

**WINCHESTER DRAMATIC SOCIETY LIMITED (Chesil Theatre)**  
**CHILD PROTECTION POLICY**

**OCTOBER 2017**

Recent legislation and guidance has established a statutory duty on all bodies who work with children and young people to ensure their welfare and safety is at the heart of their work and that participation in inter-agency procedures is essential if the interests of children and young people are to be safeguarded. DfE guidance 'Safeguarding Children' and 'Safer Recruitment in Education' (2006), makes clear that safeguarding is broader than child protection and covers such issues as a child's health, safety and security, promoting positive behaviour, countering bullying and providing medical assistance when required. This policy focuses primarily upon child protection.

The Winchester Dramatic Society (Chesil Theatre) fully recognises its responsibilities for safeguarding and promoting the welfare of young people (Section 11 Children Act 2004). The aim of the policy is to promote a consistent approach, understood and adopted by all members, in the prevention, detection and reporting of abuse with regard young people involved in the activities of the Society

The Society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, exploitation or neglect. The Society is committed to practice which protects children from harm. All members of the Society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The Society believes that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- all members and volunteers of the Society should be clear on how to respond appropriately.

The Society will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the Society will provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;
- it will hold a register of every child involved with the Society and will retain a contact name and number close at hand in case of emergencies.

The Society has child protection procedures which accompany this policy.

The Society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Rachel O'Neill and she can be contacted on 01962 620732.

This policy will be regularly monitored by the Executive Committee of the Society and will be subject to annual review. The last review was in October 2017.

# **WINCHESTER DRAMATIC SOCIETY (Chesil Theatre)**

## **CHILD PROTECTION PROCEDURES - PRODUCTIONS**

### **1. Responsibilities of the Society**

At the outset of any production involving children the Society will:

- undertake a risk assessment and monitor risk throughout the production process;
- identify at the outset an appropriately trained person with designated responsibility for child protection;
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including liaison with the Local Education Authority where necessary and to obtain enhanced Disclosure and Barring Service (DBS) checks;
- ensure that children are supervised at all times;
- know how to get in touch with the local authority children's services, in case it needs to report a concern.

### **2. Parents**

- The Society believes it to be important that there is a partnership between parents and the Society.
- Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of children. All parents will be given a copy the Society's Child Protection Policy and procedures.
- All parents 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 home.

### **3. Unsupervised Contact**

- The Society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- 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.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain an enhanced Disclosure and Barring Service check.

### **4. Physical Contact**

- All adults will maintain a safe and appropriate distance from children.
- Adults will touch children only when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### **5. Managing sensitive information**

- The Society has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children 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.

### **6. Suspicion of abuse**

If anyone sees or suspects abuse of a child while in the care of the Society, he/she will make this known to the person with responsibility for child protection without delay. If it is suspected that the person with responsibility for child protection is the source of the problem, the concerns should be made known to the

Chairman, who in consultation with the designated Child Protection Officer, will activate the Society's procedure in accordance with Government Guidance "Keeping Children Safe in Education."

## **7. Disclosure of abuse**

If a child confides in anyone that abuse has taken place, the person to whom the complaint is made should:

- Remain calm and in control but should not delay taking action.
- Listen carefully to what has been said. 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.
- Do not promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. 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 that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. 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 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.

## **8. 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, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- 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 ergo 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.

## **9. Rights & Confidentiality**

- If a complaint is made against a member of the Society or an appointed volunteer he or she will be made aware of his rights under the Society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child 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.

## **10. Accidents**

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the Society, the injury will be recorded in the Society's accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. 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.

## 11. Disclosure and Barring Service Checks

- The Society requires chaperones or other personnel working with children to obtain an enhanced Disclosure and Barring Service (DBS) check.
- The Society will have a written code of practice for the handling of disclosure information. The Society will ensure that information contained in the disclosure is not misused.

## 12. Chaperones

- 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 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 will be required to obtain an enhanced disclosure and barring service (DBS) check.
- Chaperones will be made aware of the Society's Child Protection Policy and Procedures.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer/director of the production. 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/director of the production and not allow the child to continue.
- 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/director of the production to cease using children in this way.
- During performances, chaperones will be responsible for meeting children and signing them into the building.
- Children will be kept together at all times except when using dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre or other performance area unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will be allowed to enter adult dressing room at the theatre only in accordance with the arrangements agreed with the Local Education Authority as attached to this policy (**see Note**).
- Chaperones should be aware of the safety arrangements and first aid procedures in the theatre or other performance space, 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/director 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, this should be confirmed in writing.
- 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 until arrangements have been made by the parent.

## 13. Application to Youth Theatre

The above procedures relate to the use of children in the Society's productions involving adults. They will however be used as appropriate during Chesil Youth Theatre training sessions and Chesil Youth Theatre

productions.



Martin Humphrey

Signed.....Chairman

**Note:** Because of the nature of dressing room accommodation at the Chesil Theatre it has been agreed with the Local Education Authority that, if the young people involved in a production arrive at the theatre in costume and do not need to change thereafter, they will be held in a secure and separate area while adults are changing and will then be allowed to rest in the dressing room under the supervision of their chaperone(s), one of whose tasks will be to ensure that they are removed from the changing area when any changing other than outer garments (e.g. hats and coats) takes place. If young people themselves need to change at the theatre or other performance space the Society will ensure that there are separate screened areas for the use of men, women, boys and girls.

For productions by Chesil Youth Theatre, the Society will arrange separately screened changing areas where necessary for girls and boys, each area requires one chaperone for each twelve young people.