



HASLEMERE PLAYERS

Child Protection Procedures

These procedures accompany the society's Child Protection Policy document dated 15.9.2016

They have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by the Haslemere Players. The procedures recognise that child protection can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

Haslemere Players is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

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(s) with designated responsibility for child protection;
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting in consultation with the local education 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 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 the society's Child Protection Policy and procedures.

- 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.

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 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

- 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.

- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

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 criminal record disclosures.

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 local authority designated officer.
- 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 or a chaperone that individual will be removed from contact with any children involved 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 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.
 - . Never investigate or take sole responsibility for a situation where a child makes a disclosure.
 - . 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 the accusation.
- 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 obtain criminal record disclosures for production 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 have a written code of practice for the handling of disclosure information.
- The society will ensure that information contained in the disclosure is not misused.

Photographs and Images of Children

There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites.

The Society produces limited photographs for promotional purposes but does not name individuals. The Society also produces a training video of the performance but this is available to the performers in that production only. Parental permission is sought in advance of any images being taken of their child.

E-Safety

Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The organisations e-safety policy explains how we try to keep children safe by not communicating with children via their phone, but with their parents.

Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

Chaperones

- Chaperones registered with their local authority, will be appointed by the organisation for the care of children during the production process. 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 obtain a chaperone registration from their local authority and to supply this registration to the organisation once the local authority has approved them as a chaperone.
- Chaperones will be made aware of the organisation's Child Protection Policy and Procedures.
- Chaperones may have unsupervised access to children in their care consequently a criminal record disclosure will be sought as a requirement of the local authority, before the grant approval for the chaperone
- 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 stop involving children in dangerous performances, and should contact the local authority.
- 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 rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance 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 organisation.
- Chaperones should examine accident books each day. If an accident has occurred, the producer 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.
- 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 until arrangements have been made to take the child home.

Date: 15.9.2016

Next Review Date: 15.9.2016