



Polka Theatre

Child Safety Protection Policy

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1.Overall Statement

As a venue dedicated to children, the safety and protection of children is paramount. Our Board of Trustees and all staff employed by Polka Theatre have a duty of care to children and young people who visit our theatre and attend our activities. We recognise our commitment to safeguard and promote children's welfare and follow a policy of best practice that protects them.

Polka recognises that

- the welfare of all visitors is paramount
- all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity 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

The purpose of this policy is

- to provide protection for the children and young people who visit our theatre and take part in our activities
- to provide staff and third parties who support our work (whether as actors, directors or otherwise with a set of principles to adopt to protect children and to provide 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 document has been drawn up with guidance from the NSPCC Safe Network and the Merton Safeguarding Agency.

Sarah King, Chairperson of Trustees at Polka Theatre has overall responsibility for Child Protection at Polka Theatre. The Head of Creative Learning is the designated Child Protection Officer, if you have any concerns or queries about child protection or this policy you should direct them to Janna Feldman, Head of Creative Learning.

January 2016

2. Safer Recruitment of Staff and Training

- All permanent staff at Polka Theatre obtain enhanced Disclosure and Barring Service (DBS) checks. These are renewed every three years.
- All workshop leaders are DBS checked before beginning work at Polka.
- Polka Theatre adopts safer recruitment procedures, including interviewing applicants, investigating an applicant's employment history and taking up of two references prior to appointment.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions (whether spent or not) as well as any cases pending against them. We then follow up with a DBS check. All such information is treated in confidence and will not be used against applicants unfairly.
- At interview for posts relating to workshop delivery or working directly with children, competence based questions pertaining to good practice in Child Protection are asked.
- Referees should be asked specifically about the applicant's suitability to work with children.
- All new staff receive initial training on the issue of child protection as part of their induction to Polka. They also receive a copy of our child protection policy and are required to read it with their line manager and sign a declaration stating their intention to observe the policy.
- All staff are alerted to their individual responsibility to protect children both directly in the context of their duties and to the extent they encounter children whether on a planned or unplanned basis in the context of their duties at Polka.
- Staff working directly with children receive regular child protection training within the organisation and local borough.

3. General Visits to Polka

- Polka Theatre is a public space. All Polka staff are aware of the need to protect children who visit the Polka. Relevant Polka staff are trained to deal with children in emergencies and will be present when children are on the premises. The presence of Polka staff does not replace the need for parents or carers to supervise the children in their care while on Polka premises.
- Parents and guardians must stay with their children at all times, including in the adventure theatre, main theatre, playground, garden and café.
- With the exception of participatory workshops, unaccompanied children under 12 will not be admitted to the theatre.
- All Polka staff wear a name badge and are easily identifiable. Front of House and Creative Learning staff wear branded Polka t-shirts and are specifically alerted to the need to be friendly and approachable to children visiting the Polka. Lost children should contact an easily identifiable member of staff.
- Polka staff are mindful of visitors to the building and if a child is thought to be lost they will approach the child and look for the nearby parent/guardian. Lost children will be accompanied to the box office where an announcement will be made. If a person is thought to be behaving suspiciously our incident reporting policy will be implemented.
- Polka Theatre has full Public Liability Insurance.
- Risk assessment of our premises and activities is carried out on a regular basis and action plans put in place to address specifically identified hazards and the means of eliminating or minimising them.

3.1 Accidents and illness

In the event of a child suffering an accident during a visit to Polka:

A member of staff trained in first aid will be on the premises during all public events. They will establish what further action needs to be taken and will put those measures in place.

First Aid Kits are located around the building as detailed in our Health and Safety Policy

- In most cases, injuries sustained can easily be treated by the first aider. If this is not the case the first aider will promptly contact the emergency services and the responsible parent/guardian and will ensure that the child is comforted until further help arrives. The first aider will stay with the family if possible.
- Details of all accidents are entered in an accident book, kept in the Front of House office. The accident book is reviewed quarterly by our Safety Team.
- Polka Theatre staff cannot administer any form of medication, including paracetamol or aspirin.

4) Polka Theatre Take Part: Participatory Workshops

Parents can leave their child in a Polka Theatre session knowing that their safety is our priority.

4.1 The National Standards

- Polka Theatre workshop sessions comply with Ofsted's 14 National Standards for Out of School Care.
- Polka staff are aware of the company Health and Safety policy and equipment is checked regularly.

4.2 Ratio of Adults to Children

- Adults work on the Polka workshops for children aged 3 – 8, a leader, and two assistants. This is a minimum ratio of 1:7; the national guideline is 1:8.
- A minimum of 2 adults work on the Polka workshops for children aged 9+, a leader and a deputy. This is a minimum ratio of 1:10; the national guideline is 1:10.
- There are always other members of staff on hand to help in an emergency.
- Children are always escorted by an adult when they need to leave the workshop room.
- Polka always ensures that written consent is given from parents/ carers if children or young people are taken off site.

4.3 Codes of behaviour

- Parents/ carers will always be informed if staff have had to do things of a personal nature for a child such as changing clothing. Staff are alerted to the need to treat children with dignity and not to ask them to do anything which might embarrass them or be contrary to their cultural or religious precepts.
- Workshop Staff are always informed of any changes regarding child protection laws or best practise by the Head of Creative Learning.
- Workshop staff understand that the language and tone they adopt are important factors in a child's sense of safety and reassurance. They also are trained to consider the impact of the language used by others may have on children and of the need to take steps to avoid a situation where language could be used to unsettle or intimidate children.
- Workshop staff and all those responsible for devising events are trained to consider the safety of the event they are responsible for, the appropriateness of the equipment to be used given the age and ability of the children expected to attend the performance and of the need to take steps to eliminate any activity or equipment that could endanger the children attending the event.
- During workshops, we encourage independent learning and adults should have minimal physical contact with children. In drama it is sometimes necessary to have some physical contact when demonstrating exercises or joining in activities to encourage others but staff should be mindful of what/how much contact is appropriate. Where possible staff should demonstrate physical exercises with other workshop staff.
- Polka staff should discourage children from leaning, lying or sitting on them and other clingy behaviour. Children may need to be reassured, encouraged to engage with the session and asked not to hold onto/lean onto adults. Adults will take themselves away from a child who repeatedly tries to sit/lean on them. Positive behaviour of other children will be rewarded to set an example of how we want children to behave with the adults in the room.
- All Polka staff are instructed not to touch children at any time unless the child is at risk of hurting themselves or another person or in a medical emergency.

4.4 Medical issues, Emergencies and emergency contact details

- Emergency contact forms are sent to parents with their tickets to any Polka workshop, no matter how short the session.
- Children will not be allowed to take part in the workshop if parents or guardians have not sent back the emergency contact form.
- The Participation Officer will contact parents/guardians who have not returned their form, one week prior to the workshop/course, to remind them.
- Parents /guardians must fill in a new form for each class, or check and sign an old form in the

case of Take Part courses, as there may be changes that we are not aware of.

- We ask that parents/ guardians complete forms (not nannies or other carers) to ensure that all information is correct.
- Parents/guardians are asked to alert Polka staff before a visit if their child has any specific needs associated with their health or has a disability which will require Polka to make a reasonable adjustment in order to enable them to attend a Polka event. In such a circumstance the parent or guardian need to let **the Participation Officer** know. If any child has an allergy which may be affected by their visit they must let Polka know before attendance and ensure the carer or parent has any appropriate medicine that they can administer or knows what steps to take to ensure the safety of the child should the need arise.
- Registration for a workshop takes place in the foyer of Polka Theatre at the start of every workshop or term of workshops.
- If a participant arrives late to a workshop they should notify the Front of House staff at the Polka shop (in the foyer), who will have been notified about the latecomers arrival.

If an accident or illness occurs during a Polka workshop

- The workshop leader or assistant will assess the situation and remove the child from the activity. They will be taken to a quiet area where they can be comforted and helped (where possible).
- Where appropriate the assistant will contact a first aider. The first aider will take action to administer first aid or contact the emergency services or arrange for the child to return home, depending on what is necessary. If a child does not need the emergency services, but the child continues to feel ill the assistant will contact the parent/guardian and request that the child is taken home.
- If a child needs to take medication or may need staff to administer medication the parent must discuss this with staff prior to the workshop

4.5 Breaks

- **Toilet breaks:** children under 7 are taken to the toilet if they need to go. The assistant will escort children to the toilet and wait outside.
We advise that younger children are taken to the toilet before the workshop session
- **Refreshment breaks:** During an hour-long workshop a break will not automatically be given. If a child informs the staff that they are thirsty or need the toilet their need will be met.
- During a workshop of more than one hour regular toilet and refreshment breaks are provided. Squash, water and plain biscuits are offered to all children during day long workshop refreshment breaks. Polka staff refer to emergency contact forms re allergies.

- Lunches: During all-day workshops we request that children bring a packed lunch. This information is printed in all our literature for the event. Should a child arrive without a packed lunch the workshop staff will ensure that food is purchased for the child and the bill will be settled with the parent/carer after the workshop. Children are not permitted to leave the premises during lunch breaks.

4.6 Departure from the workshop

- Parents must come to a designated area to pick up their children – the arrangements for collection will be made clear by the workshop assistant at the time of registration. They must inform the workshop leader that they have picked up their child and wait until their child has been signed out before leaving the premises. The emergency contact form has a space for the names of two people who the parent will allow to pick up their child in their absence – if arrangements have been made for one of these two appointed adults to collect the child the workshop assistant must be notified at the time of registration.
- Workshop leaders are contracted to stay until all children are picked up by one of the registered carers, we expect parents to be on time or notify us beforehand if they are going to be late.
- Children will not be allowed off the premises to be picked up.

5.Video, photography, digital technology and social media

- Polka Theatre always obtains permission from parents/ guardians before taking photographs or filming children and young people and using any subsequent photographs for marketing or documentation purposes.
- Parents / Guardians are asked to sign a consent form for their child to be photographed by Polka staff and / or other parents, during a performance. Their consent is obtained at the registration of a workshop or the beginning of the course if their child participates in weekly Take Part workshops.
- If consent to photograph is not received from all parents, the audience will be asked to refrain from taking photographs at the start of the performance.
- Polka Theatre is committed to keeping children safe in relation to the development of new technologies and social media.
- Children's comments or photographs only appear on our website or public social media sites once consent and permission from parents/guardians has been obtained. Children are never named and their identities are always protected.

Please see Appendix 2

6. Responding to a child protection concern

- All Polka staff, workshop leaders and assistants as well as staff undertaking work within community settings are made aware of Polka Theatre's Policy on what to do if you suspect a child is being abused. Please see appendix 1.
- All Polka staff are aware of the risk factors and recognise children need support and / or safeguarding
- Relevant staff receive regular sufficient support to enable them to recognise children in need of support and / or safeguarding.
- Relevant staff understand the roles and responsibilities of other departments and agencies in safeguarding children.
- All Polka staff respond sensitively to the needs of children and their families from a range of racial, social, cultural, religious or linguistic backgrounds.
- All parents and carers are made aware of this policy.
- The application of this policy is constantly being reviewed.

Information for all staff responding to a disclosure

- Treat any allegations extremely seriously.
- Listen to what the child has to tell you.
- Do not interrupt the child, ask leading questions, change the subject or interrogate the child. It is the job of the experienced police and social services to investigate the situation
- Tell the child that they are right to tell you.
- Reassure the child that they are not to blame.
- Tell the child that you will need to let the Child Protection Officer know.
- Write down everything that was said using the child's own words (verbatim) where possible. You may have to do this immediately afterwards as you may not be able to write this down when the child is speaking to you.
- Contact the child protection officer or their deputy if they are not available immediately.
- Fill in a Child Protection Incident report Form available from the Child Protection officer.
- Limit the disclose of information only to those who properly need to be aware of it
- Do not make promises that you can't keep.
- Do not cast doubt on what the child has told you .
- Do not say anything that makes the child feel responsible for the abuse.

7. Reporting Procedure, Whistleblowing & Responsibilities

7.1 Reporting and whistleblowing procedure for Polka staff

Information for staff

- Report suspicions or disclosures immediately to the Child Protection Officer. If the Child Protection Officer is unavailable please contact the deputies. The Child Protection Officer is aware that it is vitally important that any disclosure made in confidence is recorded factually as soon as possible and that an accurate account should be made of:
- The date and time of what has occurred
- The names of people involved
- What was said or done by whom
- Any action taken to gather information and what steps have been taken to refer the matter to other agencies
- Any further action
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

7.2 Responsibilities

The Child Protection Officer will use appropriate reporting systems for the situation. This may be reporting the matter to the Merton LADO (Local Authority Designated Officer). Report forms can be collected from the Creative Learning department and completed forms are kept in a safe locked place to ensure confidentiality.

If it is thought that returning the child home would put the child in immediate danger, advice will be sought from the LADO or in their absence other appropriate agencies.

- If you require any further information or have any complaints or concerns about your child's safety, please contact Janna Feldman, Head of Creative Learning, Polka Theatre, 240 The Broadway,

Wimbledon, SW19 1SB, 020 8545 8326. In Janna's absence, please contact Chloe Perry, Head of Operations on 020 8545 8334 or Stephen Midlane, Executive Director, 020 8545 8323.

8. What to do if you suspect a member of Polka staff

- Polka staff are able to share in confidence concerns they may have about another member of staff or a volunteer. Staff, who in good faith report their concerns that a colleague may be or is abusing a child, will be fully supported.
- Any allegations of abuse will be fully recorded and reported appropriately and every effort will be made to maintain confidentiality for all concerned. Appropriate support will be offered to the child, parents and members of staff.
- We will follow Polka policy and procedures when managing allegations against staff.
- Suspension of the member of Staff, against whom an allegation has been made, needs careful consideration, and Polka Theatre will seek the advice from the LADO before deciding on the course of action to be taken.
- Suspension of a staff member does not indicate guilt in their part. It is a step taken to protect children while any investigation is taking place and Polka are seeking to establish the facts of the situation.

9. The storage of personal information

- Personal information that is acquired or held in the course of working with children should be treated as confidential. Particular care should be taken with sensitive information.
- Consideration should also be given to the Data Protection Act 1998 which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely.
- Polka Theatre uses the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Polka Theatre complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

Polka Theatre uses an Umbrella Body to process DBS checks in England

- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

10. Local Authority Key Professionals/contacts

- All incidents concerning child protection should be reported to the Designated Child Protection Officer. If this person is unavailable you should report to the Deputies.

Please see contact details below:

Designated Child Protection Policy Officer:

Janna Feldman
Head of Creative Learning
Polka Theatre
240 The Broadway
Wimbledon
SW19 1SB
020 8545 8326
janna@polkatheatre.com

Designated Child Protection Policy Deputies:

Chloe Perry
Head of Operations and Front of House
Polka Theatre
240 The Broadway
Wimbledon
SW19 1SB
020 8545 8334
chloe@polkatheatre.com

Stephen Midlane
Executive Director
Polka Theatre
240 The Broadway
SW19 1SB
020 9545 8323
stephen@polkatheatre.com

Support Services: Merton's Multi-Agency Safeguarding Hub (MASH)

Merton Civic Centre
London Road
Morden
SM4 5DX 020 8545 4226 and 020 8545 4227
mash@merton.gov.uk

The Local Authority Designated Officer (LADO)
Merton's LADO Margaret Doe (interim LADO)
020 8545 3633/ 020 8545 4993.

SW19 8NN
020 8721 2458 or 07920 233901

Police Station – Wimbledon

Hillside Team
Wimbledon Police Station
15 Queens Road
Wimbledon
SW19 8NN

NSPCC help line for adults 0808 800 5000

Child Line 0800 1111

Policy Review

- The application of this policy is constantly being reviewed. As well as ensuring that it stays within current legislation the policy is completely redrafted and updated once every three years.
- The date of the next full redraft and update will be July 2018

11.Anti-bullying Policy

Polka Theatre acknowledges that bullying behaviour is unacceptable and will not be tolerated. We endeavour to ensure that a secure environment is provided for every child and young person who participates in our activities. Polka acknowledges that bullying can take place and may need to be addressed amongst any combination of persons regardless of their role.

Definition

The Anti Bullying Alliance defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

Bullying can be:

- Emotional - being deliberately unfriendly, excluding, tormenting (e.g. hiding possessions, using threatening gestures).
- Physical - pushing, hitting, kicking or any use of violence.
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Disability related – ridiculing a child because of their disability
- Homophobic - because of, or focusing on the issue of sexuality
- Religious - because of or focusing on the issue of faith
- Verbal - name-calling, sarcasm, spreading rumours, shouting or swearing
- Cyber - all areas of internet, such as e-mail and internet chat room misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities

Implementation

It is the responsibility of Polka's Board of Trustees, employees and workshop staff to ensure the implementation of the Anti-Bullying Policy to minimise occurrences of bullying. Workshop practitioners are mindful and aware of the need to guard against any unwanted behaviour in the sessions and should also encourage participants to report any instances of bullying. Workshop practitioners who are concerned about behaviour should alert the Participation Officer and designated Child Protection Policy Officer. The seriousness of the situation will be determined and might include a discussion with individuals, or the involvement of parents. Where bullying has been established, a written record will be made and appropriate action taken.

Polka will provide appropriate awareness raising and training to all relevant staff to reinforce this policy and to provide skills and techniques to counter bullying behaviour.

Procedures

- Workshop leaders are mindful and aware of behaviour in the sessions and report any unwanted behaviour to both the Participation Officer and Child Protection Officer.
- Children are encouraged to report bullying behaviour (both against them and against others). Staff told about bullying by a child should alert the Child Protection Officer.
-
- Incidents will be recorded by workshop practitioners and the Child Protection Officer.
- In serious cases, parents will be informed and will be invited to meet to discuss the problem.
- In extreme cases, if necessary and appropriate, including in relation to 'cyber-bullying', police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour and the bully (bullies) may be asked to genuinely apologise and other consequences may take place.
- In serious cases, the bully will be asked to leave.
- If possible, the participants will be reconciled
- After the incident(s) have been investigated and dealt with, each case will be monitored in striving to ensure repeated bullying does not take place

Record keeping and Monitoring

- Although every effort will be made to minimise the recording, it is important that a record is kept.
- All incidents should, ideally, be written up within 24 hours.
- Reports should be signed by the workshop practitioner, Participation Officer and Child Protection Officer.
- The Child Protection Officer will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

Evaluation

Records of incidents are kept and used to inform future practice. Evaluation and review will ensure that Polka Theatre remains responsible to changing needs whilst striving to protect young people from bullying.

Appendix 1

What to do if you suspect a child is being abused:

Definitions and types of abuse:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through the failure to act to protect.

Possible signs of abuse: Look for clusters of these signs:

- *Unexplained burns, broken bones, bite marks, cuts, bruises, or welts in the shape of an object.*
- *Resistance to going home.*
- *Fear of adults.*

*Consider the possibility of physical abuse when the **parent or other adult caregiver:***

- *Offers conflicting, unconvincing, or no explanation for the child's injury.*
- *Describes the child as "evil," or in some other very negative way.*
- *Uses harsh physical discipline with the child.*
- *Has a history of abuse as a child.*
- *Speaks to the child in an intimidating manner*

7 Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person.

Possible signs of abuse:

- *Apathy, depression.*
- *Hostility*
- *Difficulty concentrating*
- *Overly compliant or demanding behaviour, extreme passivity, or aggression.*
- *Extremes in behaviour, such as being either inappropriately adult (parenting other children, for*

example) or inappropriately infantile (frequently rocking or head-banging, for example).

- *Delayed in physical or emotional development.*
- *Has attempted suicide.*
- *Reports a lack of attachment to the parent.*

*Consider the possibility of emotional abuse when the **parent or other adult caregiver:***

- *Constantly blames, belittles, or berates the child.*
- *Is unconcerned about the child and refuses to consider offers of help for the child's problems.*
- *Overtly rejects the child.*

Sexual abuse

Sexual abuse involves forcing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Sexual abuse may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all walks of life.

Possible signs of abuse:

- *Inappropriate interest in or knowledge of sexual acts.*
- *Seductiveness.*
- *Avoidance of things related to sexuality, or rejection of own genitals or body.*
- *Either over compliance or excessive aggression.*
- *Fear of a particular person or family member.*
- *Difficulty walking or sitting.*
- *Suddenly refuses to participate in physical activities.*

*Consider the possibility of sexual abuse when the **parent or other adult caregiver:***

- *Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.*
- *Is secretive and isolated.*
- *Is jealous or controlling with family members.*

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the

failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse:

- *Clothing unsuited to the weather.*
- *Child dirty or unbathed.*
- *Extreme hunger.*
- *Apparent lack of supervision.*
- *Has not received help for physical or medical problems brought to the parents' attention.*
- *Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.*
- *Is always watchful, as though preparing for something bad to happen.*
- *Lacks adult supervision.*
- *Is overly compliant, passive, or withdrawn.*
- *Comes to activities early, stays late, and does not want to go home.*
- *Is frequently absent from school.*
- *Begs or steals food or money.*
- *Lacks needed medical or dental care, immunizations, or glasses.*
- *States that there is no one at home to provide care.*

*Consider the possibility of neglect when the **parent or other adult caregiver:***

- *and child rarely touch or look at each other.*
- *Shows little concern for the child.*
- *Denies the existence of—or blames the child for—the child's problems in school or at home.*
- *Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.*
- *Sees the child as entirely bad, worthless, or burdensome.*
- *Demands a level of physical or academic performance the child cannot achieve.*
- *Looks primarily to the child for care, attention, and satisfaction of emotional needs.*

Appendix 2

Photo Consent

Photo Consent has to be organised before taking photographs of sessions and parents sign their permission on Emergency Contact Forms. If they do not give their permission for their child's photograph to be used in Polka's marketing, then there are a variety of ways that the workshop team will work with the parents to make a record of that child so their picture does not appear in Polka's marketing.

- Emergency Contact Form. Parents must give an indication either way if they give their permission for photo consent. If they do not give their permission, workshop assistants must make sure that they fill in a detailed description of what their child is wearing on the day of the photoshoot. Care will be taken not to photograph their child but the description will be used to delete any photographs retrospectively, if they happen to be photographed in group work.
- Registration. It is up to the workshop assistants to update the register record during registration to indicate whether or not they have permission from each parent or carer that brings a child to the workshop.
- Labels. Workshop assistants use colour to coordinate children's labels who have permission and who don't so that photographer can identify them easily in the room.

Example template from Emergency Contact Form

Please indicate whether you are happy to give consent for your child to be filmed/photographed.

I hereby consent for my child to be photographed or filmed by Polka Theatre and or other parents/carers of children attending workshops. I understand that the photographs may be displayed at the theatre or used in marketing material, social media and printed in publications, but only in connection with Polka Theatre. My child will not be named in any such photographs.

Signed Parent/Carer _____

Date _____

Appendix 3

CHILD PROTECTION INCIDENT RECORD FORM

POLKA THEATRE
Your Name:
Your Position:
Child's Name
Child's Address:
Parents'/Carers' Name and Address:
Child's Date of Birth:
Date and Time of any Incident:

Nature of Incident/Your Observations:
Exactly What the Child Said and What You Said (Record actual details. Continue on separate sheet if necessary)

Action Taken so far:	
External Agencies Contacted (Date & Time)	
POLICE Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:
SOCIAL SERVICES Yes/No	If yes – which: Name and Contact Number : Details of Advice Received:
LOCAL AUTHORITY Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:
Other (e.g. NSPCC)	Which: Name and Contact Number: Details of Advice Received:

Signature: Print Name:	
Date:	

Signed.....
 Janna Feldman, Head of Creative Learning (Designated Child Protection Policy Officer)

Signed.....
 Sarah King, Chairperson of the Board, Polka Theatre

Appendix 4

Polka Anti-Bullying Report Sheet

Date of incident: _____

Name of person reporting incident: _____

Time: _____

Location: _____

Description of incident (continue on a separate sheet if necessary) _____

Action taken: (continue on a separate sheet if necessary)

Signature of person making report:

Signature designated person: