

BRYMON PROMOTIONS

A Subsidiary of Brymon Consulting Pty Ltd

SAFEGUARDING & CHILD PROTECTION POLICY

Protecting Children • Supporting Families • Empowering Communities • Promoting Safe Participation

Australia and United Kingdom

THE PLAY© Musical

Voices That Matter© Youth Mental Health & Wellbeing Programme

Voices That Matter© Youth Mental Health & Wellbeing Digital Services and App

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Supersedes	New document	Consultation	Legal/safeguarding review recommended before launch in each location

Approval and Sign-off

Approved by: Brian Montgomery (Director)

Signature: 

Date: 21/07/2026

Important legal status

This Policy establishes the minimum safeguarding and child-protection standards required by Brymon Promotions across its programmes, services, partnerships and activities. It must be read alongside applicable legislation, statutory guidance, school and venue procedures, contractual requirements and directions issued by police, child-protection authorities, regulators and emergency services. Where another lawful requirement provides a higher standard of protection, the higher standard must be applied. This Policy supports—but does not replace—statutory duties, professional advice, emergency procedures or individual reporting obligations.

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EXECUTIVE OVERVIEW

Purpose of this Policy

This Safeguarding & Child Protection Policy establishes the governance framework for protecting children and young people participating in activities delivered by Brymon Promotions, including **THE PLAY© Musical, Voices That Matter© Youth Mental Health & Wellbeing Programme**, associated workshops, digital services and community initiatives.

The Policy provides a consistent framework across Australia and the United Kingdom, defining organisational responsibilities, safeguarding standards, reporting pathways and continuous improvement requirements.

Policy Objectives

Objective	Outcome
Protect children and young people	Safe, inclusive and supportive participation
Establish clear governance	Defined leadership and accountability
Promote early reporting	Timely intervention and protection
Support staff and volunteers	Consistent procedures and training
Strengthen organisational governance	Continuous improvement and compliance

Key Principles

- ✓ Child-centred practice
- ✓ Safety before reputation
- ✓ Accountability
- ✓ Early intervention
- ✓ Partnership
- ✓ Inclusion
- ✓ Continuous improvement

Document Structure

Part	Content
Section 1	Governance Framework
Section 2	Leadership & Responsibilities
Section 3	Operational Safeguarding
Section 4	Responding to Concerns
Section 5	Operational Resources

1. Policy Statement

Brymon Promotions, a subsidiary of Brymon Consulting Pty Ltd, is committed to creating environments in which children and young people are safe, heard, respected, included and able to participate without abuse, exploitation, neglect, bullying, discrimination or avoidable harm. Safeguarding is a shared responsibility and a condition of involvement in THE PLAY©, Voices That Matter©, workshops, rehearsals, auditions, performances, school programmes, community projects, online services, promotional activities and all associated events.

The welfare and best interests of the child are paramount. Commercial, artistic, reputational, scheduling or partnership considerations must never override a child's safety. A concern does not need to be proven before it is reported. Workers must act on reasonable concerns, record facts accurately and escalate without delay.

No internal-delay rule

A worker must not wait for permission, a meeting, an internal investigation or confirmation from a manager before contacting emergency services or a statutory child-protection authority where immediate danger exists or reporting is legally required.

2. Purpose and Objectives

This policy establishes a consistent safeguarding framework for operations in Australia and internationally, including the United Kingdom. Its objectives are to:

- prevent harm through child-safe governance, screening, training, supervision and risk controls;
- enable children and young people to understand their rights and raise concerns safely;
- provide clear, child-centred procedures for receiving, recording, reporting and responding to concerns;
- support trauma-informed, culturally safe and inclusive participation;
- protect workers who make good-faith reports and prevent retaliation;
- ensure partners understand that Brymon standards apply alongside local law and host-organisation requirements;
- maintain accountable records and continuous improvement.

3. Scope

This policy applies to every person acting for, representing, contracted by, volunteering with, partnering with or granted access to participants through Brymon Promotions, including directors, employees, facilitators, creative personnel, cast and crew, volunteers, consultants, contractors, photographers, videographers, chaperones, drivers, venue personnel and partner representatives.

It applies in all physical and digital settings, including schools, theatres, community venues, rehearsal rooms, homes used for authorised remote sessions, transport, accommodation, tours, social media, messaging services, video calls, websites and apps. It applies to conduct during and outside scheduled activities that creates a safeguarding risk or misuses a Brymon role or relationship.

For this policy, a child is any person under 18. Programmes may also support young adults aged 18-21. Safeguarding duties to vulnerable adults are addressed through equivalent protections and any separate vulnerable-person policy.

4. Guiding Principles

Child-centred: Listen to the child, explain what will happen next, and consider their age, maturity, communication needs and wishes.

Safety before reputation: Protective action takes priority over publicity, commercial relationships and organisational reputation.

Participation and voice: Children have the right to be involved in decisions affecting them and to receive accessible information.

Equity and inclusion: Safeguards apply equally regardless of disability, race, culture, sex, gender identity, sexual orientation, faith, language, family circumstances or socioeconomic status.

Cultural safety: Aboriginal and Torres Strait Islander children, First Nations children in the UK context where applicable, and children from diverse cultural communities must be supported in ways that respect identity, kinship, community and culture.

Trauma-informed practice: Workers avoid blame, coercion and repeated questioning, and understand that behaviour may communicate distress.

Least intrusive effective action: Share and intervene only as much as necessary to protect the child, while never allowing confidentiality to obstruct safety.

Accountability: Concerns, decisions, referrals and outcomes are documented and reviewed.

5. Definitions

Term	Meaning
Safeguarding	The arrangements are used to prevent and respond to harm and to promote children's welfare.
Child protection	Action taken to protect a particular child who is suffering, or is at risk of suffering, significant harm.
Disclosure	Information communicated by a child or another person indicates possible abuse, neglect, exploitation or harm.
Concern	Any observation, information, allegation, pattern or intuition that suggests a child may be unsafe, or a worker may pose a risk.

Term	Meaning
Worker	Any employee, director, volunteer, contractor, facilitator, artist, chaperone, consultant or other representative.
Partner organisation	A school, venue, charity, community body, public authority, sponsor, supplier or other entity working with Brymon Promotions.
Designated Safeguarding Lead (DSL)	The person appointed to coordinate safeguarding arrangements, advice, records and referrals. The DSL role does not remove any person's direct reporting obligations.
Parent/guardian	A person with parental responsibility or lawful authority for the child.
Child-on-child harm	Abuse or harmful behaviour by one child towards another, including sexual violence, harassment, bullying, exploitation and online harm.

6. Legal and Practice Framework

6.1 Australia

Brymon Promotions adopts the Australian National Principles for Child Safe Organisations as its national baseline. The principles require that child safety and wellbeing be embedded in leadership, participation, family engagement, equity, suitable people, child-focused complaints, training, safe physical and online environments, continuous improvement, and documented policies.

Operations must also comply with the law and regulatory requirements of the relevant state or territory. For Western Australian operations, this includes the Children and Community Services Act 2004 (WA), mandatory reporting requirements for prescribed professions, Working with Children screening requirements and applicable occupational safety, privacy, criminal and education laws.

Because mandatory reporting categories and thresholds differ across Australian jurisdictions, the DSL must complete a jurisdiction-specific legal register before commencing activity outside Western Australia. Regardless of whether a worker is legally classified as a mandatory reporter, this policy requires all workers to report safeguarding concerns internally and supports direct external reporting where necessary to protect a child.

6.2 United Kingdom

For England, this policy is informed by the Children Act 1989 and 2004, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Data Protection Act 2018, UK GDPR, Equality Act 2010, Working Together to Safeguard Children 2026 and, when working in schools or colleges, the version of Keeping Children Safe in Education legally in force at the relevant date. The 2025 KCSIE remains operative until 31 August 2026; the 2026 edition takes effect on 1 September 2026.

For Scotland, Wales and Northern Ireland, the DSL must verify and apply the relevant national safeguarding legislation, disclosure scheme, statutory guidance and local referral pathways before services commence. DBS checks are an England and Wales mechanism; Scotland uses Disclosure Scotland/PVG, and Northern Ireland uses Access NI.

6.3 International and host requirements

The United Nations Convention on the Rights of the Child and recognised child-safe practice guides this policy. Host schools, venues and public bodies may impose additional safeguards. The highest lawful and practicable standard applies. Contractual allocation of responsibility does not excuse any person from acting to protect a child.

7. Governance and Responsibilities

7.1 Director and Policy Owner

- approve resources, appointments and controls needed to implement this policy;
- appoint a suitably competent DSL and deputy before regulated youth activities commence;
- ensure serious allegations are referred externally and not managed solely as internal disciplinary matters;
- review safeguarding performance, trends and corrective actions;
- ensure insurance, contracts and partnership arrangements are appropriate.

7.2 Designated Safeguarding Lead

- maintain current referral contacts for every operating area;
- provide advice without delaying direct reporting;
- receive and quality-check records;
- make or coordinate referrals where appropriate;
- liaise with statutory agencies and host DSLs;
- maintain secure safeguarding records separately from general programme files;
- coordinate training, audits and lessons learned;
- escalate concerns involving senior leaders to an independent authority or statutory body.

7.3 All workers

- complete required screening, induction and training before unsupervised or regulated contact;
- maintain professional boundaries and comply with the Code of Conduct;
- remain alert to changes in behaviour, injuries, disclosures, online risk and unsafe adult conduct;
- listen, reassure, record and report;
- call emergency services immediately when there is imminent danger;
- cooperate with lawful investigations and preserve evidence;
- never promise secrecy or investigate allegations themselves.

7.4 Partners, schools and venues

Each partner must nominate a responsible contact, disclose relevant safeguarding requirements, cooperate in risk assessment and reporting, and ensure its personnel are appropriately screened and supervised. A partner's failure does not automatically transfer legal responsibility to Brymon Promotions; however, Brymon will take reasonable steps within its control, suspend unsafe activity and refer concerns where required.

7.5 Parents and guardians

Parents and guardians must provide accurate medical, emergency, collection and consent information; notify Brymon of relevant safeguarding or court restrictions; comply with conduct rules; and collect children promptly. Consent does not authorise unsafe practice and cannot waive a child's statutory rights.

7.6 Children and young people

Participants are expected to follow safety directions, respect others, report concerns and avoid recording or sharing images without permission. Children are never responsible for abuse committed against them, and behavioural difficulties must not be used to dismiss or minimise safeguarding concern.

8. Safer Recruitment and Screening

No person may be placed in a child-related role solely because they are known to a director, partner or participant. Recruitment and appointment decisions must be documented and proportionate to the role.

- written role description and safeguarding responsibilities;
- identity, address and right-to-work checks;
- employment and activity history with unexplained gaps considered;
- at least two references where practicable, including a recent relevant supervisor;
- interview questions testing safeguarding judgement and boundaries;
- appropriate Working with Children Check or equivalent Australian screening;
- appropriate enhanced DBS check with barred-list information where the role is eligible in England or Wales, or the applicable Scottish/Northern Irish scheme;
- qualification and licence checks where relevant;
- signed Code of Conduct, confidentiality and declaration forms;
- risk assessment and documented supervision for any person awaiting a permissible check;
- periodic renewal and requirement to disclose relevant charges, investigations or restrictions.

Screening limitation

A clear criminal-record or child-work screening result is not proof that a person is safe. Screening must be combined with supervision, training, reporting culture and active management of conduct.

9. Code of Conduct and Professional Boundaries

9.1 Required behaviour

- treat every participant with dignity and use age-appropriate, inclusive language;
- work in observable and interruptible environments wherever possible;
- use approved communication channels and include a parent, school or authorised colleague where required;
- seek consent and explain the purpose of necessary physical contact, such as choreography correction or first aid;
- challenge bullying, sexualised behaviour, discrimination, unsafe conduct and boundary violations;
- maintain accurate attendance and handover records;
- report gifts, invitations, conflicts of interest and accidental boundary crossings.

9.2 Prohibited behaviour

- sexual, romantic, exploitative, humiliating, threatening, discriminatory or grooming behaviour;
- corporal punishment, degrading treatment or punitive physical exercise;
- being alone with a child in a locked, concealed or unobservable space unless an emergency makes this unavoidable;
- private messaging, disappearing messages or contact from personal social-media accounts;
- sharing bedrooms, beds, showering or changing facilities with children;
- supplying alcohol, nicotine, vapes, illegal drugs or age-restricted material;

- taking unauthorised photographs or retaining children's images on personal devices;
- transporting a child alone without authorisation except in a genuine emergency;
- favouritism, secret gifts, secret meetings or asking a child to keep the relationship confidential;
- conducting an internal interrogation or confronting an alleged perpetrator.

9.3 Physical contact and restraint

Physical contact must be necessary, proportionate, explained and appropriate to the activity. Workers must use demonstration, verbal guidance, and self-correction before making hands-on adjustments. A child may refuse non-essential contact. Physical intervention may be used only where immediately necessary to prevent serious harm, using the minimum reasonable force for the shortest time. It must never be used as punishment. Any intervention must be reported, documented and reviewed, and parents/guardians and relevant authorities notified as appropriate.

10. Safe Programme Delivery

10.1 Planning and risk assessment

Every programme, rehearsal, audition, workshop, show, outreach activity and trip must have a documented safeguarding and operational risk assessment. Controls must address venue access, supervision, toilets and changing areas, medical needs, content warnings, emotional triggers, photography, online contact, collection, transport, disability access, emergencies, public interaction and contractor access.

10.2 Supervision

Supervision levels must be based on age, needs, activity, environment, group dynamics, and legal or host requirements, rather than on a single universal ratio. At least two suitable adults should be available for group activities wherever practicable. Arrangements must allow one adult to manage an emergency without leaving other children unsupervised.

10.3 Attendance, arrival and collection

- record arrival and departure;
- verify authorised collectors and restrictions;
- do not release a child to an intoxicated, aggressive, unknown or unauthorised person;
- escalate late collection and welfare concerns;
- use a two-person process for unresolved collection situations where possible;
- contact police or child-protection services when safety requires.

10.4 Toilets, changing and costumes

Children must have privacy and safe access. Adults must not change or shower with children. Costume assistance must be planned, consent-based, and observable, with same-gender support offered where appropriate and upon request. Personal care for a child with disability must follow an agreed plan and be undertaken only by authorised, trained persons.

10.5 One-to-one sessions

One-to-one work must be justified, authorised and visible or otherwise safeguarded. Doors should remain open or have viewing panels. The session must be scheduled, recorded and known to a parent/guardian or host organisation. Remote one-to-one contact must use an approved account and platform, with consent and safeguarding controls.

10.6 Sensitive creative content

THE PLAY© Musical and Voices That Matter© Youth Mental Health and Wellbeing Programme may address bullying, abuse, discrimination, grief, suicide, self-harm, gangs, criminal exploitation, substance use and violence. Content must be age-appropriate, facilitated by competent personnel and supported by warnings, opt-out arrangements, debriefing and referral information. Participants must never be pressured to disclose lived experience publicly or perform material that causes distress.

11. Digital Safeguarding and the Voices That Matters© App

- privacy-by-design and age-appropriate design;
- parental or guardian consent where required by law or organisational rules;
- clear community standards and moderated user-generated content;
- prohibition of adult-to-child private messaging except through authorised, auditable functions;
- automated and human escalation for credible safeguarding keywords or reports, without presenting the service as an emergency or clinical service;
- prominent emergency guidance and local crisis contacts;
- minimum necessary data collection, access controls, retention limits and secure deletion;
- rapid response to grooming, threats, image-based abuse, doxxing, sextortion and self-harm content;
- evidence preservation and lawful referral;
- separate testing and approval before launching features involving location, livestreaming, direct messaging, AI companions or public profiles.

The app and digital services must clearly state that they do not replace emergency services, medical care, mental health treatment, police or statutory child-protection services. No automated output may guarantee safety, confidentiality or a particular outcome.

12. Recognising Abuse, Exploitation and Harm

Safeguarding concerns may arise from disclosure, injury, behaviour, digital content, relationship pattern, poor supervision, unsafe environment, allegation or cumulative low-level concerns. Categories include:

- physical abuse;
- sexual abuse, sexual harassment and harmful sexual behaviour;
- emotional or psychological abuse;
- neglect, including medical, educational and supervisory neglect;
- domestic and family violence and coercive control;
- bullying, cyberbullying, hate incidents and discrimination;
- grooming, online exploitation, sextortion and image-based abuse;
- child criminal exploitation, gangs, county lines, drug supply and weapon-related risk;
- trafficking, modern slavery, forced marriage, honour-based abuse and female genital mutilation;
- radicalisation and extremist exploitation;
- financial exploitation and scams;
- self-harm, suicidal thoughts, eating disorders, substance use and serious mental-health deterioration;
- unsafe professional practice, boundary breaches and institutional neglect.

Indicators must be considered in context. A single sign may have several explanations; a pattern may be significant. Workers must report concerns rather than diagnose abuse.

13. Responding to a Disclosure or Concern

13.1 Immediate response

1. Stay calm and give the child your full attention.
2. Listen without shock, blame or disbelief.
3. Use open prompts such as “Tell me what happened” and avoid leading questions.
4. Reassure the child that they did the right thing by speaking.
5. Do not promise secrecy. Explain that information will be shared only with people who need to help keep them safe.
6. Check immediate safety and medical needs.
7. Do not confront the alleged person or conduct your own investigation.
8. Write a factual record as soon as possible, using the child’s words where remembered.
9. Report immediately under section 14.

13.2 Evidence and communications

Do not delete messages, images or records that may be evidence. Do not copy or forward sexual images of children. Preserve devices and report to police or the relevant specialist agency. Avoid discussing the concern in group chats or with people who do not have a safeguarding role.

14. Reporting and Referral Procedures

14.1 Immediate danger

Call emergency services: 000 in Australia; 999 in the United Kingdom. Provide first aid within competence, preserve safety and then notify the DSL and host safeguarding lead as soon as practicable.

14.2 Australia

In Western Australia, prescribed mandatory reporters must report a reasonable belief of child sexual abuse to the Department of Communities in accordance with law. Other concerns about abuse, neglect or wellbeing should be reported to the Department of Communities, police or another appropriate statutory service according to urgency and current guidance. Workers operating in another state or territory must follow that jurisdiction’s reporting law and pathway.

Brymon policy requires every worker to notify the DSL promptly, but this does not replace or postpone an individual legal duty. Any worker may make a direct good-faith report to a statutory authority.

14.3 England

Concerns must be referred to the relevant local authority, children’s social care service and/or police according to risk. When operating in a school or college, workers must also follow the host’s DSL procedure and the current Keeping Children Safe in Education guidance. Concerns about a person who may pose a risk in regulated activity may require referral to the Disclosure and Barring Service by the legally responsible organisation. Allegations meeting the local authority designated officer threshold must be referred to the LADO without delay.

14.4 Scotland, Wales and Northern Ireland

The DSL must maintain local procedures for the relevant social work, police, safeguarding partnership and disclosure authority. A worker must use the local statutory route and must not rely solely on an England-based process.

14.5 Reporting decision record

The record must state the concern, immediate actions, agencies contacted, date/time, advice received, decisions, reasons, person responsible and follow-up. A decision not to refer externally must be approved by the DSL, supported by recorded reasons and reviewed if further information arises. No decision may override an individual mandatory-reporting duty.

15. Allegations Against Workers or Partners

Any allegation that a worker, volunteer, contractor, director, partner or person in a position of trust harmed a child, may have harmed a child, committed a relevant offence, behaved in a way indicating unsuitability, or breached serious boundaries must be reported immediately to the DSL. If the allegation concerns the DSL or Director, report directly to the relevant statutory authority and the nominated independent safeguarding contact.

- protect the child and other potential victims;
- avoid questioning beyond immediate clarification;
- refer to police, child protection, LADO or other authorities as required;
- consider temporary removal, reassignment or increased supervision without presuming guilt;
- preserve confidentiality and procedural fairness;
- notify insurers, regulators, commissioning bodies and partners where legally or contractually required;
- make barred-list or professional-regulator referrals where the legal threshold is met;
- record outcome categories and lessons learned.

Resignation, termination, the end of a contract or withdrawal from a programme does not stop safeguarding referral or investigation.

16. Child-on-Child Harm and Bullying

Child-on-child harm is not dismissed as banter, drama, experimentation or an inevitable part of growing up. Responses must protect the affected child, address the behaviour, consider wider group risk and avoid automatic criminalisation where a welfare response is appropriate.

- separate participants where needed and provide immediate support;
- record the words and behaviour without forcing a confrontation or mediation;
- notify parents/guardians unless doing so would increase risk;
- consult the host DSL and statutory services where thresholds are met;
- create plans for individual safety and behaviour;
- consider online contact, retaliation, transport, rehearsals and public performances;
- review whether organisational practice contributed to the harm.

17. Mental Health, Self-Harm and Suicide Risk

Expressions of suicide, self-harm, severe hopelessness, psychosis, intoxication or inability to remain safe must be taken seriously. Workers should ask direct, calm questions about immediate safety when trained to do so, remain with the young person when risk is imminent, remove immediate hazards when safe, and contact emergency or crisis services and the parent/guardian unless doing so would create further danger.

Brymon promotions workshops and apps are educational and supportive, not a substitute for clinical assessment or treatment. Workers must stay within competence. Safety concerns may be shared without consent where lawful and necessary to protect life or prevent serious harm.

18. Missing Child and Unauthorised Departure

1. Confirm the child is missing and check immediately agreed locations without leaving others unsafe;
2. Alert venue security, the host safeguarding lead and the DSL;
3. Contact the parent/guardian;
4. Call police immediately when age, vulnerability, circumstances or elapsed time create concern;
5. Preserve attendance, access and CCTV information;
6. Do not use untrained volunteers to undertake unsafe searches;
7. On return, ensure welfare support and conduct a safeguarding review.

19. Photography, Filming, Media and Performances

Written, informed consent and child assent must be obtained before identifiable images or recordings are created or published, except where another lawful basis has been verified. Consent must explain purpose, channels, audience, duration and withdrawal limitations. A child's refusal should be respected even when a parent has consented, unless recording is essential and lawful for a clearly explained operational reason.

- use authorised photographers and devices;
- avoid identifying location, school, full name or sensitive information unless specifically authorised and safe;
- do not photograph children in changing areas, toilets, distress or compromising poses;
- store and transfer media securely;
- provide no-photo identifiers at events;
- manage audience recording through tickets, announcements and venue controls;
- obtain additional consent for commercial promotion, livestreaming, broadcast or third-party licensing.

20. Transport, Travel and Collection Arrangements

Transport must be planned and authorised. Drivers must be licensed, fit to drive, appropriately insured and compliant with road laws. Seatbelts and approved child restraints must be used. Drivers must obey speed limits, must not use a handheld telephone, must not drive impaired, or must not continue when fatigue makes driving unsafe.

Where possible, avoid a lone adult transporting a lone child. If an emergency makes this necessary, inform the DSL and parent/guardian, record the journey, use direct routes and maintain professional boundaries. Overnight accommodation requires separate risk assessment, rooming rules, chaperone arrangements, emergency contacts and explicit consent.

21. Information Sharing, Confidentiality and Records

Safeguarding information is confidential but not secret. It may be shared without consent where lawful, necessary and proportionate to protect a child, prevent serious harm, meet a legal obligation or support a statutory investigation. Consent should be sought where safe and appropriate, but fear of damaging relationships must not prevent necessary sharing.

- record facts, observed behaviour, exact words and professional decisions separately;
- date, time and sign records;
- store safeguarding files securely with restricted access;
- do not place sensitive details in general cast lists, mailing lists or shared drives;
- retain records in accordance with law, insurer advice, limitation periods and safeguarding guidance;
- correct inaccuracies without deleting the original audit trail;
- report privacy breaches promptly under the Privacy Policy and legal notification rules.

22. Complaints, Whistleblowing and Non-Retaliation

Children, families, workers and members of the public may raise concerns verbally, in writing, anonymously or through an accessible digital route. Complaints involving possible harm are managed as safeguarding concerns first, not merely customer-service matters.

No person may suffer retaliation for making a good-faith concern, assisting an investigation or refusing unsafe instruction. Knowingly malicious allegations may be addressed fairly, but an unsubstantiated concern is not automatically malicious.

23. Training, Supervision and Support

- safeguarding induction before child contact;
- regular refresher training proportionate to role;
- specialist training for the DSL and deputies;
- digital safeguarding, child exploitation, child-on-child harm, suicide-risk and culturally safe practice as relevant;
- briefings before shows, tours and high-risk activities;
- supervision and debrief for workers exposed to distressing information;
- records of attendance, competence and overdue training.

24. Risk Management and Quality Assurance

Safeguarding risks must be recorded in programme and corporate risk registers. The Director and DSL will review incidents, near misses, complaints, low-level concerns, training completion, screening status, digital moderation data and feedback from children and families. Reviews must identify systemic issues rather than focusing only on individual blame.

Audits will test whether policy is understood and implemented. Corrective actions must have owners and due dates. Serious or repeated nonconformance may require suspension of an activity, venue, partner, feature or worker.

25. Breaches and Consequences

A breach may lead to immediate protective action, removal from activity, increased supervision, disciplinary action, termination of employment or contract, exclusion from programmes, referral to the police or child-protection authorities, disclosure-scheme referral, regulator notification, civil action, or other lawful consequences. Contractual disclaimers do not protect a person from responsibility for their own unlawful, reckless, abusive or negligent conduct.

26. Review and Publication

This policy is reviewed at least annually and sooner following a serious incident, legal change, new jurisdiction, new digital features, change in programme model or significant audit findings. A child-friendly summary will be made available. Material changes will be communicated to workers and partners, with retraining where needed.

Before publication or contractual reliance, Brymon Promotions should obtain jurisdiction-specific legal review and confirm the names, qualifications and contact details of safeguarding officers and statutory agencies.

Appendix A - Immediate Response Flowchart

1. IMMEDIATE DANGER OR MEDICAL EMERGENCY? Call 000 (Australia) or 999 (UK).



2. Make the child safe. Provide first aid within competence.



3. Listen; do not investigate or promise secrecy.



4. Record facts and the child's words.



5. Report to the DSL and host safeguarding lead immediately.



6. Make direct statutory report where required or necessary. Internal reporting must not delay this.



7. Preserve evidence and confidentiality.



8. Document decisions, advice, referrals and follow-up.



9. Review ongoing safety, support and organisational lessons.

Appendix B - Safeguarding Concern Form

Complete it as soon as possible. Record facts and exact words. Do not investigate.

Child/young person name: _____

Preferred name/pronouns: _____

Date of birth/age: _____

Programme/event: _____

Date and time of concern: _____

Location: _____

Person completing form: _____

Role and contact details: _____

Nature of concern

- ☐ Disclosure
- ☐ Observation
- ☐ Injury
- ☐ Online concern
- ☐ Allegation against adults
- ☐ Child-on-child harm
- ☐ Mental health/self-harm
- ☐ Missing child
- ☐ Other

What was seen/heard (use exact words where possible)

Immediate safety or medical action taken

Who was present

Evidence preserved

Parent/guardian informed? If not, why not?

DSL/host notified - name, date and time

External agency contacted - details and advice

Further action and responsible person

Signature and date: _____

Appendix C - Incident and Injury Form

Person affected

Date/time

Location/activity

Reported by

Witnesses

Description of incident/injury

Immediate treatment/action

Emergency service reference

Parent/guardian notification

Safeguarding implications

Corrective actions

Follow-up owner and due date

Appendix D - Safeguarding Risk Assessment

Hazard/safeguarding risk	Who may be harmed	Existing controls	Likelihood	Impact	Further controls	Owner/date

Approval: _____ Date: _____ Review trigger/date: _____

Appendix E - Worker Safeguarding Declaration

- ☐ I have read and understood this policy and the Code of Conduct.
- ☐ I will report concerns immediately and will not promise secrecy.
- ☐ I understand that internal reporting does not replace the legal duty to report externally.
- ☐ I have disclosed relevant convictions, charges, investigations, restrictions and conflicts of interest as required by law.
- ☐ I will maintain professional boundaries and use approved communications.
- ☐ I will notify Brymon Promotions promptly if my screening status changes.
- ☐ I understand that breach may result in removal, discipline, termination and statutory referral.

Name: _____

Role: _____

Screening type/number/expiry (where lawful to record):

Signature: _____

Date: _____

Appendix F - Parent/Guardian Consent Checklist

- ☐ participant registration and emergency contacts complete;
- ☐ medical, medication, disability, communication and access needs recorded;
- ☐ authorised collection people and restrictions recorded;
- ☐ programme content and emotional themes explained;
- ☐ photography/filming consent selected separately;
- ☐ digital communication/app consent selected separately;
- ☐ transport/travel arrangements authorised where applicable;
- ☐ privacy notice provided;
- ☐ complaints and safeguarding contact information provided;
- ☐ child assent obtained and right to withdraw explained.

Child name: _____

Parent/guardian name: _____

Relationship: _____

Signature: _____

Date: _____

Contact Details Tel: _____ **Email:** _____

Comment on any of the above:

Appendix G - Young Person's Safeguarding Promise

At Brymon Promotions activities:

- You have the right to feel safe and be treated with respect.
- Adults should listen to you and explain what is happening.
- You can say no to non-essential physical contact, photographs and sharing personal information.
- Bullying, sexual harassment, racism, homophobia, transphobia, ableism and threats are not accepted.
- You can speak to any trusted adult, the Safeguarding Lead, your school, police or child-protection service.
- You will not be in trouble for telling us about a genuine worry.
- We cannot keep dangerous information secret, but we will only tell people who need to help.

Appendix H - Key Contacts and Localisation Register

Complete before each programme and display securely for workers. Do not publish personal contact details without consent.

Role/service	Name/agency	Phone/email	Jurisdiction/notes
Brymon Designated Safeguarding Lead	To be completed	To be completed	
Deputy Safeguarding Lead	To be completed	To be completed	
Independent escalation contact	To be completed	To be completed	
Host school/venue DSL	To be completed	To be completed	
Local child-protection authority	To be completed	To be completed	
Local police - non-emergency	To be completed	To be completed	
Emergency services	To be completed	To be completed	
Local Authority Designated Officer (England)	To be completed	To be completed	
Mental health crisis service	To be completed	To be completed	
Insurer/incident notification	To be completed	To be completed	
Legal adviser	To be completed	To be completed	
Data/privacy contact	To be completed	To be completed	

Emergency: Australia 000 | United Kingdom 999. Verify all non-emergency and local authority details immediately before delivery.

Appendix I - Legislative and Guidance References

Australia

- Australian Human Rights Commission / National Office for Child Safety - National Principles for Child Safe Organisations.
- Children and Community Services Act 2004 (Western Australia), including applicable mandatory reporting provisions.
- Working with Children (Screening) Act 2004 (Western Australia) and current screening requirements.
- Privacy Act 1988 (Cth) and Australian Privacy Principles where applicable.
- Work Health and Safety Act 2020 (Western Australia) and applicable regulations.
- Relevant state/territory child protection, screening, privacy, education, criminal and reportable-conduct laws for each operating jurisdiction.

United Kingdom

- Children Act 1989.
- Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.
- Data Protection Act 2018 and UK GDPR.
- Equality Act 2010.
- Working Together to Safeguard Children 2026 (England).
- Keeping Children Safe in Education 2025 until 31 August 2026; 2026 edition from 1 September 2026.
- Relevant legislation and statutory guidance for Scotland, Wales and Northern Ireland when operating there.

References must be checked at each annual review and before commencing in a new jurisdiction. Links and agency contact details are intentionally not hard-coded into the policy because government pages and local pathways can change.

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