



**Sawston Youth Drama Ltd.  
SYD Leader's Pack  
2016/17**

## 1. Welcome to SYD

We are delighted to welcome you to the SYD family and are very happy that you will be working with SYD as a leader. In this pack we have included documents to help clarify your role so we ensure that your experience with us runs as smoothly as possible. If at any stage you need clarification of any of the documents in this pack, please contact Mark Long.

Mark Long

## 2. The SYD Groups

For those leaders new to SYD, information about the different SYD groups is given below, and further information is available on the SYD website at [www.sawstonyouthdrama.com](http://www.sawstonyouthdrama.com)

### 2016/2017

Group Producer - Mark Long

Designated Persons for Child Protection - Mark Long & Diane Hicks

SYD Seniors (14 -18 years) - Production Director - Adam Bonner

SYD Juniors (12-13 years) - Production Director - Gareth Furbank

SYD 7s (11 years) - Production Director - Jackie Green

Technical Director & head of all Staging - Steve Williams

## 3. Mission Statement and Aims

### SYD's Mission Statement:

Sawston Youth Drama Ltd. is committed to offering accessible opportunities for young people in the Sawston area to explore and to reach their creative potential through participation in a quality performing arts experience.

### SYD's Aims:

- To offer a rewarding experience to young people at an affordable cost.
- To give young people of all abilities the opportunity to learn new skills and participate and perform in a supportive environment.
- To encourage young people to work together and be respectful of each other.
- To strive always for excellence in its offer to young people.
- To produce at least one show per year for each group.
- To actively publicise SYD and its shows.

## **CHILD PROTECTION & OTHER POLICIES**

Sawston Youth Drama Ltd. is a performing arts group closely associated with Sawston Village College. It is open to young people aged 11-18. The group's aims are to support young people to develop skills in all aspects of the performing arts and to ensure, by extending access and participation, that every young person within the community who wants to be involved in SYD is able to take part.

Although ALL of the activities that young people will be involved in will be low risk, all necessary risk assessments will be carried out prior to the commencement of any planned sessions.

SYD recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

SYD recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. SYD is committed to practice which protects children from harm. All SYD leaders accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

### **SYD believes that:**

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All SYD Leaders should be clear on how to respond appropriately.

### **SYD will ensure that:**

- All children are treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All SYD Leaders will provide a positive & professional role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.

- It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

SYD has child protection procedures which accompany this policy. This policy should also be read in conjunction with SYD's Equal Opportunities Policy.

SYD has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Mark Long and he can be contacted on

This policy will be regularly monitored by the SYD Committee and will be subject to annual review.

Date: August 2016

## **Sawston Youth Drama: Leader's Agreement**

**Sawston Youth Drama aims to:**

- offer a rewarding experience to young people at an affordable cost.
- give young people of all abilities the opportunity to learn new skills and participate and perform in a supportive environment.
- encourage young people to work together and be respectful of each other.
- strive always for excellence in its offer to young people.
- produce at least one show per year.
- actively publicise the group and its shows.

**In order to support these aims all leaders must adhere to the following SYD Code of Conduct. SYD leaders must:**

- operate to the highest standards of practice. (For example, SYD expects good time-keeping for all sessions.)
- behave in a professional and appropriate manner in all SYD sessions and related activities. (For example, it is inappropriate for a leader to meet with a member socially unless it is part of a SYD-organised event or the member is a family relative.)
- maintain a safe and appropriate distance with service users. (For example, it is not appropriate for a leader to have an intimate relationship with a member.)
- work cooperatively with other SYD leaders.

- be familiar with SYD's Child Protection policy and any other relevant policies in the Leader's Pack.
- record details of any accidents/incidents/complaints in line with SYD's policy document guidelines.
- always work in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.
- treat all young people equally with respect and dignity.
- always put the welfare of each young person first.
- be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- give enthusiastic and constructive feedback rather than negative criticism.
- try to recognise and respect the different developmental needs and capacities of members.
- keep a written record of any injury that occurs, along with the details of any treatment given.
- never engage in rough or physical contact.
- never make sexually suggestive comments to SYD group members, even in fun. Never allow or engage in touching group members in a sexually suggestive manner or engage in sexually provocative games.
- Never swear in front of group members or use sexualised language.
- Never reduce a group member to tears as a form of control.

**SYD leaders must also note and accept the following:**

- Bullying will not be accepted or condoned, and all forms of bullying will be addressed.
- **Social Networking Websites and Associated Electronic Media**  
All SYD leaders at Sawston Village College are strongly reminded of the professional and personal implications which may result from the use of social networking sites such as Facebook or from images uploaded to sites such as YouTube. Leaders are expected to have due regard at all times to their own professional standing, and to the College's reputation, when displaying or communicating personal information and images on the Internet, where control over such data is difficult to maintain.

## **CHILD PROTECTION PROCEDURES**

### **Responsibilities of SYD**

At the outset of the start of sessions SYD will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Engage in effective recruitment of individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

### **Parents**

SYD believes it to be important that there is a partnership between parents and SYD. Parents are encouraged to be involved in the activities of SYD and to share responsibility for the care of children. All parents involved with SYD will be given a copy SYD's Child Protection Policy and procedures.

- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

### **Unsupervised Contact**

- SYD will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a criminal record disclosure.

### **Physical Contact**

- All Leaders will maintain a safe and appropriate distance from children.
- Leaders will only touch children when it is absolutely necessary in relation to the particular activity.
- Leaders will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### **Managing Sensitive Information**

- SYD has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- SYD's web-based materials and activities will be carefully monitored for inappropriate use.
- SYD will ensure confidentiality in order to protect the rights of its members,

including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

### **Suspicion of Abuse**

- If you see or suspect abuse of a child while in the care of SYD, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to another senior SYD Leader.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any Leader of SYD, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

### **Disclosure of abuse**

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

### **Recording**

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.

- The record will be stored securely and shared only with those who need to know about the incident or allegation.

### **Rights & Confidentiality**

- If a complaint is made against a SYD Leader, he or she will be made aware of his rights under SYD's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

### **Accidents**

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.
- Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of SYD, a designated first-aider will administer first aid and the injury will be recorded in SYD's accident book.
- This record will be countersigned by the person with responsibility for child protection.
- If a child joins SYD with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection and reported to the appropriate person at Sawston Village College. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in SYD sessions.

### **Criminal Record Disclosures**

- A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.
- SYD has a written code of practice for the handling of disclosure information.
- SYD will ensure that information contained in the disclosure is not misused.