

ATHENAEUM CHILD PROTECTION POLICY

The Warminster Athenæum Trust recognise that it has a responsibility to work with hirers to ensure the safety and well being of all young people who take part in events and activities at the Centre at all times. To help us do this effectively we have produced a Child Protection Policy, which is designed to protect all children who take part in events and activities at the Centre.

ATHENAEUM CHILD PROTECTION STATEMENT

"We, the Trustees of the Athenæum Centre are committed to good practice which protects young people from harm. All Trustees, Voluntary helpers and Hirers accept and recognise their responsibility under The Children Act 1989 to provide an environment which promotes the safety of young people at all times."

In order to safeguard the young people on our premises we will ask that hirers:

- Ensure that all their staff, helpers and volunteers are carefully selected and fully accept responsibility for helping to prevent abuse of children taking part in events and activities at the Centre.
- Ensure that all their staff, helpers, volunteers, official video/ photographers are known by the named hirer.
- Recognise that all children have the right to freedom from all types of abuse.
- Appoint two 'child welfare officers' who will take specific responsibility for child safety and act as the main points of contact for parents, children and staff during the event
- Ensure access to confidential information is restricted to the child welfare officers, event manager/named hirer only.
- Ensure that complaints and disciplinary procedures are adhered to

Child Protection and Hirers

The organisers of Events must recognise their duty to care for the safety and well-being of all young people who take part in their Event.

The following considerations and arrangements MUST be put in place at events involving young people.

- Two 'child welfare officers' will need to be appointed and in attendance at your event. These can be parent helpers, staff or volunteers known to the hirer.
- All staff and volunteers involved with supervising children at the event, should be aware of issues regarding child protection and adhere to the Athenæum Child Protection Policy and Code of Conduct at all times.
- All event participants must be accompanied and supervised by a responsible adult known to the hirer at all times.
- The Athenæum Centre Trustees and volunteers are not responsible for supervising or accompanying hirer's children in the building at any time.
- In signing the Hire Agreement, all hirers will declare that they have read and understood the Athenæum policies and accept their responsibility to care for the children and young people at their event.
- The Athenæum Centre is a community building used by many groups, some at the same time, it is to be seen as an 'open site' : therefore people not involved in your event can access the site, so please ensure that your volunteers are always vigilant.
- Official photographers and cameraman should be commissioned to attend at the event, please do not pass this responsibility to parents. All official photographers must be given a clear brief, including the Athenæum child protection policy and code of conduct and they must make their presence known to the Athenæum Duty Manager and the named hirer before filming or photography can proceed.

The Warminster Athenæum Trust

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- Event photos and video footage may be used after the event for promotional purposes only, i.e. on hirers official website, displays, newspaper articles, event programmes and promotional video.
- Anyone using cameras or video cameras MUST make themselves known to the hirer in advance of the event.
- Any press and media attending the event must make themselves known to the the event organisers and the Duty Manager.
- Event organisers must make sure that photos/videos are not taken of any child without parental consent, and names of children are not to be given to the press/media without parental consent.
- Notices must be displayed prominently in the Box Office to inform participants, duty managers and parents that official photographers and cameraman will be in attendance.
- Concerns regarding inappropriate or intrusive photography should be reported to the Athenaeum Duty Manager immediately. This will be dealt with in the same manner as any other child protection concern.
- Access to the dressing rooms should be restricted to those responsible for the care of the children. Any one wishing to enter the dressing rooms should, out of courtesy knock before entering or contact the hirer.
- Individual dressing rooms should be used by young people of a similar age and sex. Adults and young people of either sex should use different dressing rooms. If special arrangements are necessary contact the Booking Secretary or Duty Manager in advance.
- Toilet facilities backstage are limited. Please ensure that they are only used by one person at a time, and that the Gents and Ladies Toilets are used by the correct sex at all times. If needed, the main customer toilets may be used during performances or, if booked, the Pratten Hut Toilets.

ATHENAEUM CHILD PROTECTION CODE OF CONDUCT

The Athenaeum Trustees are committed to protecting young people taking part in the event and activities at the Centre at all times. As part of our child protection policy all hirers, volunteers and staff must follow the Athenaeum code of conduct.

- Ensure that young people are listened to and kept safe from harm
- Ensure that volunteers and staff are well informed, supported and protected
- Recognise that event participants are young adults whose welfare and development are paramount
- All young people should be treated and respected as individuals whose needs shall be catered for at all times
- The privacy of all young people should be respected at all times
- Parental responsibility is important and shall be respected and recognised
- Values deriving from different backgrounds shall be recognised and respected
- Do not do things of a personal nature that a young person can do for themselves, such as taking a child to the toilet or changing clothes
- Remember that it is okay to touch children in a way which isn't intrusive or disturbing or threatening
- Try to avoid spending too much time alone with a young person

Procedures

- If a child is accidentally injured as a result of your actions, seems distressed in any manner, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, report such incidents as soon as possible to another colleague and to your designated Child Welfare Officer
- Make sure that any allegations or suspicions are recorded and acted upon
- Make written notes on all incidents.
- If unsure, always refer the situation to the named hirer and Duty Manager

Unacceptable Behaviour:

Whilst supervising at events at the Athenæum, unacceptable behaviour by young people may occur from time to time. Types of incidents include:

- verbal or physical abuse against other young people, hirers, helpers and volunteers; Rule breaking; actions which put the safety of any individual(s) at risk.
- Young people must be encouraged to develop a sense of right and wrong behaviour and adhere to the Athenæum Good Conduct Code.

All those taking part in events and activities, and those in a position of responsibility over young people will;

- 1) Have a calm and controlled temper
- 2) Appreciate all those who contribute to the event
- 3) Not criticise those who contribute to the event
- 4) Be polite and courteous
- 5) Use correct and proper language at all times
- 6) Respect the Trustees, Managers and Athenæum property
- 7) Pick up litter and leave the site as you found it

- Where unacceptable behaviour does take place, appropriate sanctions should be applied to modify the behaviour
- Sanctions applied to each case must take account of the age and stage of development of the young person, be given at the right time, be relevant to the action and be fair
- If in doubt refer the issue to the named hirer, appointed Child Welfare Officer or Duty Manager
- Young People must always be told why the behaviour is unacceptable and the reasons for applying a particular sanction
- Corporal punishment (smacking, slapping, shaking) is illegal. It is permissible to take necessary physical action in an emergency to prevent personal injury, either to the young person, other participants or adult, or serious damage to property
- Young people shouldn't be directly shouted at, though raising of the voice is permissible in instances where it is necessary to be heard.