



## **NORTH OXFORD YOUTH THEATRE**

### **Keeping children safe and secure: Safeguarding agreement**

1. Parent/Guardian's permission must be sought if a \*minor is to be seen on their own, making sure that another \*adult is nearby and that the minor is aware of this.
2. Adults must never invite a minor or group of minors to their home alone.
3. All backstage helpers, with the exception of those working exclusively on refreshments, must undergo a DBS check before working with minors. NOYT will instigate and cover the cost of this procedure. The DBS check will be valid for 3 years from the start date.
4. There must be at least two approved adults present throughout any NOYT activity regardless of the number of minors taking part. Consequently contingency plans should be in place to ensure that an adult can replace another at short notice if circumstances require an adult to leave a NOYT activity before the scheduled time of conclusion, as that would leave only one adult in charge.
5. The Safeguarding Officers will undergo the required Level 3 safeguarding training and refresher training as required.
6. All adults involved with NOYT will undergo Level 1 safeguarding training and refresher training as required.
7. Appropriate adults of NOYT will attend the group theatre training organised by the Oxfordshire Safeguarding Team.

### **NO SMOKING POLICY**

1. No \*member may smoke when arriving for, during or leaving a NOYT activity, whilst still on the premises.
2. Adults will not smoke in the presence of minors.

### **ALCOHOL POLICY**

1. No minor may consume alcoholic drinks before arriving for, during or leaving any NOYT activity, whilst still on the premises.
2. Adult members consuming alcoholic drinks in the presence of minors are expected to do so responsibly.

3. There should be an agreed designated responsible adult present at all NOYT activities, who is able to drive. If adult members are consuming alcohol in the presence of minors, the designated adult must refrain from drinking alcohol in case of emergencies.

4. If any minor brings alcohol to any NOYT activity, their parent/carer will be notified, they will be sent home, and they face dismissal from NOYT.

## **APPROPRIATE BEHAVIOUR**

1. A professional approach to the boundaries between adults and minors is observed.
  - There should be no inappropriate discussions between adults or between adults and minors at NOYT events.
  - Adults must not conduct any form of physical or inappropriate personal relationship with a minor or allow any relationship with a minor to develop beyond the professional level

## **DRUGS**

1. Use or possession of drugs of any sort, other than for medical reasons, is banned. If any member is found with drugs, they will be sent home, their parent/carer will be notified, and they will face dismissal from NOYT.

## **BULLYING**

1. Bullying in any shape or form will not be tolerated. Any member found to be bullying will be spoken with and if bullying continues will face dismissal from NOYT.

## **CONSTITUTION**

1. All members will receive a copy of the Constitution and are expected to read and understand it.

## **VALUES**

1. All members will receive a copy of the Values of NOYT and are expected to read, understand and support them.

## **OFFICERS**

Joe Shuter      Safeguarding Officer: 12 Quadrangle House, St Peter's Rd, Wolvercote OX2 8BN  
Email: [joe.shuter@gmail.com](mailto:joe.shuter@gmail.com)  
Tel: 07782 502575

Bridget Hopwood      Safeguarding Officer: 3 Judges Close, Kidlington, OX5 1AX  
Email: [bridgethopwood1@gmail.com](mailto:bridgethopwood1@gmail.com)  
Tel: 07989 975322

Rhiannon Wilkie      Chair of NOYT: 2 Howard Street, OX4 3BE  
Email: [rhiannonwilkie@hotmail.co.uk](mailto:rhiannonwilkie@hotmail.co.uk)  
Tel: 07980 905006

## WHAT TO DO IF YOU NEED TO MAKE AN ALLEGATION

1. Report it to one of the Safeguarding officers or the Chair of NOYT as soon as possible or....

Contact the Oxfordshire Safeguarding Team on:

- **Email:** LADO.SafeguardingChildren@Oxfordshire.gov.uk

**Tel:** Safeguarding Team: 01865 810603

2. If an adult receives an allegation from a minor they should fill in the designated form and advise one of the Safeguarding Officers immediately.

### OTHER CONTACT DETAILS

<b>Police:</b>	101
<b>Oxfordshire Safeguarding Children Board (OSCB)</b>	01865 815843
Multi-agency Safeguarding Hub (MASH)	0845 0507666
NSPCC (Adult helpline)	0808 800 5000
NSPCC (Child Helpline)	020 7825 2500
ChildLine:	0800 1111
Social Services	0800 833408 (freephone)

## WHAT TO DO IF YOU HAVE A COMPLAINT

1. You should report it to one of the Officers named above who will then make sure the complaint is investigated by NOYT. *Any concerns raised will be treated in confidence.*

***To confirm you have received and read this Safeguarding agreement, the Constitution and the Values please sign below.***

.....  
Full name of Member

.....  
NOYT representative's name

.....  
Signature of member

.....  
Signature of NOYT representative

.....  
Signature of parent

Date.....

**\*Member:** For the purpose of Safeguarding and Child Protection Policies, “members” are as defined in the North Oxford Youth Theatre Constitution

**\*Adult:** Is any member of NOYT who is 18 years old and over.

**\*Minor:** Is any member of NOYT who is under 18 years old.