

Child Protection Procedures

“Every child has the right to be protected and it is everyone’s responsibility to protect children”

Responsibilities of the Committee of Petersfield Youth Theatre

(The member refers to a member of Petersfield Youth Theatre or young person taking part in an open workshop)

At the outset of any production or series of workshops the committee of PYT will:

- Undertake a risk assessment and monitor risk throughout the production/workshop process;
- Identify at the outset the person with designated responsibility for child protection;
- Engage in effective recruitment of chaperones and other individuals with responsibility for members, including appropriate vetting;
- Ensure that the members are supervised at all times, minimum 2 adults per group.
- Ratio’s 1 : 12 for over 8’s.
 1 : 10 for 6 and 7 year olds. (First Steps)
- Maximum number in any group is 30.
- A register must be taken at the beginning of each workshop or rehearsal.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

Petersfield Youth Theatre believes it to be important that there is a partnership between parents and the Youth Theatre. Parents are encouraged to be involved in the activities of PYT and to share responsibility for the care of the members.

All parents are made aware of PYT’s Child Protection Policy in the guidelines issued.

All parents have the responsibility to collect (or arrange collection of) their children after workshops, rehearsals or performances. It is NOT the responsibility of PYT to take the members home. The workshop leader/chaperone must stay until all the members have been collected.

Unsupervised contact

Petersfield Youth Theatre will ensure that no adult has unsupervised contact with members.

There will always be two adults in the room when working with the members.

All workshop leaders and chaperones must be police checked.

Physical contact

All adults will maintain a safe and appropriate distance from members.

Adults will only touch members when it is absolutely necessary in relation to the particular activity.

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

Managing sensitive information

Petersfield Youth Theatre has a policy for the taking, using and storage of photographs or images of the members.

Permission will be sought from the parents for use of photographic material featuring their children for promotional or other purposes.

Petersfield Youth Theatre's web-based materials and activities will be carefully monitored for inappropriate use.

PYT 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.

Video filming of the members is not permitted without parental permission.

Suspicion of Abuse

If abuse is seen or suspected of a member whilst in the care of PYT, this should be made known to the person with responsibility for child protection. If the person responsible for child protection is suspected as the source of the problem then the PYT Director should be informed.

If a serious allegation is made against any committee member, chaperone, workshop leader, helper etc., that individual must be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal room, workshop etc., and will not have any contact with any members.

Disclosure of abuse

If a member confides in you that abuse has taken place:

- Remain calm and in control but do not delay in taking action.
- Listen carefully to what has been said. Allow the child/young person to tell you at their own pace and ask questions only for clarification. Do not ask questions that suggest a particular answer.
- Do not 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/young person 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/young person that 'they did the right thing' in telling someone.
- Tell them 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 child protection team.
- As soon as possible after the disclosing conversation, make a note of what was said, using the member'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 and confidentiality

If a complaint is made against a member of the youth theatre he or she will be made aware of his/her rights under PYT's disciplinary procedures.

No matter how you may feel about the accusation, both the alleged abuser and the member 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, workshop leaders, chaperones and members will be advised of 'house rules' regarding Health and Safety and will be notified of areas that are out of bounds. Members will be advised of the clothing and footwear appropriate to the work that will be undertaken.

If a member is injured while in the care of PYT, a designated first-aider will administer first aid and the injury will be recorded in the PYT's accident book. This record will be counter-signed by the person responsible for child protection. The parent will be asked to sign the accident book and they will be given a copy of the accident report.

If a member arrives for a workshop, rehearsal or performance 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 member did not sustain the injury while at youth theatre.

Criminal record disclosures

Criminal record disclosures must be obtained for chaperones and workshop leaders working directly with the members. A standard disclosure will apply to anyone with supervised access to the members.

Petersfield Youth Theatre will have a written code of practice for the handling of disclosure information.

Petersfield Youth Theatre will ensure that information obtained in the disclosure is not misused.

Matrons for Productions

Licensed Matrons will be appointed by the committee of Petersfield Youth Theatre for the care of the cast during the production process. By law the Matron is acting *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give to a child/young person. The maximum number of cast members in the matron's care shall not exceed 12.

Potential matrons must be licensed through Hampshire county council. They will be expected to supply photographic proof of identity and two references from individuals with knowledge of their previous work with young people, unless already well known to PYT. They will also have to undergo an interview with the Juvenile employment department who license matrons. They will also have to complete a CRB form.

Matrons will be briefed on PYT's Child Protection Policy and Procedures.

Where matrons are not satisfied with the conditions for the cast members, they should bring this to the attention of the person responsible for child welfare. If changes can not be made satisfactorily the matron should consider not allowing the cast member to continue.

If a matron considers that a member is unwell or too tired to continue, the matron must inform the director and not allow the member 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. If the matron feels there is a danger they should speak to the person responsible for child welfare who will discuss their concerns with the director.

During performances, matrons will be responsible for meeting the cast members as they arrive and signing them into the building.

Matrons must be aware of where the members of the cast in their care are at all times.

Cast members of compulsory school age are not to leave the rehearsals or theatre unsupervised by matrons unless in the company of their parents.

Cast members must be adequately supervised while going to and from the toilets. Males and Females must have separate dressing rooms.

Matrons should be briefed on the safety arrangements, fire procedures and first aid procedures in the venue, and will ensure that cast members in their care do not place themselves or others in danger.

Matrons should ensure that should an accident occur they complete an accident form and make sure the head of welfare is aware of what has happened.

The head of welfare should examine the accident record sheets every day. If an accident has occurred the director is not allowed to use that cast member until a medically qualified opinion has been obtained (not just the word of the child or parent).

Matrons should have written arrangements for the cast members after performances if someone other than their parent is collecting them. The matron must not let the member go home with someone different without that written consent.

Cast members of compulsory school age must be signed out when leaving and a record made of the person collecting. Cast members who are over 16 and not of compulsory school age may sign themselves out.

If a parent has not collected the child, the matron must stay with that child until the parents arrive.

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