

COTSWOLD PLAYERS' CHILD PROTECTION PROCEDURES

Responsibilities of the Society

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

- obtain written consent from parents or guardians for children to participate in a particular production, retaining a contact name and number for use in case of emergencies;
- Invite parents and children to sign a Code of Conduct to cover both the rehearsal and performance periods;
- 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;
- 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 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. The society's Child Protection Policy and Procedures will be accessible to parents on the society's website.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances.

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 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 undergo a Disclosure and Barring Service check.
- Action will be taken to stop any inappropriate verbal or physical behaviour.

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 Disclosure and Barring Service records.

Suspicion of abuse

- If you see or suspect abuse of a child while in the care of the society, 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 society, chaperone, venue staff etc., that individual will be suspended as soon as practically possible 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 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 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, 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.

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 eg 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 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.

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, a designated first-aider will administer first aid 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 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 carry out a Disclosure and Barring check for any member it will inform the individual of the necessary procedures.
- The society has a written code of practice for the handling of disclosure information.
- The society will ensure that information contained in the disclosure is not misused.

Chaperones

- Where possible, and especially for children under the age of 11, a parent will be encouraged to be present during rehearsals and during the production run.
- When a parent is not available, chaperones will be appointed by the society for the care of children aged 16 and under 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.
- 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. 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 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 to cease using children in this way, and should contact the the Young Persons' Officer.
- 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 areas.
- Chaperones will be aware of where the children are at all times.
- Children will not leave the theatre unsupervised by chaperones unless in the company of or with the authorisation of their parents.
- Children will be adequately supervised while going to and from the toilets.
- 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 be aware of arrangements for children after performances.

- Children should be signed out when leaving and a record made of the person collecting.
- After a rehearsal/performance, if a child has not been collected by a parent or their nominee, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Complaints Procedure

If a parent or guardian wishes to complain about the way an incident affecting their child has been dealt with at a Cotswold Players event, they should in the first instance put this complaint in writing to the Cotswold Players Young Persons' Officer. If the subsequent response is regarded as unsatisfactory they can then refer it to the Chairman of the Cotswold Players for further investigation. The matter will be dealt with promptly and in confidence with all correspondence being held securely.

Contact Details

Young Persons' Officer: Christine Mauler
Email: ypo@cotswoldplayhouse.co.uk

Chairman: Dave Kilmister
Email: dave.kilmister@btinternet.com