



Safeguarding Guidelines for Committee Members, Members and Voluntary Helpers

Introduction

The purpose of these guidelines is to:

- supplement and support the content of the SHADDO Safeguarding Policy;
- provide guidelines which are designed to ensure good practice during SHADDO activities in relation to safeguarding and child protection.

Responsibilities

SHADDO is responsible for the welfare and protection of children (this term includes young people under the age of 18) from the time a parent (this term includes carers) leaves them at a SHADDO rehearsal, performance or event until such time as they are collected by or returned to the care of the parent.

The primary responsibility for this lies as follows:

- For Rehearsals: the Director;
- For Performances: the Director; delegated to the Stage Manager while children are on stage or in the wings and to Chaperone(s) appointed by the Executive Committee in all other locations;
- For SHADDO events: – the SHADDO Adult Member acting as Event Host.

For each individual rehearsal or event, the Director or Host may delegate the responsibility to another adult SHADDO member.

Attendance Register

An attendance register will be used to record the attendance of all children at any rehearsal or performance, and all children at any SHADDO event unless accompanied throughout by their parent.

All children attending each rehearsal, performance or event should be 'signed in' on the register on arrival and 'signed out' at the end. If leaving before the end of the rehearsal, performance or event they should be 'signed out' to indicate that they have left the building.

Signing in and out may be done by a simple tick record. In the event of an emergency the Director or Event Host will therefore know the number and identity of all children present at the relevant time.

For productions, once parts have been allocated the Director will provide a list of cast and contact details to facilitate drawing up a register prior to the first rehearsal.

The register will contain contact details for each child, for use by the Director or Event Host in the event of an accident or other incident involving the child occurring during the rehearsal, performance or event.

Rehearsals

The Director must give a start and finish time for each rehearsal when drawing up rehearsal schedules to ensure accuracy in arrival and pick up times. These times should also be communicated to parents at the start of the rehearsal itself.

The Director or other adult running the rehearsal must ensure that rehearsals finish as close as possible to the given finishing time and advise in advance any changes to rehearsal times or dates.

The Director, or delegate, must ensure that all children are 'signed-in' on arrival, 'signed-out' on departure and do not leave the building at any stage during the rehearsal unless they have the Director's / delegate's permission and are appropriately accompanied.

The Director, or delegate, must ensure that children do not leave the building at the end of a rehearsal unless accompanied by their parent or other known, appropriate adult (e.g. another parent).

Children must not be allowed to wait outside the building to be picked up. If a parent is late in picking up a child, then whenever possible, two adults should remain in the building with the child until they are picked up by the parent or until arrangements are made for them to be transported home.

It is not the responsibility of SHADDO to take children home.

Performances

The Director, or delegate, must ensure that an adequate number of Chaperones are present at all times children are in the theatre and that they are fully briefed on their responsibilities.

The Director, or delegate, must ensure that appropriate attendance recording and Chaperone arrangements are agreed and in place for any children who are guest performers (e.g. guest dance troupe).

Green Room (Performances only)

A designated area of the Green Room will be set aside for the sole use of children under 16 during performances.

This designated area will be under the control and supervision of adult Chaperones, at least one of whom will remain in this area at all times that children are present.

Accidents and Emergencies

If a child joins a rehearsal or performance with obvious physical injury, the Director, or delegate, must make a record of this in writing. This will provide a record that the child did not sustain the injury while participating in the production.

In the case of any accident involving a child at a rehearsal or performance the Director, Stage Manager, Chaperone or other adult in charge must take details of such accident and record these in writing, including in any incident book provided by the venue for that purpose.

Such accident must be reported to the parent of the child as soon as possible and in any event when the child is collected at the end of the rehearsal or performance. Such incidents must also be reported to the Executive Committee via the Director.

In the event of an emergency during a rehearsal or performance, the emergency procedures applicable to all persons on site must be followed. In the case of an evacuation the Chaperones should not let children seek their parents but should evacuate all together, (liaising with the Stage Manager to track any evacuated from the stage) and should check against the attendance register before reuniting children with parents, if needed.

Contact with children and young people

If it is predicted that an individual is likely to require unsupervised contact with children, they may be required by SHADDO to obtain a criminal record disclosure (DBS check).

Adult members of SHADDO should in any event use their best endeavours to ensure that they are not left alone with children. Where possible there should always be two or more adults in the room when rehearsing with children. If unsupervised contact is unavoidable, steps should be taken to minimise risk (e.g. by rehearsing in a public area, leaving the door open or asking a parent to stay at the rehearsal if possible).

All adults should maintain an appropriate and safe distance from children.

Adults must only touch children when it is absolutely necessary in relation to the particular activity (e.g. as part of a scripted pantomime role).

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

Suspicious of abuse

If adults see or suspect abuse of a child while in the care of SHADDO, they must make their concerns known to the Executive Committee at the first opportunity. They should make a note for their own records of what they witnessed and when, in case there is a follow-up.

If a child confides in an adult that abuse has taken place, the adult must remain calm and in control but must not delay taking action. The adult should listen carefully to what the child says and ask questions only for clarification. They must not promise to keep it a secret. They must take the first opportunity to share the information with the Executive Committee and make it clear to the child that this information will need to be shared.

The adult should make it clear they will only tell people who need to know and will be able to help and they should reassure the child that they 'did the right thing' in telling someone.

The adult should make a note, as soon as possible after the disclosing conversation, about what was said and who the information was given to.

It is the responsibility of the Executive Committee to deal with the issue from that point and to liaise with the relevant personnel, including the relevant authorities if applicable.

Photographic and Video images

Permission will be sought (via the annual membership form) from parents/carers for use of photographic material or other images of children for promotional or other purposes. Each parent must sign the membership form to indicate consent to such use.

Director(s) or other adults preparing SHADDO materials (e.g. programmes, reviews or publicity materials) or posting on websites or social media should consider the need to draft or post responsibly, for example:

- Unless it is unavoidable (e.g. in a programme or as part of a review of a role) the full name of the child should not be included alongside an image;
- Personal information which might identify or locate the child should not be included (e.g. this is X who goes to such and such a school or who lives in such and such a road and likes horses);
- Images should only be used where the child is in suitable dress.