



PROMENADE PRODUCTIONS - SAFEGUARDING & CHILD PROTECTION POLICY

August 2024

Promenade Productions recognises its duty of care under the *Children and Young Persons Act 1963*, the *Child (Performances) Regulations 1968*, the *Protection of Children Act 1999* and the *Criminal Justice and Court Services Act 2000 and the Equality Act and Equality Duty 2010/2011*. Promenade Productions recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. All members are committed to a practice which protects children from harm. All members accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

Promenade Productions will ensure that:

- The welfare of the child/young adult is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse (protected characteristics)
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the Promenade Productions should be clear on how to respond appropriately.
- The same level of awareness and protection is offered to children that attend Young Promenader Productions (YPP)

Promenade Productions will ensure that:

- The duty of care to children and young adults will always be put first.
- Bullying will not be accepted or condoned, this includes child-on-child abuse.
- Children will be treated equally and with respect and dignity.
- Enthusiastic and constructive feedback will be given to all.
- A balanced relationship based on mutual trust and respect will be built.
- All adult members of the Promenade Productions 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 and Safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the Promenade Productions and will retain a contact name and number close at hand in case of emergencies.
- Volunteers are carefully selected and vetted, have the relevant qualifications and experience and that they receive the appropriate training to carry out their duties
- A deputy safeguarding lead will be named for the duration of each production and for YPP
- A chaperone will be present at all rehearsals that involve U16 and during YP Group Sessions

Promenade Productions has a Designated Safeguarding Lead (DSL), who is in charge of ensuring that the safeguarding procedures are adhered to. That person's name is Lisa Harford and she can be contacted on lisaharford@hotmail.com. The DSL holds all of the necessary training and provides training and leadership This policy will be regularly monitored by the Executive Committee of the Promenade Productions and will be subject to annual review.

Written by Lisa Harford: 01/09/22

Updated: 25/04/24 – 01/08/2024

Agreed by: Promenade Productions Executive Committee

Responsibilities of Promenade Productions

At the outset of any production involving children the Promenade Productions will:

- Have a safeguarding Lead (DSL) on the Executive Committee
- Identify at the outset the person with designated responsibility
- Undertake a risk assessment and monitor risk throughout the production process
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary, in consultation with the local education 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 via LADO (Local authority designated officer)
- Ensure all adults working on behalf of Promenade Productions has a good understanding of safeguarding and child protection

Emergency safeguarding concern – Call MASH 01452 426565

Complete a MARF (Multi Agency Referral Form) via Liquid Logic:

<https://children.gloucestershire.gov.uk/web/portal/pages/home>

Concern about a volunteer, cast or crew: Nigel Hatten LADO (Local Authority Designated Officer) nigel.hatten@gloucestershire.gov.uk 01452 42 6994

Designated Safeguarding Lead (DSL): Lisa Harford

- Review and update the organisation's safeguarding policy on an annual basis or when necessary
- Lead and communicate with Gloucestershire County Council and/or the LADO in the case of a child being at risk of harm
- Manage complaints about poor practice against volunteers
- Refer relevant issues of safeguarding to the committee
- Collect monitoring data on all safeguarding activities across the organisation
- Ensure safer recruitment procedures and promote safeguarding across the organisation including training as required
- Take low level concerns seriously and consider if they meet the harm threshold for a referral to the LADO
- Ensure that there is a named deputy safeguarding lead for the duration of a show involving U16s
- Ensure that there is a registered chaperone at all YPP sessions
- Ensure that performance guidelines are in place at rehearsal and during YPP
- Provide training to the relevant adults

Parents:

- Promenade Productions believes it to be important that there is a partnership between parents and the members/team. Parents are encouraged to be involved in the activities and to share responsibility for the care of children. All parents will be given a copy of the Promenade Productions' Safeguarding Policy and procedures and clear routes of communication.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals, performances or at YP. It is NOT the responsibility of Promenade Productions to take children home. The chaperones will ensure that all children have arrangements in place to return home safely after each rehearsal/performance and it is the duty of the chaperones to stay with any child until appropriate arrangements are made to take them home.
- Parents must tell the director, YPP leader or lead chaperone/chaperone if there are any changes to the needs of the child at any point. E.g. change in medication, new illness or needs so that this can be planned for to keep the child safe, they cannot

Chaperones:

- Chaperones will be appointed by Promenade Productions 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 new chaperones may be required to supply photographic proof of identity e.g. passport, driving licence, and two references from individuals with knowledge of their previous work with children, unless already well known to the Promenade Productions. All chaperones 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 safeguarding and child protection policy and procedures. The lead chaperone will discuss these with the team of chaperones prior to the show and copies will be provided to the chaperones and relevant training given.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Lead chaperone who will talk with the director. 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 director 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 and limb. This could include working on wires or heavy lifting. Chaperones should tell the director to cease using children in this way and contact the local authority. During performances, chaperones will be responsible for greeting children at the stage door and signing them into the building. They are also responsible for them until they are collected.
- Children will be kept together at all times except when using separate dressing rooms or when on stage.
- Chaperones will be aware of where children are at all times.
- Children are not to leave the theatre unsupervised by chaperones, unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilet. There is a designated child toilet.
- Children will not be allowed to enter the adult dressing rooms.
- 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, in both the theatre accident book and the Promenade Productions accident book.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained, not just the word of the parent or child.
- 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 parents to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting if different
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Director/YPP Leader:

- Ensure that there are chaperones at all events
- Work in partnership with chaperones and accept advice and guidance from them
- Ensure that all pupils and parents' data is stored safely including up to date medical information and contact details
- Have a first aider at all sessions

ALL ADULTS:

- All volunteers have a responsibility to safeguard children and young people from harm
- Be vigilant of the signs that may indicate a child is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the DSL or Lead Chaperone
- **When taking a disclosure remember to follow disclosure guidelines (appendix1)**

Unsupervised Contact – non-DBS adults

- Promenade Productions will attempt to ensure that no adult has unsupervised contact with children
- There will always be a chaperone in the room when working with children.

- In all contact with children, steps will be taken to minimise risk. For example, work will be carried out in a public area, or a designated room with the door open.
- Children will be unsupervised when changing at times (this is dependent on age of child). The area used to change in will be inspected prior to use and adults will be on hand directly outside of the changing room and Chaperones will be available outside of the dressing room.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity. For example, in a pre-rehearsed set of moves, according to stage directions. For instance in set pieces on stage for dance routines, or when chaperones are helping with costume changes and setting mic packs.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.
- Adults may help with dressing e.g. zips, buttons but will ask children first if help is needed and will only do this in a communal area or with more than one adult present.

Managing Sensitive Information

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The Promenade Productions' web-based materials and activities will be carefully monitored for inappropriate use. We are constantly vigilant in this respect in the use of social media and publicity.
- The Promenade Productions will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.

Accidents

- To avoid accidents, chaperones and children will be advised of house rules 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. Children will also be made aware of first aider and fire exits at both rehearsal venues and theatre spaces.
- If a child is injured while in the care of the Promenade Productions, a designated First Aider will administer first aid and the injury will be recorded in the Promenade Productions' accident book, as well as the theatre accident book. This record will be countersigned by the person with the responsibility for child protection.
- If a child joins the production with an obvious physical injury, a record of this will be made in both the theatre and the accident books. This record will be countersigned by the person with responsibility for safeguarding or their appointed deputy. 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.

Suspicion of abuse

- If an adult suspects abuse of a child while in the care of the Promenade Productions, they are to make this known to the person with responsibility for safeguarding. If an adult suspects that the person with responsibility for safeguarding is the source of the problem, they will make their concerns known to the Chairman, Ceri Winrow and the LADO, Nigel Hatton
- Records of what was witnessed, as well as any response, in case there is follow-up are to be kept
- If a serious allegation is made against a member of the Promenade Productions, chaperone, venue staff etc., 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:

Adults MUST:

- Remain calm and in control, but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell share at their own pace and ask questions only for clarification. They must not ask questions that suggest a particular answer.
- Not to 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 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 will happen next.
- Report to the DSL
- Keep written records that are detailed and include exact wording including explicit language.
- Sign and date any records

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 the local authority.
- 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

Rights and Confidentiality

- If a complaint is made against a member of the Promenade Productions, he or she will be made aware of his or her rights by the Promenade Productions chairman.
- 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.

Training

Training informed by Working Together to Safeguard Children 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

All adults will have also have had to read and understood the Lockdown Policy 2024 when chaperoning Children. Support and explanation will be given.

The level of training depends on the degree of contact and role that the adult has:

GROUP	ADULTS	TRAINING
Group 1 comprises volunteers with limited contact with children and young people. They have responsibility to contribute to promote the welfare of children and young people but do not have specific safeguarding organisational responsibilities	Executive Committee Members Adults not involved in productions involving children	Annual update of safeguarding delivered by a Level 3 trained practitioner/DSL through the sharing and explanation of policies
Group 2 comprises volunteers who work regularly with children and young people. These staff will have professional and/or organisational	Volunteers involved in rehearsals both those that are cast and crew.	Safeguarding Training at the start of a production delivered by a Lead Chaperone via the Policy and sharing of paperwork

responsibility for safeguarding and promoting the welfare of children and young people. Group 2 requires the skills to respond appropriately to Group 1 staff that may approach them with concerns about the welfare of a child/young person.		Lockdown Policy – Read and understood
Group 3 comprises staff who works predominantly with children and young people. They have a substantial degree of personal responsibility and autonomy to act on the welfare concerns of children and young people.	Chaperones Director Musical Director Choreographer	Chaperone Safeguarding training Updated every 2-3 years as required by GCC Lockdown Policy – Read and understood
Group 4 are professional advisors, named, nominated and designated officers for child protection and their deputies in all services and agencies.	Designated Safeguarding Lead/ Safeguarding Officer	Level 3 Certificate in Safeguarding Updated L3 every 3 years 10 hours of ongoing training every year Lockdown Policy – Read and understood

Appendix 1

Managing a disclosure

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

Listen to what is being said, without displaying shock or disbelief.

Accept what is said and react calmly so as not to frighten the child.

Make a note of what has been said as soon as possible – using exact terminology.

Reassure the child/young person, but only so far as is honest and reliable.

Tell the child they are not to blame and that it was right to tell; I am glad you came to me.

It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate or ask leading questions – this is for the Local Authority Staff.

Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language;

Explain what you have to do next and whom you have to talk to.

Record the date, time, place, persons present and any noticeable non-verbal behaviour.

Be specific when noting the words used by the child/young person.

To share your concerns with the Designated Safeguarding Officer who will may take the matter forward.

If you are not happy with the outcome. You can escalate and refer to the LADO.

APPENDIX 2

TYPES OF ABUSE:

There are also a number of specific safeguarding concerns that we recognise our children may experience;

- child criminal and child sexual exploitation (CSE) county lines criminal activity
- contextual safeguarding
- bullying including cyberbullying
- domestic abuse
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage (see para 16)
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- Homelessness
- mental health
- private fostering
- pupils with family members in prison
- pupils required to give evidence in court
- radicalisation
- youth produced sexual imagery (sexting)
- teenage relationship abuse
- trafficking
- peer on peer abuse

Volunteers are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger and that safeguarding issues can manifest themselves via peer on peer abuse.

We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Volunteers are aware that in most cases multiple issues will overlap one another. The main areas to be aware of are:

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Perpetrators may subject children to multiple forms of abuse such as criminal exploitation (including county lines) and sexual exploitation. In these cases, the exploitation/abuse will be in exchange for something the victim wants or needs. Children are exploited for money, power or status. CCE /CSE can happen online and offline and all staff should be aware of the link between online safety and vulnerability for pupils.

Any concerns that a child is being or is at risk of being criminally or sexually exploited should be passed without delay to the DSL.

The DSL will use Gloucestershire's Safeguarding Partners Guidance on all occasions when there is a concern that a child is being or is at risk of being criminally or sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being exploited.

In all cases if the tool identified any level of concern (green, amber or red) the DSL should contact their local Referral, Intervention and Assessment team and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF). If a child is in immediate danger the police should be called on 999.

A child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence the child may resent what they perceive as interference by staff. However, volunteers must act on their concerns as they would for any other type of abuse.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women.

If informed by a girl under 18 that an act of FGM has been carried out on her and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher

should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.

Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialing 999 if appropriate.

Child on Child Abuse

We recognise that children are capable of abusing other children. It will **never** be passed off as 'banter' or 'part of growing up' we take a zero tolerance approach to this behaviour. All volunteers will be vigilant to the prospect that this could happen. Child on Child abuse can take place on or offline and can be manifested in many different ways, including:

- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.
- Abuse in intimate personal relationships between peers.
- Physical abuse – this may include an online element which facilitates, threatens and/or encourages physical abuse.
- Sexual violence – this may include an online element which facilitates, threatens and/or encourages sexual violence.
- Sexual harassment, including online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent.
- The consensual and non-consensual sharing of nude and semi-nude images and/or videos.
- Upskirting – can happen to any gender.
- Initiation - and hazing-type violence and rituals, which can include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group, and may also include an online element.

Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline. Sexual harassment violates a child's dignity and makes them feel intimidated, degraded, or humiliated and can create a hostile, sexualized or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalised inappropriate behaviour and may lead to sexual violence. Sexual harassment includes;

- Sexual comments
- Sexual "jokes" and taunting
- Physical behaviour, such as deliberately brushing against another pupil
- Online sexual harassment, including non-consensual sharing of images and videos and consensual sharing of sexual images and videos (often known as sexting), inappropriate comments on social media, exploitation, coercion and threats – online sexual harassment may be isolated or part of a wider pattern.

Sexual Violence refers to the following three offences;

- Rape
- Assault by Penetration
- Sexual Assault

Harmful sexual behaviours is a term used to describe behaviour that is problematic, abusive and violent and that may cause developmental damage. Harmful sexual behaviour may include:

- Using sexually explicit words and phrases
- Inappropriate touching/physical behaviours that are potentially criminal in nature
- Sexual violence or threats
- Full penetrative sex with other children or adults
- Sexual interests in adults or children of very different ages to their own
- Forceful or aggressive sexual behaviour
- Compulsive habit

YOUNG PROMENADERS (YPP)

Young Promenaders is a youth club open to children to practice their drama skills in a fun and safe environment. Oversight of YP falls to the executive committee and is discussed at each meeting.

The Safeguarding and Child Protection approaches outlined in this policy are also in place for YPP

Training will be at Group 2 level for all staff.

A chaperone will be present at all sessions.