

# SAFEGUARDING PROCEDURES

(Children and Vulnerable Adults)

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## Responsibilities of the Society

At the outset of any production involving children and/or vulnerable adults the society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for safeguarding.
- Engage in effective recruitment of chaperones for and other individuals with responsibility for children and/or vulnerable adults.
- Ensure that children and/or vulnerable adults are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

## Parents

- The society believes it to be important that there is a partnership between parents/carers and the society. Parents/carers are encouraged to be involved in the activities of the society and to share responsibility for the care of children and/or vulnerable adults. A copy the society's Safeguarding Policy and procedures will be made available to all parents/carers.
- All parents/carers have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children/vulnerable adults home.

## Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children/vulnerable adults.
- If possible there will always be two adults in the room when working with children/vulnerable adults.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.

## Physical Contact

- All adults will maintain a safe and appropriate distance from children/vulnerable adults.

- Adults will only touch children/vulnerable adults when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child/vulnerable adult prior to any physical contact and the purpose of the contact shall be made clear.

## Managing sensitive information

- The society has a policy and procedures for the taking, using and storage of photographs or images. (see GDPR policy)
- Permission will be sought from the parents/carers for use of photographic material featuring children/vulnerable adults for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures. (see GDPR policy)

## Suspicion of abuse

- If you see or suspect abuse of a child/vulnerable adult while in the care of the society, please make this known to the person with responsibility for safeguarding. If you suspect that the person with responsibility for safeguarding is the source of the problem, you should make your concerns known to the Chair or other Committee member if necessary.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, paid professionals or venue staff etc, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

## Disclosure of abuse

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

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child/vulnerable adult 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.
- Use the first opportunity you have to share the information with the person with responsibility for safeguarding. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child/vulnerable adult that 'they did the right thing' in telling someone.
- Tell the child/vulnerable adult what you are going to do next.
- Speak immediately to the person with responsibility for safeguarding. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.

- As soon as possible after the disclosing conversation, make a note of what was said, using the child's/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record and inform the Safeguarding Officer as soon as possible.

## Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

## Rights & Confidentiality

- If a complaint is made against a member of the society, he or she will be made aware of his or her rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child/vulnerable adult who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

## Accidents

- To avoid accidents, chaperones and children/vulnerable adults will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children/vulnerable adults will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child/vulnerable adult is injured while in the care of the society, a designated first-aider will administer first aid and the injury will be recorded in the society's accident book. This record will be countersigned by the person with responsibility for safeguarding.
- If a child/vulnerable adult joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for safeguarding. This

record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

## Criminal Record Disclosures

- If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children/vulnerable adults. An Enhanced disclosure will be required for anyone with unsupervised access.
- The society will have a written code of practice for the handling of disclosure information. (see GDPR policy)
- The society will ensure that information contained in the disclosure is not misused.

## Chaperones

- If necessary, chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent /carer might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones should be members of the society or parents/guardians/carers of child members.
- Chaperones will be made aware of the society's Safeguarding Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the safeguarding officer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and if necessary the safeguarding officer.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.

- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.