



Safeguarding Procedures

These procedures apply to all Company show productions and other activities that involve children and young people under 16 years of age.

Responsibilities

The Executive Committee of the Company will

- identify and support a person with designated responsibility for child protection for each production and activity
- immediately suspend any individual and exclude them from activities if a serious allegation is made against them, until an investigation is concluded and the outcome known

The Person with designated responsibility for child protection will

- undertake a risk assessment for each production and activity and monitor risk throughout the process
- ensure effective recruitment of licensed chaperones and their deployment so that children are supervised at all times.
(The maximum number of children in the care one chaperone should not exceed 12 children)
- ensure all adults involved in each production and activity, chaperones, parents and guardians are made aware of the Company's Safeguarding Policy and Procedures and know who is the person with designated responsibility for child protection
- respond quickly and appropriately to any suspicion, allegation or disclosure of abuse, taking advice from the Executive Committee and relevant authorities

Parents and Guardians will

- deliver and collect (or arrange delivery and collection of) their children to/from auditions, rehearsals, performances and other activities. It is not the responsibility of the Company to take children home
- report arrival and collection of the children to the chaperone on duty
- normally be expected to assist with the supervision of children as licensed chaperones (Parents and Guardians may not supervise children other than their own without a current chaperone licence)

Chaperones will

- hold a current chaperone licence
- by law be acting in loco parentis and should exercise the care which a good parent might reasonably expect to give a child
- be the key person the children look to for protection, clarification and support
- be with the children at all times
(including auditions, rehearsals, dressing rooms, to/from toilets, waiting areas, costume fitting, green room, in wings when children on stage)
- meet and sign in children on arrival and hand over and sign out children to the person authorized to collect them
- ensure children are aware of emergency procedures and other health and safety rules
- ensure appropriate arrangements for children with health and other special requirements
- raise any concerns promptly with the person with designated responsibility for child

- protection
- report and record any accidents
- be fully familiar and comply with the Hertfordshire Guide to Chaperoning (www.hertsdirect.org/docs/pdf/c/chapgguide.pdf)

Conduct of all Members and others who assist the Company

- Children will be participating in an adult environment. Be respectful at all times and act as appropriate role models
- Take account of the children's ages and experience in what is expected of them and ensure they are given clear guidance
- Do not put yourself in a vulnerable position. No adult should work alone or have unsupervised contact with children
- Maintain a safe and appropriate distance from children
- Only touch children when it is absolutely necessary in relation to the particular show production and activity
- Explain the purpose of the physical contact and seek the consent of the children
- Do not capture or use any unauthorised photographs, video or images of children (The Company will seek permission from parents and guardians for the use of authorised visual material featuring children for promotional and other purposes)
- Record all accidents in the Accident Book and countersign your report
- If you are unsure about anything, always ask for advice from the licensed chaperone(s) on duty or from the person responsible for child protection

Suspicion and disclosure of abuse

If you see or suspect abuse of a child while in the care of the Company, you should report this to the person with responsibility for child protection, or to the Chairman if you suspect the cause to be the person with responsibility for child protection.

Keep a note for your own records of what you witnessed, when and where, as well as your response, in case there is follow-up in which you are involved.

If a child confides in you that abuse has taken place:

- Remain calm
- Listen carefully to what the child is saying. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Make it clear to the child that you will need to share this information with the people who need to know and who should be able to help.
- Reassure the child that they 'did the right' thing' in telling someone
- Tell the child what you are going to do next
- Let the person with responsibility for child protection know immediately. It is their responsibility to liaise with the relevant authorities
- Make a note of the child's name, what s/he said using the child's own words and including any names that were mentioned. Record the date, time and place, your name and contact details and sign and date your statement. This statement will be a confidential record used only by those who need to know.