

Child Protection Policy



The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people from harm who receive The Stage Factory's services. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The Stage Factory including the director, studio manager, teachers, staff, volunteers and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, including Working Together to Safeguard Children (2026 edition), the statutory framework for inter-agency working to safeguard and promote the welfare of children. A summary of the key legislation and guidance is available from nspcc.org.uk/child-protection-system/england.

As a performing arts school working with child performers, we also comply with the Children (Performances and Activities) (England) Regulations 2014, which govern the licensing of children taking part in performances and rehearsals, and the use of chaperones where required.

Supporting documents

This policy statement should be read alongside our other related documents:

- Code of Conduct
- Privacy Policy
- Online Safety Policy

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, including children affected by domestic abuse and children who are looked after or in kinship care
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse
- early identification of and response to additional needs is essential; where we notice a child or family may benefit from support, we will seek to provide or signpost early help before concerns escalate, working with families and other agencies as appropriate.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people and a deputy
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- developing and implementing an effective online safety policy and related procedures, kept up to date with current risks including disinformation, misinformation and conspiracy theories, and the safe use of generative artificial intelligence, and maintaining records of filtering and monitoring checks across all internet-connected devices
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know — including concerns about weapons or serious violence — and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a procedure to help us deal effectively with any bullying that does arise
- actively identifying and challenging racism and discrimination wherever it arises, as part of our safeguarding culture
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead

Name: Helen Pender

Email: helen@thestagefactory.co.uk

Deputy child protection lead(s)

Name: Danielle Sheldon

Email: daniwalker1@hotmail.co.uk

Local Multi-Agency Safeguarding Hub (MASH) / Safeguarding Partnership

Tel: 01744 676767 option 2 or EDT outside working hours 0345 050 0148

Email: MASH@sthelens.gov.uk

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 23rd July 2026