

Child Protection Policy



Definition

Child Protection The General Child Protection Regulation

Responsible Person: Matthew Whitelock.

Register of Systems: a register of all systems or contexts in which personal data is processed by The Drama Guru.

The Drama Guru makes a positive difference to the lives of young people and believes creativity is vital for a fulfilled life.

The Drama Guru

Child Protection and Safeguarding Policy (2026)

Responsible Person / Designated Safeguarding Lead (DSL): Matthew Whitelock

Review Date: June 2026

Next Review: June 2027

1. Statement of Intent

The Drama Guru is fully committed to safeguarding and promoting the welfare of all children and young people who attend its sessions. The safety and wellbeing of every participant is our highest priority.

We provide a safe, supportive and inclusive environment where young people can develop confidence, creativity and communication skills through drama.

All staff and volunteers understand that safeguarding is everyone's responsibility and that concerns can arise at any time, in any setting.

We follow current statutory guidance including:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2026

2. Safeguarding Principles

The Drama Guru:

- Places the welfare of the child at the centre of all decision making
- Provides a safe and inclusive environment
- Ensures all staff are appropriately trained and vetted

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- Promotes a culture of openness, vigilance and accountability
- Takes all concerns seriously and acts promptly

All staff:

- Are DBS checked
- Receive safeguarding training
- Hold appropriate first aid training
- Understand their duty to report concerns immediately

3. What is Abuse?

Abuse is a form of maltreatment of a child. It may involve harm or failure to prevent harm and can occur in person or online.

Categories of abuse include:

Physical Abuse – causing physical harm or injury

Emotional Abuse – persistent emotional harm affecting development

Sexual Abuse – exploitation or sexual harm, including online

Neglect – failure to meet a child’s basic needs

Staff should be aware that abuse can be carried out by adults or by other children.

4. Recognising Concerns

Signs of abuse may include:

- Sudden changes in behaviour or mood
- Unexplained injuries
- Withdrawal or anxiety
- Poor hygiene or constant tiredness
- Inappropriate sexual behaviour or knowledge

These signs do not necessarily indicate abuse but should never be ignored.

5. Reporting Concerns

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead:

Matthew Whitelock

If a child is in immediate danger, contact emergency services.

Concerns should:

- Be recorded in writing
- Include factual details only

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- Be passed on without delay

Staff must not:

- Promise confidentiality
- Investigate themselves
- Ask leading questions

6. Local Safeguarding Contacts

Reading Borough Council / Brighter Futures for Children
Children's Single Point of Access: 0118 937 3641
Emergency Duty Service (out of hours): 01344 786543

7. Managing Disclosures

If a child discloses information:

- Stay calm and listen carefully
- Reassure them they have done the right thing
- Do not promise to keep secrets
- Record what was said as soon as possible
- Report immediately to the DSL

8. Allegations Against Staff

Any allegation against a member of staff must be reported immediately to the DSL.

Where appropriate:

- Advice will be sought from local safeguarding partners
- The police may be informed
- The Teaching Regulation Agency may be notified if relevant

The safety of the child will always take priority.

9. Safer Recruitment

The Drama Guru follows safer recruitment practices, including:

- DBS checks
- Verification of identity and qualifications
- Safeguarding awareness

No individual will work with children without appropriate checks.

10. Staff Behaviour and Code of Conduct

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Staff must:

- Treat all children with respect
- Maintain appropriate professional boundaries
- Avoid being alone with a child where possible
- Ensure all contact is appropriate and transparent

Physical contact must:

- Be appropriate to the situation
- Never be secretive or excessive
- Be guided by professional judgement

11. Physical Intervention

Physical restraint should only be used:

- To prevent immediate harm
- As a last resort

All incidents must be recorded and reported immediately.

12. Communication with Children

Staff must:

- Use appropriate and professional communication
- Follow social media and communication policies
- Avoid private or inappropriate messaging

13. Transporting Children

Staff should avoid transporting children alone in private vehicles.

If unavoidable:

- Parents must be informed
- The journey must be recorded

14. Confidentiality

Information will only be shared on a need-to-know basis to protect the child.

15. Equality and Inclusion

The Drama Guru is committed to treating all children equally, regardless of:

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ICO compliant - Organisation Reference: ZB045184



- Gender
- Race
- Disability
- Religion or belief

16. Bullying

Bullying of any kind is not tolerated.

This includes:

- Physical
- Verbal
- Emotional
- Online (cyberbullying)

17. Whistleblowing

Staff must report concerns about other staff immediately.

All concerns will be taken seriously and investigated appropriately.

18. Policy Review

This policy is reviewed annually or sooner if guidance changes.

Contact Details

The Drama Guru
4 Mead Close
Tilehurst
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This policy reflects current safeguarding guidance as of 2026 and ensures The Drama Guru continues to provide a safe, professional and supportive environment for all young people.