



## **CHILD PROTECTION & SAFEGUARDING PROCEDURES**

### **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.
- Identify at the outset the person with designated responsibility for child protection.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the Department of Education).
- 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 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.
- A condition of the child accepting a role within the production is that a parent (or family member) will be available for chaperoning during the production week

### **Unsupervised Contact**

- The Society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with a door open. Parents will be informed for their consent and alternative proposal will be discussed with the parent.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

### **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.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### **Managing sensitive information**

- The Society will appoint specific person(s) to take photographs at rehearsals and at specific photo shoots for the purposes of promoting the production only ("the Purpose"). Access to these images will be limited to those persons necessary to achieve the Purpose.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes. You can withdraw your consent by notifying the Society's Secretary, however, the erasure will only apply to any individual photographs as production



photography of the cast, crew and rehearsals remain the property of the Society and are covered under the copyrights within our licences

- The Society's web-based materials and activities will be monitored for inappropriate use.
- 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 criminal record disclosures.

### 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. 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.
- 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, 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.

Harm and/or abuse is identified in four ways:

- **Neglect** means that a child is not being properly taken care of by their parents or carers. This could be about poor hygiene or poor diet, being left alone at home, not being taken to appointments or not being sent to school.
- **Physical Abuse** is where someone deliberately hurts, hits or injures a child.
- **Emotional abuse** is where someone shouts at, uses threats or makes fun of a child to make the child feel frightened, worthless or unloved. A child seeing violence between parents or other people can also be very harmful.
- **Sexual Abuse** is where someone influences, involves or forces a child to look at or take part in sexual activities. This could include encouraging unwanted touching, involving a child in watching pornography or forcing a young person under the age of consent to have sex.

**Bullying** can also be identified as a form of abuse, it includes name calling, hitting, pushing, threatening and undermining which happens over a long period of time, which can harm a child both physically and emotionally.

### Disclosure of abuse

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

- 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. 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 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.

### **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.

### **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 2018. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Attorney General's 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 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.
- If a child is injured while in the care of the Society, a designated first-aider will administer first aid and the injury will be recorded in the Society's accident book. This record will be countersigned 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 countersigned 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.

### **Criminal Record Disclosures**

- If the Society believes it is in its best interests to obtain criminal record disclosures 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 have a written code of practice for the handling of disclosure information.
- The Society will ensure that information contained in the disclosure is not misused.

### **Chaperones**

- If a child is taking part in a performance and they won't be supervised by their parent, school teacher or home tutor, they will be supervised by a chaperone.
- All chaperones, including parent volunteers, should be familiar with the chaperone 'do's and don'ts' below.
- 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 11.
- Potential chaperones may be required to supply photograph ID - proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless a family member or are already well known to the Society. They may 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.
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement by the Department of Education, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Society. 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 Society and not allow the child to continue.
- 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 Society to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and 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 parent
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms without the presence of the Chaperone
- 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 examine accident books each day. If an accident has occurred, the Society 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, the Chaperone should be advised.
- Children should be signed out when leaving.
- 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.

**Chaperones “Should”:**

- Check the child is comfortable and happy
- Keep the child in your view at all times within common sense – you don’t need to go to the toilet with them!
- Stand up for the child above production pressures—it should be a fun experience!
- Report any concerns
- Have contact numbers for parents in an emergency
- Be aware of any medical issues the child may have where relevant.

**Chaperone’s Should Not:**

- Be in charge of more than 11 children at one time
- Have any other role during the performance that may mean the child is left without a chaperone
- Let the child perform if they are unwell
- Leave the child alone with another adult unless it’s a parent or teacher
- Use inappropriate behaviour or smoke whilst on duty
- Consume alcohol whilst on duty.

**The Designated Safeguarding Officers are:**

<b>Name</b>	Karen Corkhill	Bobbie Moyer Graham
<b>Contact details</b>	(T) 464834 (E) karencorkhill@manx.net	(T) 481122 (E) seg@manx.net

**The Chairman is:**

Name: Tony Jones  
 Contact details (T) 220850 (E) tony-jones@manx.net

**The Local Authority is the Department for Social Care and can be contacted on:**

**Children and Families**, Department of Health and Social Care  
 2nd Floor Murray House, Mount Havelock, Douglas, IM1 2SF  
 Telephone: +44 1624 686179  
 Email : [childcarereferrals.dsc@gov.im](mailto:childcarereferrals.dsc@gov.im)

**Contact information correct as at August 2020**