



This document is based on guidelines from NSPCC.

Last updated: 3/09/2020 by Sue Lee, appointed Safeguarding Officer

OUR TIME PROJECT Company is committed to safeguarding the health, safety and welfare of children and young people that are involved with us as part of our online workshops, practical workshops, on work experience placements or involved in our productions.

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

The purpose of this statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in workshops and online activities.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. Safeguarding children and child protection [guidance and legislation](#) applies to all children up to the age of 18. Summaries and guidance are available on: [Online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse).

The Artistic Director is the Designated Safeguarding Officer and should be the first point of contact with regards to any suspicion of a child or young person being at risk or of an adult behaving inappropriately.

We at OUR TIME PROJECT company have established the following values and code of practice:

- We believe every child should always be able to use the internet for education and personal development in a safe environment.

- Children and young people should never experience abuse of any kind.
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

ONLINE WORKSHOPS

- Online workshops will always be conducted by a OUR TIME PROJECT practitioner.
- Children will never be left alone online with a member of staff who is not DBS checked. The Education Department policies and procedures will be followed for all online workshops and a copy of these policies will be available for all parents/staff .

SAFEGUARDING AND REPORTING SIGNS OF NEGLECT/ABUSE

According to government policy and agreed prevention criteria set out by Oxfordshire Safeguarding Children's board, OUR TIME PROJECT Company has the right to report any evidence of harm or neglect where a child in their care is concerned.

Workshop leaders/practitioners will contact the Designated Safeguarding Officer if they have evidence of harm or neglect where a child in their care is concerned who will then contact the relevant Children's Social Care Assessment team.

If online abuse occurs, we will respond by –

- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account.
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

SEXUAL EXPLOITATION

- If a child or young person has made a disclosure regarding sexual exploitation or if Our Time Project Company thinks a child may be at risk of being sexually exploited, the Safeguarding Officer will notify the Management Advisory Board and Wiltshires **Safeguarding Vulnerable People Partnership (SVPP)**.

CHILD BEHAVIOUR POLICY

Our aim is for all children to behave in socially acceptable ways.

To be socially acceptable, we believe that children should be able to:

- treat other children and adults with respect
- speak politely to other people
- have self-confidence and high self-esteem.

To encourage this, the staff will:

- treat all children and adults with respect
- praise children's efforts and achievements as often as they can

We expect children to follow the below rules to ensure online safety:

- Children should communicate with the workshop leader via the Zoom platform only and only at their allocated time under the guidance of the arrange carer teacher.

We will **not** accept the following behaviour from children or adults:

- use of rude or unkind language
- racist or sexist remarks or images
- any form of bullying.

ONLINE ACCESS PROCEDURE

The school carer will receive an email from the workshop leader with a link to access the Zoom platform where the online workshop will take place. This link should never be passed on and should only be used for the child to participate in their workshop.

INCIDENT POLICY

Our Time Project Company has a commitment to the safety and well-being of children under the care of the staff. Our Incident Policy is designed to protect the children, staff, and parents who engage with our online workshops and ensure that any incident is dealt with appropriately. This policy works in conjunction with our Behaviour Policy and is supported by our Workshop Rules.

Where an incident takes place during an online workshop the situation will be recorded by the workshops leader and noted by taking the following details:

1. the child's name
2. the member(s) of staff involved
3. the date and time the incident happened
4. what the member(s) of staff witnessed
5. what the child says happened

6. how the incident was dealt with and the outcome
7. the signature of Creation staff involved

EQUAL OPPORTUNITIES POLICY

Our Time Project Company aims to bring an educational experience of the theatre and its benefits to as many children as possible. It is important to us that we serve a diverse mix of children and in particular:

- a balance of both sexes
- a diversity of racial and cultural backgrounds
- children of all abilities
- disabled children, and those with special educational needs
- we treat every child as an individual

Our Time Project Company is committed to offering equal opportunities to both full-time and part-time employees irrespective of gender, race, social group, religion and disability, providing they meet our selection criteria.

COMPLAINTS PROCEDURE

If you feel at any time that you have reason for complaint, in the first instance you should speak to the safeguarding officer.

CONTACT DETAILS

Safeguarding Officer

Name: Sue Lee

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Email: lee.sue2012@gmail.com

Director

Name: Andrew Gammie

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Child Protection Policy

This document is based on guidelines from ITC, Arts Council England, and NSPCC.

Last updated: 03/09/20

Our Time Project Company is committed to safeguarding the health, safety and welfare of children, young people and staff who are involved with us as part of our intergenerational workshops, on work experience placements or in our productions.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. 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. Safeguarding children and child protection applies to all children up to the age of 18.

We at Our Time Project have established the following code of practice.

The purpose of the policy:

- To provide protection for the children and young people who use the services of Our Time Project Company.
- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm. This policy applies to all staff, including senior managers and the management advisory board, paid staff, volunteers and sessional workers, students or anyone working on behalf of Our Time Project Company.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- providing effective management for staff and volunteers through supervision, support and training.

Safeguarding and reporting signs of neglect/abuse

Our Time Project Company has the right to report any evidence of harm or neglect where a child in their care is concerned. Any signs of abuse of any kind will be reported to the local authority's safeguarding board by the Designated Safeguarding Officer.

Workshop leaders should contact the Designated Safeguarding Officer if they have evidence of harm or neglect where a child in their care is concerned. If your concerns are about the DSO please report these to the Management Advisory Board.

If the situation is an emergency, you must dial 999. The police have the power to intervene if a child is in immediate danger.

We at Our Time Project are committed to reviewing our policy and good practice annually.