

CHILD PROTECTION POLICY

TDG.

April 2018.

INTRODUCTION:

TDG has a moral and legal obligation to ensure that all members, parents, guardians, and volunteers, accept and adhere to their responsibilities in terms of safeguarding children and adults from harm or abuse. To this end, everyone will receive copies of TDG policies pertaining to this in order that they may protect children and adults and report any concerns about welfare to the appropriate, named member.

We acknowledge our duty of care to all children/adults and will aim to discharge this duty within a safe, caring, honest and open environment.

The designated Safeguarding Officer is Lis Jeffrey

The following elements comprise our policy:

- ✚ Awareness.
- ✚ Prevention.
- ✚ Good practice guidelines.
- ✚ Procedures for identifying and reporting any concerns of abuse, or suspected abuse.
- ✚ Legislation.

AWARENESS.

At TDG we recognise that there will be members of the club who may not be sufficiently aware of current issues surrounding the care and protection of children/adults.

TDG will:

- ✚ Ensure that all members will have access to the Safeguarding and Child Protection Policy and Procedures. These will be available on the TDG website and a printed copy may be requested.
- ✚ Ensure that, at the audition stage of any show, children/adults will be made aware of the TDG Safeguarding and Child Protection policy and procedures.

- ✚ Request that cast members, crew, parents and any other adults involved with productions involving children to confirm that they have read and understood the TDG Safe guarding and Child Protection Policy and Procedures.
- ✚ Ensure that any allergies are declared and contact details are confirmed and recorded. Medication is the responsibility of the parent/carer/child. In the absence of parent/carer, ie. at rehearsals, the child is responsible. PARENTS/CARERS/CHILD MUST BE MADE AWARE OF THEIR RESPONSIBILITY.

PREVENTION.

At TDG we recognise that rehearsals and productions will be in an adult environment. As such our expectations are that all members, volunteers, chaperones, parents, guardians, and anyone else who comes into contact with children, behave in an appropriate manner at all times. The children's welfare is paramount.

TDG will:

- ✚ Act within legislation, including “ The Children Performances and Activities (England) Regulations.” (see list at end.)
- ✚ Establish and maintain an ethos where all children feel welcome and safe.
- ✚ Familiarise all children with the environment ensuring that they are all informed of the location of toilets, fire exits, dressing rooms and any potential safety hazards in the building. e.g. stacks of chairs, tables etc.
- ✚ Inform all children of the evacuation procedures, prior to any production opening.
- ✚ Inform all children who the appropriate person, or persons, is to speak with, should they have any questions, problems or concerns.
- ✚ Ensure that all children are treated respectfully and are recognised as individuals with different needs.
- ✚ Work in an open aspect avoiding unobserved situations, allowing parent, guardian, chaperone, to take responsibility for the child/children in their care.

- ✚ Be aware of the individual needs of the child. Be aware if a child is tired and needs a break.
- ✚ Ensure that children are supervised appropriately.
- ✚ Ensure that chaperones, if used, are registered with the LA in which they reside and have a current DBS check.
- ✚ Ensure that all crew and others coming into close contact with a child/children, are DBS checked. (This doesn't include other cast members.)
- ✚ Ensure that all crew who do not necessarily have close contact with children, but maybe assisting with the production, are aware of TDG policy and expectations of behaviour around children, and are complicit.

GOOD PRACTICE GUIDELINES.

At TDG we believe that most of our behaviour choices are authentic and well-meaning, however, we also realise that some behaviours may be misinterpreted. The following Guidelines may be useful in reaffirming good practice.

- Be aware that actions may be misinterpreted, even though they are well-meant.
- Treat all children with respect, and with consideration for their age.
- Be aware of how your tone and volume of voice, as well as body language, may be interpreted.
- Be sure never to use a child as a scapegoat, or to ridicule or reject a child.
- Inform the children of any equipment in the hall, on stage, backstage, which may be a potential danger. Often these things eg. stacked chairs/tables, do not appear dangerous to a child. Play on or around such items must be stopped.
- All activities involving children must be risk-assessed and the assessment given to the Designated Officer. This includes props, sets etc.
- Supervise the children at all times and maintain fair discipline without chastisement. (Especially physical)
- Children's privacy must be respected at all times particularly when they may be washing or toileting.
- Do not touch a child inappropriately or intrusively.
- Do not show favouritism to any one child.

- Ensure you are not left alone with a child.

PROCEDURE and RESPONSIBILITIES.

At TDG we realise the importance of clarity in terms of the Safeguarding and Child Protection responsibilities of our Committee, Producers and Directors. In order to facilitate this, we will adhere to the points below.

At TDG we will:

- + Establish and monitor the creation of an ethos where all feel secure and are encouraged to talk, knowing that they will be respected.
- + Ensure the environment is safe and all performance areas are safe.
- + Establish and maintain an open and honest relationship with parents/carers.
- + Ensure that appropriate checks are carried out on all volunteers who will be working with children. This will include DBS service checks.
- + Ensure that all volunteers and/or visiting companies are familiar with and follow our Safeguarding and Child Protection policy and procedures.
- + Be mindful of volunteers who may disclose a previous conviction related to the safeguarding of children or child protection. Any such persons will not be allowed to work on any event which involves contact with children/young adults.
- + Ensure that video and photography are carried out in the presence of all attending the session.
- + Comply with the wishes of any parent/guardian with regard to the publishing of any such video or photography.
- + Ensure that no authorised photographs or video are posted on social media sites, without the permission of all parents/guardians whose children may be involved.
- + Ensure that written permission is given for use of photographs or video.
- + Ensure that users of mobile phones for photography are aware that this is inappropriate during rehearsal or performances. This is in order to protect them from allegations/potential accusations of misconduct.
- + Ensure that children are not permitted to use their mobile phones during rehearsals and performances.

PROCEDURE and Guidelines following any reported suspicion or allegation.

At TDG we recognise the importance of listening to any child/adult. Should there be any suspicions or allegations of a Safeguarding and Child Protection nature the following procedures apply.

At TDG we will:

- ✚ Always stop and listen.
- ✚ Show respect to the child/adult reporting to us, taking any suspicions or allegations seriously.
- ✚ Be mindful that 'leading' questions are never to be asked.
- ✚ Explain that if we are told something of concern we will need to tell one of the designated Safeguarding and Child Protection members of the club.
- ✚ Record what is disclosed as soon as possible, using the child's own words. Record details such as time, location, names of anyone else present and the current demeanour of the child.
- ✚ Ensure that the named, TDG Designated Officer for Safeguarding and Child Protection is informed immediately.
- ✚ Report to the Local Authority any allegations made against the Designated Officer.
- ✚ Never confront the alleged perpetrator, or inform the alleged perpetrator at the reporting stage.
- ✚ Be aware that suspicions and allegations may be unfounded, but that we have a responsibility to pass on any disclosures.

If a child discloses any allegations or suspicions of abuse, the following Guidelines may be useful.

- Remain calm.
- Do not trivialise or exaggerate, or make suggestions. Just listen carefully.
- Clarify your understanding by repeating back to the child. Do not interrogate.
- Do not ask the child to repeat their disclosure to you. This may be interpreted as your lack of belief.
- Unless the parents are the subject of complaint, they must be told what the child has said as the child is collected or as soon as possible afterwards.
- Reassure the child that they were right to tell you.

LEGISLATION and GUIDANCE referenced.

-  Children Act 1989.
-  Children Act 2004.
-  Working Together To Safeguard Children 2015.
-  North Somerset sample guidelines.
-  Various Amateur Dramatic societies, including Ledbury Amateur Dramatic Society's Policy for Safeguarding and Child Protection.

ABBREVIATIONS:

TDG = Tickenham Drama Group.

L.A. = Local Authority.

D.B.S. = Disclosure and Barring Service.

CHAPERONES FOR THE RUN.

24TH/28TH APRIL.



Act One.

Lucy Twigger and Lis Jeffery.

Act Two.

Lis Jeffery.

- ❖ In addition, Jen Marsh and Chelsea Hemmings will make regular checks on the children during each performance.
- ❖ During each performance all children are to remain in their respective changing rooms until needed on stage.
- ❖ Toilet breaks will be as needed by individual children.
- ❖ At the Half, certain children will be leaving. They will be collected by their parent/guardian from the back door of the green room and signed out accordingly by parent/guardian and chaperone. All children remaining will be supervised by the named chaperones.
- ❖ After each performance the children will meet their parents in the hall where they will be signed out as above.

- ❖ Any child not collected after the show, for whatever reason, will be the responsibility of the chaperone who will contact the parent/guardian immediately. No child will be left without at least 2 chaperones should this arise.