

Annexe A to LTG Grey paper No 32

[insert name of theatre] Child Safeguarding Policy –

Good Practice Guidelines

The following 'good practice guidelines' and the 'reacting and listening guidelines' are part of the [insert name of theatre] Company's Child Safeguarding Policy and are issued to Youth Leaders, Directors, Stage Managers and other adults that work with children at the Archway Theatre. They should be read in conjunction with other theatre policies on DBS clearances and Children in Performance.

Good Practice Guidelines:

- ☐ Respect all children, as befits their age
- ☐ Do watch speech, tone of voice and body language
- ☐ Do control and maintain discipline WITHOUT physical punishment, i.e. NO Smacking
- ☐ Do make sure another adult is around during workshop or rehearsal sessions
- Do not invade a child's privacy whilst washing or toileting
- ☐ Every group should have a female helper
- ☐ Each child should be aware of a leader with whom they can speak, in confidence
- ☐ Do not play rough physical or sexually provocative games
- ☐ Do not be sexually suggestive about or to a young person even in fun
- ☐ Do not touch inappropriately or intrusively
- ☐ Do not scapegoat, ridicule or reject a child or young person
- ☐ Do not show favouritism to any one child
- ☐ Do not allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature
- ☐ Never give a lift to a young person or child when alone. When this is not avoidable seek parental permission, and ask the child to sit in the back of the car
- ☐ Do not share sleeping accommodation with young people
- ☐ Do not invite a young person back to your house
- ☐ Supervise the children carefully, and do not permit bullying or ridiculing
- ☐ Do not allow unknown adults access to children

Reacting and Listening:

The following is advice for adults working with children who may be taken into a child's confidence about abuse suffered or may include an allegation of abuse.

- ☐ Acknowledge the age of the child
- ☐ Never trivialise or exaggerate child abuse issues
- ☐ Allow the child time to speak and do not interrupt nor make suggestions to them that could imply making an investigation
- ☐ Do not interrogate or question other than to clarify your understanding. (If the matter is to be investigated further it will be done so by professionals).
- ☐ Do not ask the child to repeat themselves over and over, they may think you do not believe them.
- ☐ Reassure the child that you are glad that he or she has told 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 that can help.
- Remain calm, no matter how difficult it is to listen to the child – think of how hard it is for them to say it.
- ☐ You have been chosen because the child feels they can talk to you, try to remain neutral and not show emotion, (anger, disbelief, disgust), as the child may stop talking for fear of upsetting you further.
- ☐ Listen to the Child, and re-assure them they have done the right thing.
- As soon as is practical write down everything the child told you, but remember this is confidential and the only person you can discuss this with is the 'Company Child Safeguarding Officer', or in his or her absence, the Chairman.

Company Safeguarding Officer-

Tel number

[email](#)

Deputy Safeguarding Officer

Tel Number

[email](#)

Children in Performance - Policy and Best Practice guidance

Rehearsal and Performance restrictions.

A General Policy:

- 1 Children will be licensed for performance in accordance with the law.
- 2 It is best practice that Children assisting backstage or front of house should be signed in and out and under the supervision of a responsible adult.

B Chaperones:

- 1 Chaperones MUST be licensed by the Local Authority within which area they live.
- 2 Chaperones must be approved by the Management of the Theatre, under the Child Protection policies
- 3 Guidelines currently in force, and approved by the appropriate County Council.
- 4 During authorised periods of rehearsal or performance, a child must be in the charge of a Licensed Chaperone always that he/she is not in the charge of his/her parent or guardian.
- 5 The ratio of chaperones to children must be no less than 1:12 children aged between 9-16 years
- 6 The [insert name of theatre] adopts a policy of a ratio of 1:10 for children aged 9-16 years
- 7 The [Insert name of theatre] adopts a policy of a greater ratio of chaperones for children under 9 years old.

C Applications for Child Licenses

- 1 Apply 21 days before the first performances, or rehearsals within the performance period*.
* The performance period is defined as "a performance or rehearsal which takes place on the day of performance or during the period beginning with the first and ending with the last performance."
In practice this should equate to the first dress rehearsal, where children are changing.
- 2 See J - Body of Persons

D Rehearsal & performance restrictions:

- 1 Children may not take part in performances, licensed or unlicensed, for more than the following periods
These are legal requirements and **may not** be exceeded.

2 Maximum number of consecutive days that a child may take part in performance or rehearsals

6 Consecutive days - maximum

A child may **not** perform for 6 consecutive days for greater than 8 weeks without a 14-day break.
Night work: See regulation and restrictions.

3 Earliest and latest times a child may be present performance & rehearsal

| Age of Child | Earliest Time | Latest Time | Table 1 |
|-------------------------|---------------|-------------|---------|
| Birth to 5 years' old | 07:00 | 22:00 | |
| 5 to school leaving age | 07:00 | 23:00 | |

It is the [insert name of theatre] Policy that children up to the age of 13 should not rehearse beyond 21:00 during term time.

Youngsters age 13 and upwards may rehearse to 2130, or later, if agreed with the child's parent.

E Attendance at place of performance or rehearsal and hours of performance

| Age of child | Max hours per day at place of perf or rehearsal | Max <u>total</u> hours or perf or rehearsal | Max <u>continuous</u> hours of perf or rehearsal | Table 2 |
|-------------------------|---|---|--|---------|
| Birth to 5 years' old | 5 | 2 | 0.5 | |
| 5 until child reaches 9 | 8 | 3 | 2.5 | |
| 9 to school leaving age | 9.5 | 5 | 2.5 | |

F Breaks on any day on which a child is performing or rehearsing

| <i>Age 5 or over present for reh or perf >4 hours <8 Hours</i> | <i>Age 5 or over present for reh or perf > 8 hours</i> | <i>Age 5 or over between perfs or rehearsals</i> | <i>Age 5 or over Minimum overnight break</i> |
|--|---|--|--|
| meal break min 45 mins | meal break min 45 mins | 1.5 Hours | Minimum |
| one other break 15 mins | TWO other breaks 15 mins | <i>(subject to restrictions)</i> | 12 Hours |

Table 3

H Chaperone discretion

- 1 Chaperone may extend the time at place of rehearsal or performance by maximum of 1 hour in table 1 of this policy, providing that:
 - a the maximum number of performance hours is not exceeded. (see table 2)
 - b child welfare will not be prejudiced
 - c extraordinary circumstances existed outside the control of the theatre.
E.g. technical malfunction that delayed the play, or adverse weather delayed cast/audience.

I Local authority discretion

- 1 LA's are still able to add conditions to performance licenses, but within the Dept. For Education guidance
- 2 Times and restrictions within the legislation are maximum times and LA's will expect industry to be within those times.

J Body of Persons

- 1 The [insert name of theatre] holds a Body of Person Exemption
- 2 This is renewed annually by the Safeguarding Officer.

Children Performing Parental Consent Form

Please complete this form and return it to the Director or Stage Manager to produce *[insert play title]* no later than *[insert date]*.

Parental / Guardian Permission:

I give permission for my son/daughter(insert name) to take part in the above-named production at the *[insert name of theatre]* .

He/she has performed on days (insert number of days) during the last six months, in either a professional or amateur production. (School productions do not count).

Medical declaration:

I confirm that there are: (tick as appropriate)

no medical conditions affecting my child ☐

my child has the following medical condition(s) ☐

..... Medication being taken is

..... Medication being taken is

Publicity:

Your child's picture or name may be used in production publicity for this production, including the use of social media.

I give consent for my child's name to be used in publicity materials YES / NO (please circle)

I give consent for my child's photograph to be used in publicity YES / NO (please circle)

I give consent for my child's picture to be used on social media YES / NO (please circle)

Child Protection:

The *[insert name of theatre]* has a detailed child safeguarding policy in place, available upon request. During rehearsals a member of the cast or crew will be assigned to be the focal point for any concerns that your child has. This will be {name} to whom they can speak in confidence. From dress rehearsal onwards, they will be under the care of licensed chaperones, in accordance with Children in Performance legislation.

The *[insert name of theatre]* has a strict policy **that no mobile phones, or devices able to take photographs, are permitted in the dressing rooms.** Such items will be held in safekeeping by the Lead Chaperone.

The Company Child Safeguarding Officer is *[Name & tel Number]* The Deputy Safeguarding Officer is *[Name and tel number]*. Head chaperone is *[name and tel number]*.

Code of Conduct for children and parents/guardians:

Children are expected to –

- arrive on time for rehearsals or performances
- take care of their scripts
- make notes of their moves, entrances and exits

Parents are expected to –

- ensure children arrive on time for rehearsals and performances.
- ensure that the stage manager is advised if the child is going to be late or is unable to attend a rehearsal or performance.
- ensure that children are collected from rehearsals and performances by a responsible adult to ensure they arrive home safely.
- provide written permission for an adult other than a parent or guardian to collect the child from rehearsals or performances.
- ensure that their child / children are signed out at the end of dress rehearsals and performances inside the theatre.

Signed:

Name:.....
(in block capitals)

Your Emergency Contact Number(s):

.....

Date:

.....