

## **THE COTSWOLD PLAYERS**

### **Directors' guidance ref Child Protection Procedures for those aged under 18**

- 1 At auditions, the director should ensure that the audition form is signed by the young person and parent (if present).
- 2 Following auditions, the director sends a cast list to Judy Free, indicating which ones are aged 17 or under. Contact details must be supplied for these young people and for the director.
- 3 Judy will forward the cast list, together with contact details, to Chris Mauler, Safeguarding Officer.
- 4 Chris will contact the director to supply copies of Child Protection Policy, Procedures and documentation for completion.
- 5 Chris will contact parents to obtain completed Parental Consent and Code of Conduct forms.
- 6 Chris will draw up a rota of licensed chaperones for the dress rehearsal and performance periods and ensure that they are aware of all requirements, responsibilities and necessary documentation.
- 7 Where necessary (generally in the case of more than 4 performances) Chris will liaise with parents to complete paperwork in order to obtain child performance licences from Glos County Council.
- 8 Following the performance, chaperone/s should return completed paperwork to Chris.