



Child and Young Person Safeguarding Guidance

Responsibilities of the Society and Parents

1. At the outset of any production or event involving children the society will:

- Ensure the undertaking of a risk assessment and monitor risk throughout, Core responsibility will lie with the director.
- Identify, at the outset, the person with designated responsibility for safeguarding and child protection. That person must have a DBS and has familiarised themselves with policy and procedures of the organisation and the NNCEE guidelines which incorporate current legislation and best practice.
- Ensure that the director, and appropriate adults working directly with children have a DBS.
- Ensure that every adult involved in the production has been given a copy of Safeguarding policy and procedures.
- Engage in effective management of chaperones and other individuals with responsibility for children, including appropriate use of DBS checks, ensuring that at every rehearsal and performance appropriate chaperones are in attendance.
- Ensure that children are always supervised by chaperones on appropriate ratios, see below.
- Be up to date with the current safeguarding contact information and referral information in case of concern and is up to date with NNCEE and NSPCC best practice.
- Ensure only DBS adults have unsupervised contact with children, and this will be only if absolute essential, if for any reason 1:1 rehearsal is required a parent or chaperone will be in attendance.

2. Parents

- The society believes it to be important that there is a positive partnership between parents and the society. Parents are encouraged to be involved in the activities of the society.
- All parents have the responsibility to collect, or arrange collection of, their children after rehearsals or performances and sign them in and out to ensure transfer of care to the chaperone.
- Parents will make the director aware of any specific needs or adaptations required for their child or young person to thrive within the production process.
- Parents must make the director aware of any medical needs for the child or young person.
- Parents should make NFP director aware of any commercial performances that their child undertakes that may impact on panto attendance/performances meaning their child isn't exempt to perform under the 4-day rule.

3. Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is necessary in relation to the rehearsal or performance activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

4. Managing sensitive information

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes. This requirement shared with parents at the beginning of the production process.
- No one will record or take pictures or recordings of children unless for a designated purpose as defined by the director.
- The society will ensure confidentiality to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information following GDPR and under the audience of the ICO.

6. Suspicion of abuse

- If any person sees or suspects abuse of a child while in the care of the society, it must be made known to the director, the person with responsibility for child protection and the child's parent and chaperone. They should not speak with the child directly unless suitably trained.
- If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known immediately to the Chairman, child's parent and chaperone (see below for contact details).
- The information should be shared with the relevant safeguarding authorities (see below for contact details).
- Any potential witness should 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 any allegation is made against any member of the society, that individual will be suspended immediately until the investigation is concluded.

7. Disclosure of abuse, if a child confides in you that abuse has taken place.

- Remain calm and in control but do not delay in acting.
- 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.
- Remember the Acronym TED Tell me, Explain to me, Describe to me.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the director and 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 will 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, ensuring that they remain in a safe environment.

- Speak immediately to the person with responsibility for safeguarding and child protection, relevant adults and together ensure that any safeguarding local authorities or police authorities are contacted (see below for contact details).
- It is that person's responsibility to liaise with the society's committee.
- 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.

8. Rights and Confidentiality

- If a complaint is made against a member of the society, and you are aware of these details, it is important to note that both the person accused and the complainant have the right to confidentiality, and no information you hold should be shared other than with relevant statutory authorities.
- Any possible investigation could be compromised through inappropriate information being released.

9. Creating a safe environment

- The society will make sure rehearsal or teaching rooms are open, accessible and well lit.
- There will be separate changing areas available for children of each gender and for adults following NNCEE guidance.
- The Society will follow NNCEE guidance around working times for Children in Entertainment, which is attached below in appendix 1.
- Chaperones and children will be advised of guidance regarding health and safety and will be notified of areas that are out of bounds.
- If a child is injured while in the care of the society, details of the injury will be recorded, and immediate safety action taken but the first aiders. Chaperones can act in loco parentis for medical issues
- If a child joins a production with an obvious physical injury a note of this will be made. This will be countersigned by the nominated person with responsibility for safeguarding and child protection.

- Front of House and production backstage staff will all be made familiar with the Safeguarding Policy and procedures document, and relevant health and safety policy, including first aid.

10. Chaperones

- Chaperones will be allocated by the society for the care of children during the production process. Chaperones will be parents or known to the society all parents of children taking part will consent to their child being supervised by those on the chaperone rota.
- The society will ensure that number of children in the chaperone's care is safe, and in line with the specific nature of the production, location and needs of the children. The NSPCC recommends a minimum ratio of 1/10 for 13 - 18 yr olds, 1/8 for 9 -12-year-olds and 1/6 for 4–8-year-olds.
- The society ensure they have copies of any required DBS and ensure an appropriate ratio of DBS checked adults are present at every rehearsal and performance
- Chaperones will be made aware of the society's Safeguarding and Child Protection Policy and Procedures and NCCEE chaperone guidelines
- Where chaperones are not satisfied with the conditions designated for the children's use, they should bring this to the attention of the person with designated responsibility for safeguarding and child protection.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the person with designated responsibility for safeguarding and child protection and not allow the child to continue, they must contact the child's parent immediately.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will be always kept together except when using separate dressing rooms and accessing performance spaces in line with their roles.
- Chaperones will be aware of where the children are located at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents or guardian and their chaperone is notified
- Children will not be allowed to enter the adult dressing rooms unsupervised and only when needed.

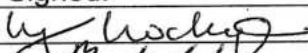

- Chaperones should be aware of the location of the first aid box and will ensure that children in their care do not place themselves and others in danger.
- Chaperones will have a Parent/Guardian contact list.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should have clear arrangements for children after performances. If someone different arrives 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 or nominated person with responsibility for safeguarding and child protection to stay with that child and liaise with their family to make arrangements for them getting home.
- Chaperones should remain in their role until all children in their care are signed out.
- Chaperones will act in locoparentis for the children in their care.

11. Review

- This policy will be monitored by the Committee of the society and will be subject to annual review.

Key contacts:

- NSPCC Helpline: 0808 800 5000.
- Hampshire MASH: 0300 5551384 during office hours 8:30 - 5pm, 0300 555 1373 at all other times to contact the Out of Hours Service.
- NFP Safeguarding Lead:
- NFP Committee Member Responsible for Safeguarding:

Review Schedule:	Signed:	Signed by Committee:
03/04/2027		LYN LOCKYER
03/04/2027		BEN SANDFORD

Appendix 1

CHILDREN IN ENTERTAINMENT RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Topic

Maximum number of hours at place of performance or rehearsal (Reg.22)

Earliest and latest permitted times at place of performance or rehearsal (Reg.21)

Maximum period of continuous performance or rehearsal (Reg.22)

Maximum total hours of performance or rehearsal (Reg.22)

Minimum intervals for meals and rest (Reg.23)

Education (Reg.13)

Minimum break between performances (Reg.23)

Maximum consecutive days to take part in

Age 0 to 4

Age 5 to 8

Age 9 and over

5 hours

7am to 10pm

30 minutes

2 hours

Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.

N/A

1 hour 30 minutes

6 days

8 hours

7am to 11pm

2.5 hours

3 hours

If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes

If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes. 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.

1 hour 30 minutes

6 days

9.5 hours

7am to 11pm

2.5 hours

5 hours

If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes

If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes. 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.

1 hour 30 minutes

6 days

**performance or
rehearsal (Reg.26)**