

## Child Safety at Bristol Academy of Drama

The safety and protection of children whilst at Bristol Academy of Drama is paramount and our team are committed to safeguarding and promoting children's welfare. Our aim is to provide a secure and safe environment.

### **Statement of Intent**

Bristol Academy of Drama are committed to safeguarding the welfare of children and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Bristol Academy of Drama believe that the welfare of the child is paramount and that all children without exception have the right to protection from abuse.

### **Principles of Good Practice**

At all times, Bristol Academy of Drama will:

- Put the welfare of children at the heart of all our work
- Assess the risks to children of its activities
- Recognise children's rights as individuals and accord them the respect they deserve by considering, listening to, acknowledging and valuing their opinions and needs
- Train all team members in child protection issues
- Review its policy and procedures regularly

### **Recruitment and Induction of the Team**

Bristol Academy of Drama is committed to the equality and fair treatment of all core team members, freelance facilitators and potential candidates for posts within the company.

All facilitators and volunteers are called for interview and attend trial days to ensure their suitability.

Only facilitators and drama assistants who hold a clear and current DBS will be left in charge of children.

Training on child protection forms part of the company induction programme for **all** team members and their training lasts for 3 years. In addition, we annually review safeguarding as part of our start of term meetings throughout the year and so it is a key focus at the start of each term.

All Bristol Academy of Drama team members are educated on the following Bristol Academy of Drama Code of Conduct:

#### **DO:**

- Set a good example by using appropriate language, attitude and demeanour at all times
- Wear Bristol Academy of Drama branded clothing so children are clear and happy to approach all their staff.
- Stop or cancel activities if conditions are unsafe or unreasonable demands are being made
- Agree on appropriate discussion topics and exit strategies in advance if an activity has a particularly sensitive or emotional content.
- Keep physical contact to an appropriate level-due to the nature of the activities in our drama workshops, physical contact is often involved at a suitable level.

- Have a first aid trained member of staff in all lessons and performances

## **NEVER:**

- Hit or physically assault or abuse children
- Show favouritism towards a child
- Promise to keep secrets
- Embarrass, ignore or single out a child
- Allow or engage in inappropriate touching
- Allow children to engage in abusive peer activities, e.g. bullying, mocking
- Arrange meetings with children outside organised activities without the prior consent of parents and Bristol Academy of Drama
- Smoke, use inappropriate language or have conversations of an adult nature

## **Use of photographic/filming equipment**

All photographic/ film material is used on our website, social media pages and promotional material only. Parents will provide consent, at the time of signing up, for images of their children to be used for these purposes. This information will be logged onto our database system. If there is a request for any other source, parental permission will be requested.

Parents/guardians who have given consent are able to withdraw this consent at any time by completing a form and sending to [claire@bristolacademyofdrama.co.uk](mailto:claire@bristolacademyofdrama.co.uk)

## **Home-time Procedure**

- No child will be allowed to walk home alone if they are Year 5 or under and any child aged Year 6 and above must have written consent from a parent/guardian (either via our database or via email) before they will be allowed to walk home alone. Failure to supply this will mean that the child will be held until they are collected and we will charge for any additional time spent supervising the child.
- If a parent/guardian is unable to collect their child from a workshop, and has not provided consent for a child to walk home alone, they must notify the facilitator in advance, providing the name and contact number of the new collector.

## **Use of Parent Helpers during Shows**

During technical/ dress rehearsals and performances, Bristol Academy of Drama sometimes recruits Parent Helpers or other adult volunteers to assist with supervision of children back stage or help with costumes or technical needs.

All Parent Helpers/Adult Volunteers will be given a copy of the school's Safeguarding Policy and the DfE's Safer Working Practices booklet. They are asked to sign to say that you have received and read these.

## **Reporting Systems**

Bristol Academy of Drama recognises the importance of responding to, reporting and recording all concerns, allegations and disclosures by following the correct reporting processes.

Within Bristol Academy of Drama, The Designated Safeguarding Officer is Claire Moulds who is contactable on 07553986166.

Their role is to:

- Be the first-person facilitators, drama assistants, parents/carers, volunteers or members of the public approach with concerns
- Ensure that safeguarding policy and procedures are being implemented and contact statutory organisations if necessary

### **What constitutes as a child protection concern?**

- Unsettling remarks made by a child
- Concern about the inappropriate behaviour of a staff member such as negligence or favouritism
- Disclosures of information regarding abuse/harm of any kind
- Peer on Peer abuse i.e. bullying
- Significant change in a child's behaviour or appearance that warrants concern
- Concern about inappropriate behaviour or language used by a child such as inappropriate touching or use of adult language

### **Responding to concerns**

All concerns will be recorded and passed on to the Designated Officer no matter how insignificant it may appear.

In the case of a child disclosing abuse, Bristol Academy of Drama team members should:

- Report concern to designated Safeguarding Officer
- Complete a report form and hand to the Designated Officer to be held confidentially

### **In the case of an allegation made against a BRISTOL ACADEMY OF DRAMA team member:**

- Any team member against whom an allegation is made will be suspended for the duration of their contract or until the investigation is complete.
- Bristol Academy of Drama will keep detailed records of all reported incidents, allegations or concerns and will comply with requirements to supply information under data protection legislation

### **Communication of the Policy**

Bristol Academy of Drama is committed to promoting good practice so therefore communicates its policy publicly and honestly online and sends its literature and guidelines to host schools, organisations, parents and guardians to highlight reporting and complaints procedures

Designated Safeguarding Officer: Claire Moulds  
Artistic Director  
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Aug 2025