

# Child Protection

## POLICY

*August 2018*



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Corvus Amateur Drama Society recognises its duty of care under the Children and Young Persons Act 2008, The Children (Performances and Activities) (England) Regulations 2014, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The society recognizes that abuse can take many forms, whether it is physical, emotional, sexual or neglect. The society is committed to protecting all of its participants from harm. All members of the society accept and recognize their responsibilities to develop awareness of the issues that cause children harm.

### **The society believes that:**

- the welfare of the child is paramount;
- all children, regardless of age, culture, disability, gender, language, racial heritage, religious beliefs and/or sexual orientation or identity have the right to protection from abuse or harm;
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- all members of the society should be aware of the society's child protection procedures.

### **The society will ensure that:**

- all children will be treated with respect and dignity;
- the safety of each child will always be put first;
- a balanced relationship based on mutual trust will be built;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the society provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will hold a register of every child involved with the current production and will retain a contact name and number close at hand in case of emergencies.

The society has child protection procedures which accompany this policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person is the Vice Chair of the society and their contact details can be found on the CADS website: [www.cadsroyston.org.uk/aboutus.html](http://www.cadsroyston.org.uk/aboutus.html)  
A second CADS member can also be jointly tasked as Child Protection Manager for a production.

This policy will be regularly monitored by the society's committee and will be subject to annual review.

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## PROCEDURES

*August 2018*



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**For the purposes for this document (and in accordance with the NHDC guidelines), a 'child' refers to anyone under the age of: 18**

### 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;
- appoint a person designated responsibility for child protection (this may be in addition to the Vice Chair);
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local 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 of 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.
- Parents must sign their children into the Register when leaving them in the care of a Society member/Chaperone and provide written confirmation of their collection arrangements.

### Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children, therefore when 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 disclosure and barring service check.

### Physical Contact

- All adults should maintain an appropriate distance from children.
- Adults should only touch children when it is absolutely necessary in relation to the particular activity.

## Managing sensitive information

- Permission for use of photographic material featuring children for promotional or other purposes is implicit when membership of the Society is taken out.
- 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 DBS checks.

## 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 (the Child Protection Officer or Child Protection Manager). 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 or the committee.
- 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 or visitor to the society that individual will be suspended immediately 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:
- If the child is in immediate danger the police should be called, if medical attention is needed then an ambulance should be called.
- 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.
- Parents will be informed about disclosure that has been made, unless this would put the child in danger or interfere with a police investigation

## 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 e.g. 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.
- These records will be kept for at least 10 years.

## Rights & Confidentiality

- 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 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, first aid will be administered and the injury will be recorded. 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.

## DBS Checks

- If the society believes it is in its best interests to obtain DBS checks for chaperones or other 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 ensure that information contained in the disclosure is not misused.

## Chaperones

- Chaperones will be appointed by the society for the care of children 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.
- Potential chaperones will be required to supply photographic proof of identity (e.g. passport, driving licence), unless already well known to the society. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- 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, director, or stage manager. 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 local authority.
- During performances, chaperones will be responsible for meeting children on arrival and ensuring they are 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 theatre unsupervised by chaperones unless in the company of their parents.
- 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 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 or make arrangements for the parents to collect the children.

*Based on NODA Model Child Protection Policy, May 2005*

CADS website: [www.cadsroyston.org.uk](http://www.cadsroyston.org.uk)