

Quest Soul Theatre CIC

Child Safeguarding & Protection Policy

Company Number: 14598824

Created: March 2026

Review : February 2027

1. Purpose and Scope

Quest Soul Theatre CIC delivers inclusive and accessible creative arts workshops that support positive wellbeing. Our work includes drama, Dungeons & Dragons, and bespoke creative sessions for children and adults.

We work with a wide range of participants, including those who are neurodivergent, have SEND (including learning and physical disabilities), mental health needs, and individuals from diverse and underserved communities.

Our children's provision is for ages **8–17**, and young people attend sessions independently (with parents/carers welcome to stay if needed).

The purpose of this policy is:

- to protect children and young people who engage with Quest Soul Theatre CIC from harm
- to provide staff and volunteers with clear safeguarding principles and procedures

This policy applies to all staff, volunteers, facilitators and anyone working on behalf of Quest Soul Theatre CIC.

2. Legal Framework

This policy is based on legislation and guidance for safeguarding children in **England**, including working in line with best practice guidance from the NSPCC and statutory safeguarding frameworks.

3. Supporting Documents

This policy should be read alongside the following (where applicable):

- Code of Conduct for Staff and Volunteers (included below)
 - Behaviour Expectations for Children and Young People (included below)
 - Dealing with Disclosures and Safeguarding Concerns
 - Recording and Information Sharing Procedures
 - Safer Recruitment Procedures
 - Online Safety and Photography Consent
 - Health and Safety and Risk Assessments
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4. Our Safeguarding Beliefs

We believe that:

- children and young people should never experience abuse of any kind
- safeguarding is everyone's responsibility
- all children have an equal right to protection, regardless of background or identity
- some children are more vulnerable and require additional support and safeguards

We recognise that:

- the welfare of the child is paramount
 - our work may involve emotional expression, and disclosures may arise
 - Quest is **not a therapeutic or clinical service**, and appropriate signposting may be required
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5. How We Keep Children Safe

We will do this by:

- valuing, listening to and respecting children and young people
- maintaining a **minimum supervision ratio of 1:5**
- appointing a Designated Safeguarding Lead (DSL) and Deputy
- ensuring all staff and volunteers have appropriate **enhanced DBS checks**
- providing training, supervision and clear safeguarding procedures
- completing our own **risk assessments alongside venue risk assessments**
- ensuring clear reporting pathways for concerns or disclosures
- securely recording and storing safeguarding information
- sharing concerns with relevant agencies where necessary
- obtaining **parental consent** for participation and photography

- communicating with parents via email or booking systems (no direct messaging with under 18s)
 - ensuring no online delivery for under 18s
 - creating a respectful, inclusive and anti-bullying environment
 - maintaining clear professional boundaries between staff and participants
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6. Code of Conduct for Staff and Volunteers

All staff and volunteers must:

- treat all children with respect, dignity and fairness
- maintain appropriate professional boundaries at all times
- avoid favouritism or exclusive relationships
- never engage in private or personal communication with under 18s
- ensure all communication goes through parents/carers or official channels
- avoid physical contact unless necessary, appropriate, and consented to
- respond calmly and appropriately to emotional situations
- never promise confidentiality if a safeguarding concern is raised
- report all concerns to the DSL immediately

Staff must not:

- engage in any behaviour that could be interpreted as abusive, exploitative or inappropriate
 - develop personal relationships with participants outside of sessions
 - be under the influence of alcohol or substances during sessions
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7. Behaviour Expectations for Children and Young People

We aim to create a safe, playful and respectful environment.

Children and young people are expected to:

- treat others with kindness and respect
- listen and participate safely
- respect personal boundaries
- avoid bullying, discrimination or harmful behaviour

Any concerns will be addressed in a supportive and appropriate way, involving parents/carers where necessary.

8. Responding to Disclosures or Concerns

If a child discloses information or a concern is raised:

- staff must listen calmly and without judgement
- not promise confidentiality
- record the concern as soon as possible
- report directly to the DSL (or Deputy if unavailable)

The DSL will:

- assess the concern
 - decide on appropriate action
 - contact external agencies if required
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9. Safeguarding Structure

Designated Safeguarding Lead (DSL)

Name: Mercedes Yearley

Email: info@questssoultheatre.co.uk

Deputy Safeguarding Lead

Name: Jess Wright

10. Creating a Safe Environment

We are committed to:

- providing a physically and emotionally safe environment
 - ensuring safeguarding is embedded in all sessions
 - encouraging open communication
 - ensuring participants and families know how to raise concerns
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11. Policy Review

This policy will be reviewed annually or in response to any significant changes.

Date: _____

Signed: Mercedes Yearley

