



# Safeguarding at The Big Time Group

A vertical yellow decorative graphic consisting of a central line with two four-pointed starburst shapes at the top and bottom.

## P A R E N T S

### Parent Information Summary

At The Big Time Group, the safety and wellbeing of every child is our highest priority.

We are committed to providing a safe, supportive, and inclusive environment for all children attending our classes, holiday camps, rehearsals, and youth productions.

Safeguarding is at the heart of everything we do, and all staff working with children follow clear safeguarding policies and procedures.

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## **Our Safeguarding Commitment**

We are committed to:

- keeping children safe from harm
- listening to children and taking their concerns seriously
- creating a positive and respectful environment
- acting promptly and appropriately if concerns arise
- working in partnership with parents and carers

Safeguarding is everyone's responsibility, and all staff are trained to recognise and respond to concerns.

## **Designated Safeguarding Lead**

Our Designated Safeguarding Lead (DSL) is:

**Gracelyn Byrne**

A senior member of staff is always responsible for safeguarding during sessions. If the DSL is not onsite, the most senior member of staff present will take immediate safeguarding action where required.

## **Staff and Training**

All staff working with children:

- are appropriately vetted, including enhanced DBS checks
- receive safeguarding training
- follow a clear Staff Code of Conduct
- understand how to report and respond to safeguarding concerns

Staff are expected to maintain professional boundaries and act in the best interests of children at all times.

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## **Responding to Safeguarding Concerns**

If a child shares a concern or staff identify a welfare issue:

- it is taken seriously
- it is reported immediately to the safeguarding lead
- appropriate action is taken in line with local safeguarding guidance

Where necessary, concerns may be shared with Children's Services or the Police to ensure a child's safety.

Parents are usually informed of safeguarding concerns unless doing so would place a child or another person at risk.

## **Accidents, First Aid and Injuries**

We have clear procedures in place for managing accidents and injuries:

- first aid is administered by trained staff where required
- parents/carers are informed of any accident or injury
- all incidents are recorded and acknowledged by parents

If a child requires urgent medical attention, emergency services will be contacted immediately.

## **Collection and Supervision**

Children remain under the supervision of staff at all times during sessions.

We have clear procedures for:

- authorised collection
- late or non-collection
- ensuring children are not released unless staff are confident collection is safe

Repeated late collection may be treated as a welfare concern.

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## **Missing Child Procedures**

We have robust procedures in place should a child ever be unaccounted for. These focus on:

- immediate action
- close supervision of other children
- rapid escalation if required

The safety and wellbeing of the child is always the priority.

## **Emergency Lockdown Procedures**

The Big Time Group has emergency procedures in place to respond to situations such as:

- intruders or unauthorised visitors
- incidents in or near the building
- serious safety threats

These procedures are designed to protect children and are managed by trained staff in coordination with emergency services when necessary. Parents will be informed as soon as it is safe to do so.

## **Working in Partnership With Parents**

We believe safeguarding works best when we work together. We ask parents to:

- keep contact and emergency details up to date
- inform us of any changes that may affect their child's wellbeing
- share relevant information that helps us support their child

If you have any concerns about your child's welfare, or about safeguarding at The Big Time Group, please speak to a member of staff or contact the Designated Safeguarding Lead.



## **Review**

Our safeguarding arrangements are reviewed regularly to ensure they remain effective, up to date, and appropriate for the children in our care.

## **Final Reassurance**

This summary reflects our commitment to keeping children safe while providing a positive, creative, and nurturing environment for them to learn and grow.

