



Harpenden Musical Theatre Company recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act.

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

**THE COMPANY 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 employees of the company should be clear on how to respond appropriately.

The company will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the company 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 company and will retain a contact name and number close at hand in case of emergencies.

The company has child protection procedures that accompany this policy.

The company 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 Janet Wade and she can be contacted on 01582 768574.

This policy will be regularly monitored by the Committee of the company and will be subject to annual review.

This policy was adopted by the Committee on 11th February 2015.

## **HARPENDEN MUSICAL THEATRE COMPANY**

### **PROTECTION PROCEDURES RESPONSIBILITIES OF THE COMPANY**

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

- Identify at the outset the person with designated responsibility for child protection who will, where appropriate, undertake risk assessments.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local authority).
- Ensure that children 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 company believes it to be important that there is a partnership between parents and the company. Parents are encouraged to be involved in the activities of the company and to share responsibility for the care of children. All parents will be given information as to where they can access the company's Child Protection Policy and procedures. This will be on the company's web site
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the company to take children home. This agreement is signed by parents, so this responsibility is clear.

Unsupervised Contact:

- The company 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 may be required to obtain a criminal record disclosure.

Physical Contact:

- Off stage, and unless performing all adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity, when performing under the direction of the director or if it is necessary to remove a child from danger to avoid injury to themselves or others.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear, such as with the application of makeup.

Managing sensitive information:

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

- The company's web-based materials and activities will be carefully monitored by the Child Protection Officer for inappropriate use.
- The company will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.

Suspicion of abuse:

- If you see or suspect abuse of a child while in the care of the company, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chairman.
- 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 company, chaperone, venue staff etc., that individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production until the investigation is concluded.

Disclosure of abuse:

If a child 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 to tell you at their own pace and ask questions only for clarification. Don't ask leading 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 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 as soon as possible usually social services or the police, and follow their advice. An independent investigation must not be undertaken before seeking advice.
- 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. This should be reported within 48hrs to the relevant bodies.

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, for example 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:

- 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.

#### 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 company, a designated first-aider will administer first aid and the injury will be recorded in the company’s accident book. This record will be countersigned 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 countersigned 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.

#### Criminal Record Disclosures:

- If the company 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 company will ensure that information contained in the disclosure is not misused.

#### **CHAPERONES**

Chaperones will be appointed by the company 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 supply photographic proof of identity (e.g. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the company.
- Chaperones will be made aware of the company’s Child Protection 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 Child protection 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 Child Protection Officer 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 Child Protection Officer to cease using children in this way and should contact the local authority.
- 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 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 company.
- 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