

Ledbury Amateur Dramatic Society Ltd.

POLICY FOR SAFEGUARDING & CHILD PROTECTION

CONTENTS

1. Introduction
2. Legal Frameworks
3. Definitions
4. Responsibilities
 - a. Board of Directors
 - b. Designated Safeguarding Lead
 - c. Youth Theatre Leaders
 - d. Volunteers & Visiting Companies
5. Disclosure
6. Photography and video recording
7. Mobile Phones
8. Procedures
9. Whistleblowing
10. Prevent Strategy

ANNEXE A – Good Practice Guidelines

ANNEXE B – Visiting Companies Assurance Form

ANNEXE C – Link to Keeping Children Safe in Education 2020 (for part 1 and annexe A)

Introduction

Ledbury Amateur Dramatic Society Ltd. (LADS) believes that a child or vulnerable adult should never experience abuse of any kind and that each adult has a responsibility to promote the welfare of all children/ vulnerable adults to keep them safe within the Theatre environment during its activities. The aim of this policy is to show how we safeguard and promote our children/ vulnerable adults' welfare by fostering an honest, open, caring and supportive climate.

Legal frameworks

In line with government legislation and statutory guidance the policy will follow the guidance set out in:

- Children Act 1989 & 2004
- Education Act 2002
- Working together to safeguard children 2018
- Keeping children safe in education 2020

This policy applies to all volunteers and visitors to the Theatre. Where the Board of Directors provides services or activities directly under the supervision/ management of theatre, LADS Ltd.'s arrangements for child protection will apply. Where services or activities are provided separately by another body, the Board of Directors will seek assurance that the body concerned has appropriate policies and procedures in place to safeguard and protect children.

A child is defined as a young person under the age of 18

Definitions

Safeguarding encompasses everything that is done to support children and young people in order to keep them safe and promote their welfare. Working Together to Safeguard Children – July 2018 defines safeguarding as

- Protecting children from maltreatment
- Preventing impairment of a child's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable children to have the best life chances

'*Child protection*' is defined as part of safeguarding and promoting welfare and the activity to protect specific children who are suffering, or who are likely to suffer, significant harm.

Therefore, **protection** is a specific element of safeguarding, whereas safeguarding legislation is about the promotion of children's needs and the prevention of harm. This emphasises the need for all members to be able to respond early when they have a concern rather than wait until this is more defined and certain.

The most critical message from the legislation is that "**the child's welfare is paramount**".

'*Abuse*' is the violation of an individual's human and civil rights by any other person or persons. It can take many forms and involve several factors. It can occur anywhere and the abuser could be a stranger, a carer, a family member or someone else in a position of trust.

Responsibilities

Everyone has a role to play in ensuring the well-being and safety of children, young people, their families and each other.

The Board of Directors:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to
- Ensure it has a director nominated as Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role
- Ensure a safe physical environment
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies
- To ensure that appropriate checks are carried out on all volunteers who will work with children including Disclosure and Barring Service checks. (Refreshed at least every 3 years)
- Recognise that as adults working in the Theatre, we are in a relationship of trust with junior members in our care and acknowledge that it could be considered a criminal offence to abuse that trust.
- Acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.
- Ensure the policy is reviewed annually and any deficiencies within the Policy are addressed immediately.

Designated Safeguarding Lead

- Ensure an open and efficient route for all members or parents to bring concerns to them and have their concerns taken seriously
- Ensure they are appropriately trained to carry out the role
- Offer clear advice and support to youth theatre leaders, directors or producers bringing concerns or needing help
- Maintain appropriate records of concerns about a child even if there is no need to make a referral
- To investigate the allegations and after discussing the issue with the child's parents/guardians they may escalate to the appropriate agency.
- Consider whether concerns referred to them need to be referred to children's services/ social care
- The **Designated Safeguarding Lead** as at June 2021 is **Craig Watson**

Youth Theatre Leaders

- Hold a current DBS check and chaperone licence
- Take responsibility to report any concerns to **Designated Safeguarding Lead**
- Ensure they have a copy of part one and annex A of **Keeping Children Safe in Education 2020** which they have read and understood
- Be aware of the need to minimise their own vulnerability by not being alone with children or in situations that could render them vulnerable to poor practice and/ or allegations against them
- Always be aware of the needs of children and be vigilant for any possible signs of abuse

Volunteers and Visiting Companies

- To be familiar with the Safeguarding and Child Protection policy and to follow guidelines/ procedures contained within it
- To act in line with the policy by reporting suspicions to the **Designated Safeguarding Lead**
- To declare any existing or subsequent convictions

In addition, **Visiting Companies** will be required to complete a **Safeguarding Assurance** form, with any additional documentation, where there are children under the age of 18 involved; detailing supervision arrangements/ chaperone and DBS checked supervisors.

Disclosure

Volunteers who disclose that they have been convicted of any offence relating to children/ young people (or any related disciplinary sanction) will not be permitted to work on any event which involves contact with young people or vulnerable adults. Special licence arrangements may be put into place after discussion with the individual and in consultation with LADS Ltd. Officers/ Local Authority Designated Officer (LADO).

Photographing and Videoing

- Productions may be recorded by video and photographs by authorised members but always in full view of all attending.
- Photography and video are not permitted if this contravenes the parent or guardian's wishes.

- **No unauthorised photographs or videos will be published and posted on Facebook, YouTube or any other social media.**
- Letters will be sent out for each performance where children are involved to ensure parent/carer permission is given for all use of photos or DVDs.
- Where children are working across various events and activities, confirmation from parents will be sought to allow participation.

Mobile Phones

- Members are prohibited from taking photographs and/or recordings on PERSONAL mobile phones in order to protect themselves from potential accusations / allegations of misconduct
- Any individual bringing a personal device into the theatre must ensure that it contains no inappropriate or illegal content
- Children are not permitted to use mobile phones during rehearsals/ youth theatre or during performances

Procedures

- It is the responsibility for Directors/ Producers to keep a register of all children involved in any production or event within the theatre, with a contact name and number to be kept readily to hand in case of emergency.
- It is the Director or Producer/ Society member's responsibility to ensure every child's safety and only allow collection by adults known to them after the activity; the Director/ Producer/ Society member responsible for the activity **will not leave children alone to wait for collection.**
- There will always be at least two adults present with any group of children, at least one of whom should be female.
- Action will be taken to stop any inappropriate verbal or physical behaviour towards a child, whether by adults or other children in the group.
- Any person against whom allegations have been made will be stopped from working with children unless and until the above agencies have agreed they may continue such work.

Whistle Blowing

If members ever have any concerns about people working in the theatre, paid or unpaid, they have a duty to inform the DSL/ Board of Directors accordingly. This can be done in writing or verbally, but members should be able to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Prevent Strategy – *'Vulnerability to radicalisation or extreme viewpoints'*

Ledbury Amateur Dramatic Society Ltd. recognises its duty to protect our children from indoctrination into any form of extreme ideology which may lead to the harm of self or others. The Board of Directors vets all visitors carefully and will take firm action if any individual or group is perceived to be attempting to influence members of our community, either physically or electronically.

Our definition of radical or extreme ideology is *'a set of ideas which could justify vilification or violence against individuals, groups or self.'*

Reviewed & updated – June 2021

ANNEXE A

Good Practice Guidelines

- You must be aware that someone might misinterpret our actions even if they are well intentioned.
- No contact should be made with under 18s using personal emails/ texts/ social media or mobile numbers.
- All contact with under 18s should be through their parent's email or phone
- You must respect all children as befits their age.
- You must be aware of how your speech; tone of voice and body language may be perceived. In particular you should never scapegoat, ridicule or reject a child.
- You must be aware that children may not see the physical danger associated with activities and theatre equipment that an adult would recognise. You should therefore ensure that equipment is safely stored and used, that children are warned of any danger, and that any horseplay which could lead to injury is immediately stopped.
- All activities involving children should be risk assessed and approved by the Designated Safeguarding Lead.
- You must supervise the children carefully and do not permit bullying or ridiculing.
- You should control and maintain discipline without any physical punishment: there must be no smacking or other physical chastisement.
- You must respect a child's right to privacy; in particular, do not invade a child's privacy whilst washing or toileting.
- Do not touch a child inappropriately or intrusively.
- Do not show favouritism to any one child and do not allow children to involve you in excessive attention-seeking.
- Ensure you are not left alone with a child, in particular
 - never give a lift to a child when alone
 - do not take a child alone backstage or to any other part of the theatre
 - never invite a child back to your home or to any other place
- The following are **guidelines** for adults who may be taken into a child's confidence about abuse suffered or allegations involving abuse.
 - remain calm and listen carefully
 - never trivialise or exaggerate the issues
 - allow the child time to speak and do not interrupt or make suggestions that could imply you are making an investigation
 - do **not** interrogate or question, other than to clarify your understanding. (If the matter is to be investigated further, this will be done by professionals.)
 - do not ask the child to repeat themselves over and over; they may think you do not believe them
 - re-assure the child that you are glad they have told you what has happened and that it was right to tell
 - be honest and tell the child that you cannot keep it a secret: you must talk to someone else who can help

- as soon as is practical, write down everything the child told you and notify the nominated person. What has been written down must be totally confidential between you and the Designated Safeguarding Lead
- unless the parents are the subject of the complaint, they should be advised on collecting the child of what the child has said

ANNEXE B



Safeguarding and Child Protection Assurance

Name of Visiting Company	
Date of Event	
Event Name	
Duration/ Timings	
Number of Children under 18	
List of children involved in production – (Names/ dates of birth/ role being played)	
Details of supervision and control (including register/ arrival & departure/ backstage etc)	

Licensed chaperone details - (including copies of each licence)

'A chaperone is a responsible adult who holds a licence to look after children who work in entertainment. This may include theatrical productions, film, television and modelling work. A chaperone is responsible for a child's safety, comfort and well-being at all times while they are rehearsing and performing. A chaperone may be responsible for up to 12 children at any one time'.

I have read and understood the Ledbury Amateur Dramatic Society Ltd.'s Safeguarding & Child Protection Policy and agree to abide by its content.

Yes/ No (delete as applicable)

By signing I declare that I understand the above requirements and will, on behalf of the above-named company, comply with them when we perform at the Market Theatre, Ledbury.

Name

Signature

Date

Please return completed form to Craig Watson - LADS Designated Safeguarding Lead - craigw@themarkettheatre.com or by mail to The Market Theatre, Market Street, Ledbury, Herefordshire, HR82AQ.

ANNEXE C

Keeping Children Safe in Education - [Keeping children safe in education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)