



SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

Introduction

Zozimus Drama the company is a company run for the following purpose:

Provides the following services:

Typically, we may arrange the following types of events and/or activities which could involve children:

- Zozimus Drama Community Classes
- Children's birthday party provision
- Provision for extracurricular lessons in schools
- Provision for toddler/preschool classes in a nursery or preschool setting

The company is based at:

Zozimus Drama is run in Northamptonshire

Zozimus Drama has adopted this safeguarding children policy and expects every adult working or helping the company to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Zozimus Drama.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy the term children shall mean any person who is under 18 years of age.

Zozimus Drama (referred to later as 'The Company') believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- Physical or emotional abuse
 - Sexual abuse
 - Female Genital Mutilation (FGM)
 - Grooming and exportation
 - Trafficking and modern slavery
 - Exposure to or infliction of domestic abuse
 - Bullying or cyber bullying
 - Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
 - Self-harm
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SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

- Physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children
- Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- Taking positive steps to maintain the safety and well-being of all children engaging with us at the company
- Reporting concerns expeditiously and appropriately, in line with child protection procedures
- Understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- Acting appropriately in the presence of children
- Not taking any inappropriate risks
- Not smoking drinking or taking any form of illicit substances in the presence of children

Safeguarding Officers

The management and oversight of child safeguarding matters is allocated to:

Katy Batchelor (Zozimus Drama Owner/Director)

katy@zozimusdrama.com or 07739 962 902

If we have any cause for concern we will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures.

The name of our LSCB is Northamptonshire Safeguarding Children Partnership safeguarding LSCB procedures can be found at <http://www.northamptonshirescb.org.uk/>

If we have any concerns for a child's welfare or a safeguarding issue, we would contact our

- Designated Officer for North Northamptonshire, Sheila Kempster on 07831 123193 or for West Northamptonshire, Andy Smith on 07850 854309.
- LADO Team (Local Authority Designated Officer) 01604 362993.

We must also contact MASH (Mulit Agency Safeguarding Hub) 0300 126 7000 **Confidentiality and Data Protection**



SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be accessed by e-mail request:

info@zozimusdrama.com

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, an available allocated safeguarding officer should be contacted as soon as is reasonably practicable (see above information regarding Northamptonshire Safeguarding Children Partnership).

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available allocated safeguarding officer as soon as practicable and by no later than the end of the same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- Listen calmly and carefully, showing that their views are taken seriously
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children and asking probing, intrusive and/or leading questions
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with an allocated safeguarding officer and any subsequent safeguarding referral)
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times dates places and people concerned. Audio and video recordings of children making disclosures should be avoided
- Refer all relevant information to an available allocated safeguarding officer as soon as practicable afterwards and by no later than the end of the day.

Upon receipt of any safeguarding concern, an Allocated Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to relevant authorities, such as the applicable Local Authority Children's Services Department.

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the company, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
 - exposing a child to behaviour which may cause physical or emotional harm
 - engaging in criminal activity concerning a child
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SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

this must be raised in the first instance with an available Allocated Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has been taken place in a setting outside of the person's engagement with the company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will include either:

- Further initial inquiries
- Escalation to the applicable Local Authority Children's Services Department for assessment and/or the police for investigation
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company
- A referral to the Disclosure and Barring Service, or any other relevant regulatory bodies.

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by an Allocated Safeguarding Officer. Such a meeting may not be convened, and person informed about the allegation until this has been approved by any authorities involved (such as the police or the relevant Local Authority Designated Officer).

Any person from within the Company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Checks and Reporting

Enhanced DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

- All Employees who undertake work with children as part of Zozimus Drama

Wherever we deem it necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

- Zozimus Drama Community Classes
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SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

- Children's birthday party provision
- Provision for extracurricular lessons in schools
- Provision for toddler/preschool classes in a nursery or preschool setting

The Allocated Safeguarding Officers shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the purpose of a specific event.

Although the Allocated Safeguarding Officers and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background ground checking will be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional document will be made available to all those concerned (staff members, parents, guardians etc) in advance. They should be read carefully adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

We have the following First Aid procedure within the company:

Katy Batchelor (Owner, Director, Founder) holds an up-to-date Paediatric First Aid qualification and has access to a First Aid Kit

Any accident or injury concerning a child should be brought to the attention of the nearest First Aider.

Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present.

Consent will be obtained via; an online consent form on our booking platform or written consent from the parent or guardian.

Consent forms will include emergency contact details and will set out any specific safety needs or requirements for children.

All consent forms will be kept secure and should be stored in accordance with our data protection privacy policy.

Supervision



SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

. Supervision Ratios

- For children aged 3.5–6 years, our class sizes are capped at 10 children per adult.
- For children aged 7–10 years, we operate with a ratio of 1 adult to 14 children.
- For Key Stage 3 (ages 11–14), up to 16 children may attend per adult.
- Parents or guardians of Early Years children are required to remain nearby and contactable (e.g. waiting in cars or on-site if necessary).

2. Use of Technology in Sessions

- Zozimus Drama teachers may use a personal device during sessions only to play music for structured drama activities.
- Staff are not permitted to use devices for any other purposes during the class unless in an emergency.

Although attention will be given by teachers to the ages of the children/young people and the circumstances, to ensure they are able to properly meet this responsibility and the ratio can be adjusted if and when required.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are being properly supervised.

Managing Behaviour of Children Generally

Whenever an adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- Treat each child fairly and equally
- Approach the situation in a calm and neutral manner
- Only ever use physical restraint or intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to an absolute minimum taking into account the risk posed
- Make a written record of the incident and ensure this is reported appropriately to an available Allocated Safeguarding Officer.

Managing Risks Posed By Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:



SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

-Repeated; and

-Has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion, or sexual orientation. Bullying can often include:

-Physical harm perpetrated against another child

-Name calling and threats

-Cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any events or activities arranged by us will usually be dealt with by us in the first instance as follows:

- All children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, children will receive a first warning and relevant support/education.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

- The child or children who have found to be responsible for persistent behaviour which amounts to bullying of another child shall be banned from attending Cctive classes. Where the class is being held as part of provision for a school the manager or coach will follow the school guidelines and inform relevant staff members. Discussing appropriate intervention.

All steps in relation to the prevention or management of bullying should be taken in consultation with an Allocated Safeguarding Officer.

Photography

At Zozimus Drama, we sometimes take photographs or short video clips of children for promotional purposes. We recognise that images of children carry potential risks, including:

- The possibility of images being re-used, adapted, or shared inappropriately
- The long-term impact that public images may have on a child's digital footprint or wellbeing

To mitigate these risks, we follow strict safeguarding protocols around photography and media use. These include:

Consent and Permissions

- **Written photo consent is always required** from a child's parent or guardian before taking, storing, or using any image of that child.
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SAFEGUARDING CHILDREN POLICY – ZOZIMUS DRAMA

- This consent is obtained at the point of class registration via our online booking platform and recorded in the class register.
- Parents/guardians may withdraw consent at any time by contacting info@zozimusdrama.com. If consent is withdrawn, all relevant media will be deleted promptly.
- Children and their families are kept informed of how and where media will be used.
- We ask families and members of the public not to share images containing other children unless they have permission from the relevant parent/guardian.

Safe Use of Images

- We will never publish the names of children alongside photographs.
- We aim to protect each child's identity wherever possible when sharing media publicly.
- Media is used strictly for promotional purposes such as social media posts, flyers, and our website.

Storage and Data Handling

- Any photos or videos must be removed from staff devices and uploaded within **24 hours** to Zozimus Drama's **encrypted Google Workspace storage**, accessible only by safeguarding-trained admin team members.
- Devices should be checked weekly to ensure no media files are retained longer than necessary.
- All media is stored and handled in accordance with our **Data Protection Policy** and retained only as long as is reasonably necessary for promotional or record-keeping purposes.

Public Photography at Events

We recognise that members of the public, including parents and guardians, may wish to take photographs at our events. We ask that:

- Images of other children are not shared on social media without appropriate permissions.
- Any media shared online is done so cautiously and with appropriate privacy settings enabled.

Signed

Date renewed : 18 July 2025
