



Chelmsford Amateur Operatic and Dramatic Society

# SAFEGUARDING POLICY

CAODS Executive Committee

# SAFEGUARDING POLICY

## Policy Statement

The *Chelmsford Amateur Operatic and Dramatic Society* (herein referred to as 'the Society') recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, and the Children (Performance and Activities) (England) Regulations 2014. Although the society is an adult society with members aged from 16 years, it occasionally produces shows that require children to be in the cast. This policy is therefore designed to protect the children, the society's members and the society from any allegations of abuse or inappropriate behaviour towards children during both the rehearsal period and show week in the theatre.

The society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, online bullying or neglect. The society is committed to a practice that protects children from harm and that encourages all adult members of the society to accept and recognize their responsibilities to develop awareness of the issues that 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; and
- all members, and those contracted to the Society should be clear on how to respond appropriately to any concern or allegation.

### *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 provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour, including that which may be discovered on social networking sites;
- 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; and
- In accordance with this statement, under no circumstances will alcohol be available to children or young people under 18 years of age.

The society has Safeguarding Procedures that accompany this policy.

The society has a dedicated Safeguarding Officer, who is in charge of ensuring that the Safeguarding Policy and Procedures are adhered to. The Safeguarding Officer is **Christine Yorke-Edwards**, or in her absence, **the Chairman of the Executive Committee**.

This policy will be regularly monitored by the Executive Committee of the society and will be subject to annual review. The policy can be amended by the Executive Committee from time to time outside of the annual review.

All members, committee members, life-members, staff members, vice-presidents and supporters of the society (the 'Individual') are expected to read and understand this document, and adhere to this policy at all times.

**CAODS Executive Committee**

# **SAFEGUARDING PROCEDURES**

## **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 the person with designated responsibility for child protection;
  - engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority);
  - ensure that children are supervised at all times including whilst at rehearsal premises and at the theatre;
- and
- know how to get in touch with the local authority social services, in case it needs to report a concern.

## **2. Responsibilities of the 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 of the society's Safeguarding Policy and procedures on request.
- 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.
- No child is to be left in an area of the rehearsal space or theatre unaccompanied by either the parent or a named Chaperone.

## **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, preferably one of each gender.
- If unsupervised contact is unavoidable, steps will be taken to minimise 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 a criminal record disclosure (DBS). No unsupervised contact with children will take place without the appropriate disclosures confirmed and checked in advance.

## **4. Physical Contact**

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is necessary in relation to the activity (e.g. dancing), with the consent of the child and when the purpose of the contact has been 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. This will include, as far as possible, social networking sites.

- The society will ensure confidentiality in order to protect the rights of the individuals, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

## 6. Suspicion of abuse

- If an individual sees or suspects abuse of a child while in the care of the society, please make this known to the person with responsibility for Safeguarding in the society. If you suspect that the person with responsibility for Safeguarding is the source of the problem, you should make your concerns known to the Chairman of the Executive Committee.
- Allegations or concerns about abuse should then only be discussed with the Contact Person, Second Named Person, Initial Response Team, Social Care or Police.
- 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. Ensure that you time and date this.
- If a serious allegation is made against any individual or venue staff, that individual will be suspended immediately from the society until the investigation is concluded – as per the society's *Code of Conduct Policy*. The individual will be excluded from the theatre, rehearsal rooms, social events etc. and will not have any unsupervised contact with any other children in the production.
- The society reserves the right to remove a person's membership status at any point/dismiss them from the society following an allegation of abuse, for the benefit of the children, production or stability of the society.

## 7. Disclosure of abuse

- If a child confides in you (the individual) 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 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 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 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 own words. Note the date, time, and any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

## 8. DEFINITIONS OF ABUSE

**Physical Abuse:** Physical abuse may involve hitting, shaking, throwing. Poisoning, burning or scalding, suffocating or otherwise causing physical harm.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

**Emotional Abuse:** Emotional abuse is the persistent emotional ill-treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development.

**Cyber Bullying:** Cyber bullying is the use of ICT, commonly a mobile phone or the internet, deliberately to upset someone else. It can be used to carry out all the different types of bullying; an extension of face-to-face bullying. Cyber bullying can have a greater impact because it can go further, invade the home and personal space as well as the opportunity to involve a greater number of people. It has the ability to broadcast upsetting messages and images rapidly to a potentially huge audience and to continue doing so repeatedly over a long period of time.

## **9. 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 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.

## **10. Rights & Confidentiality**

- If a complaint is made against an individual, 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 must prove guilt and the defendant is presumed innocent until proven guilty.

## **11. 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, first aid will be administered by an appropriate adult (wherever possible a qualified first aider) and 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 normal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

## **12. 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. An Enhanced disclosure will be required for anyone with unsupervised access.
- The society will ensure that information contained in the disclosure is not misused.

### 13. Chaperones

- Every group of children and young people must have at least two responsible adults present, preferably one of each gender.
- 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 that 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 voluntary sector chaperones must hold a current Disclosure and Barring Service Certificate (DBS) before a chaperone licence application can be submitted. The Safeguarding Officer or the Chairman of the Society will process the DBS application form for the role of voluntary chaperone and scan with all required information, including two referees to the Child Employment Team when an enhanced DBS check will be made.
- 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. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Chairman and Production Team. 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 Production Team 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 Production Team to cease using children in this way, and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the door and signing them into the building. At the end of the performance all children must be signed out. A responsible adult will be designated to keep a similar record at each rehearsal and to contact the parents if a child who is expected to attend does not arrive.
- Children will be kept together at all times except when onstage or using separate dressing rooms or under supervision in separate groups (e.g. in the dressing rooms and the kitchen). The Wardrobe Mistress and Stage Manager are responsible for ensuring an area is arranged as per these requirements.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the venue unsupervised by chaperones unless in the company of their parents or in accordance with written permission from their parents.
- Children will be adequately supervised while going to and from the toilets.
- Where separate dressing rooms are provided, children will not be allowed to enter the adult dressing rooms and vice versa, except as necessary for the purposes of wardrobe, make-up etc or when accompanied by chaperones.
- 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 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, a telephone call should be made to the parent to confirm the arrangements.
- Chaperones / responsible adults should ensure that children leaving the rehearsal room/theatre do so only in the presence of adults known to have permission to do so. Permission from a parent/guardian must be signed and dated and include emergency details for each child or young person under the age of 18. If a

parent has not collected a child who does not have permission to leave with other older children or another adult, it is the duty of the chaperone / responsible adult to stay with that child and make every effort to contact the parents. If the parent or other emergency contacts cannot be reached the Essex County Council advise that the chaperone should call the police on emergency number 101 and inform them that they have an abandoned child.

- Chaperones / responsible adults should not expect children to walk along a dark unsupervised path.

As part of their responsibilities, Chaperones are required to raise any other issues with the Executive Committee, Safeguarding Officer or other relevant person as soon as possible.