Safeguarding – means protecting children, children and young people from maltreatment, preventing impairment of their physical and mental health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care and taking action to ensure the best possible experience.

Child Protection – any activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm

Child/Young Person – anyone under the age of 18

Significant Harm – The Children's Act introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children. Some children **may be in need of help because they are suffering or likely to suffer significant harm**.

Staff – describes all staff and volunteers working for Razzamataz regardless of their position, role or responsibility

SEND – Special Educational Needs and Disabilities

PRINCIPLES OF SAFEGUARDING

Razzamataz will take all reasonable measures to ensure that any risk of harm to students' health and wellbeing is minimised and will take all possible action to address concerns about the health and wellbeing of any student in full partnership with other local agencies.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children's Act 1989/2004
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have an equal right to protection from all types of harm and abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, carers and other agencies is essential in promoting the welfare of children and young people.

We will seek to keep children and young people safe by:

- Valuing them, listening to them and respecting them
- Informing each child who the appropriate person or people are to speak to if they have any questions, problems or concerns
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

- Recognising the individual needs of the child e.g. recognising when a child may be tired and need a break.
- Raising awareness of 'risks' when appropriate, for example, sending images online.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that occurs.
- Appointing a Strategic Designated Safeguarding Officer (DSO) and Operational Designated Safeguarding Officer for children and young people.
- Adopting robust safeguarding practices through procedures and a code of conduct for staff and volunteers.
- Ensuring staff recognise the signs of abuse or that a child or young person may be at risk of significant harm.
- Providing a framework for reporting and dealing with concerns and disclosures.
- Using our safeguarding procedures to share concerns and relevant information with agencies that need to know, and involving children, young people, parents, families and carers appropriately.
- Recording and storing information professionally and securely.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Ensuring that all staff and crew who don't necessarily have close contact with children but who are assisting in the production are aware of their safeguarding responsibilities to children.
- Using our procedures to manage allegations against staff or volunteers appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.

TYPES OF ABUSE

The following are recognised as types of abuse, although any act which harms a child, young person or vulnerable adult should also be considered. Razzamataz understands that certain groups of children and young people may be more vulnerable to abuse and neglect, for example, those with disabilities and differences, children and young people in care, those missing from education, parental substance misuse, parental mental health conditions.

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent an injury occurring.

Neglect - the persistent or severe failure to meet a child's, young person's or vulnerable adult's physical and/or psychological needs, which may result in serious impairment of their health or development.

Sexual Abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity of any kind. Any apparent consent or awareness is irrelevant.

Emotional Abuse – persistent emotional ill treatment or rejection; includes abusive or offensive electronic communications. This causes severe and adverse effects on behaviour and emotional development, resulting in low self-esteem. Some degree of emotional abuse is present in all forms of abuse.

Financial Abuse - in intimate or parental relationships is a way of controlling a person's ability to acquire, use, and maintain their own money and financial resources.

Organisational Abuse – neglect and poor care practice within a care setting such as a children's home or hospital or in relation to care provided in someone's own home ranging from one-off incidents to ongoing ill-treatment.

Extremism and Radicalisation – Extremism is defined as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and

tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas.” Radicalisation is defined as “the way in which a person comes to support terrorism and encourages other people to believe in views that support terrorism”

Child Sexual Exploitation - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

Child Criminal Exploitation - Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Child-on-Child Abuse - Children can abuse other children. This is generally referred to as child-on-child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual Harassment and Violence - sexual harassment and violence and can occur between two learners of any age and sex and can occur in person or on-line. Razzamataz understands its responsibility to take all reports and concerns seriously, challenge inappropriate behaviour and support both the victim and the perpetrator.

Domestic Abuse - Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. This also includes ‘coercive control’ which is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse which is intended to harm, punish or frighten the victim. **A child who is living with domestic abuse is at high risk of suffering emotionally and as such is being emotionally abused.**

Hate Crime – where a crime is committed against a person specifically because of their gender. Ethnicity. Disability, religious belief or sexual orientation.

Forced Marriage – describes a marriage in which one or both of the parties are married without their consent or against their will. Different from an arranged marriage, in which both parties’ consent

Female Genital Mutilation - all procedures involving partial or total removal of the external female genitalia for nonmedical reasons. FGM is illegal in England and Wales under the FGM Act (2003)

Online Abuse – staff should recognise that many types of abuse take place online and should therefore ensure that students understand the risks and how to spot the signs that they may be at risk of harm.

Mental Health - all staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences, can impact on their mental health, behaviour and education.

ADDITIONAL SAFEGUARDING CONCERNS

Online Safety – Razzamataz staff are aware of the dangers of children accessing harmful materials on line and will ensure that children are reminded of the risks at every opportunity. This includes ensuring that children understand that their social media platforms should be private and that they should only communicate online with people they personally know. Staff will keep informed about emerging risks, such as extremist and hateful groups and the influence that such groups can have on children and young people. Parents/Carers will be advised of any child who is found to be accessing harmful and/or illegal web content whilst at Razzamataz classes or events.

Children who have not been collected – Arrangements to collect children at the end of a class or an event must always be agreed with Razzamataz staff. This includes the requirement for parents/carers to let staff know who will be collecting and when there are changes to this arrangement. Wherever possible, Razzamataz will record the contact details of two family members/friends to take responsibility for the child. If a child is not collected after 30 minutes from the end of the class and there has been no contact from the parents/carers, Razzamataz reserve the right to contact the police or children's services.

ROLES AND RESPONSIBILITIES

Safeguarding is everyone's responsibility and all staff involved in the teaching and support of students have a role to play. All staff employed by Razzamataz will undergo safeguarding training at induction, advanced training (as appropriate) and will take part in the annual CPD programme where safeguarding updates/refreshers will be scheduled.

Your Operational Designated Officer is: ***The Principal of the School***

Role and Responsibility of the Operational DSO's

- First point of contact for all staff and volunteers to go to for advice if they are concerned about a child or young person.
- To ensure that they comply with safe recruitment procedures for new staff members and their induction
- Ensures that the safeguarding policy is adhered to
- Identify and challenge poor practice
- Sharing appropriate information with relevant people
- Consulting strategic DSO and local safeguarding children board procedures for additional information and guidance if needed
- Ensuring that all staff having contact with children and young people have received appropriate safeguarding and child protection training

The Strategic Designated Officer is: Gill Sommers MSc. Cert Ed.

Email: info@thesafeguardingconsultant.co.uk

Tel: 07879 844769

Role and Responsibility of the Strategic DSO

- Provide advice and support for Operational DSO's
- Drawing up, updating and enforcing the company's safeguarding policy
- Ensure operational DSO's are following safeguarding policy and procedure within their individual schools
- Ensure concerns are logged and stored securely
- Leading the way for promoting a safe environment for children and young people

SAFE RECRUITMENT/EMPLOYMENT OF STAFF

Razzamataz operates safer recruitment and employment practices and has a separate policy to manage this.

The following checks form part of that process to ensure that safe and suitable staff are employed;

- Staff working with children and young people will be checked through the Disclosure and Barring Service at the level required for their role
- Two employment/education references including the most recent employment.
- References will include the referee's opinion on the applicant's suitability to work with children and young people.
- References will be sought directly from the referee, and the referee will be contacted to verify the reference.

SAFEGUARDING ALLEGATIONS AGAINST STAFF

Razzamataz expect all staff to behave in a professional and appropriate manner. The Staff Code of Conduct Policy provides staff with clear guidelines on how to behave and how to avoid unfounded allegations. Breaches of this Code of Conduct may result in disciplinary proceedings.

The primary concern in the event of an allegation is to ensure the safety of the child or young person. In all cases, action will be taken quickly, confidentially and professionally, with all parties clear that suspension is not an indicator of guilt, but a required part of a process.

Following an allegation against a member of staff, the relevant Operational Designated Officer (usually the Principal) will conduct an investigation and will follow the Razzamataz Disciplinary Policy and Procedures as appropriate. Guidance will be provided by Head Office throughout the process. Where an allegation is made against the Principal, the matter will be investigated by the Strategic Safeguarding Officer at Head Office.

In the event that a member of staff suspects any other member of staff of abusing a student, it is their responsibility to report these concerns to their Operational Safeguarding Officer except when they are the person against whom the allegation is being made. In this instance the report should go to the Strategic Safeguarding Officer. Staff will be made aware of the company's Whistleblowing Policy' and encouraged to follow this procedure if they feel it is in their best interests to do so.