

Tregony Clockhouse Players

CHILD PROTECTION PROCEDURES

Responsibilities of the Clockhouse Players

At the outset of any production involving children the Players will endeavour, to the best of their ability, to:

- 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 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.

Parents

The Players believe it to be important that there is a partnership between parents and the Players. Parents are:

- Asked to advise their children that due to the many potential hazards encountered in a production, children are expected to follow instructions given to them by adult Players at all times
- Encouraged to be involved in the activities of the Players and to share responsibility for the care of children.
- All parents will know how to access a copy the Players' Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances promptly.
- It is NOT the responsibility of the Players to take children home.

Unsupervised Contact

- The Players 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 minimize risk. For example, work will be carried out in a public area or in a designated room with a door open.

- 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, dependant upon circumstance.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.

Managing sensitive information

- The Players has a policy and procedures for the taking, using and storage of photographs or images of children.
- Children will only be able to take part in any production if permission is given from the parents for use of photographic material featuring children for promotional or other associated purposes, including videotaping for use of Clockhouse Players only.
- The Players 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 Players, please make this known to the person with responsibility for child protection, Kate Douglass, or to the Chairman or Secretary.
- 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 Players, chaperone, venue staff etc., the allegation will be investigated promptly and dealt with appropriately.