



CHILD PROTECTION PROCEDURES

These procedures apply to all children of compulsory school age (defined as up until the last Friday in June of the school year in which the child reaches the age of 16 years).

The Company will identify the person responsible for safeguarding. **With effect from 19th February 2020, the responsible person is Jane Jones.**

[\(jones53jane@hotmail.com\)](mailto:jones53jane@hotmail.com)

All members of the company involved in a show with children must be aware of HTC'S Child Protection procedures. The production manager should draw their attention to the procedures and explain that they are for the protection of both adults and children.

During Auditions:

- Parents/ guardians will be asked to complete an audition form to include:
 - Child's name, address, date of birth, responsible adult's e-mail address and telephone number, GP's name and telephone number, any medical conditions and school attended.
 - Any stage performance, other than a school event, that has taken place or is due to take place in the six months before the HTC production in question. Any child who is in a production in the six months before the HTC production will require a licence and the parents/guardians must be informed that they will need to supply information such as a copy of the child's birth certificate.

- Names of any other adult who can bring and collect children from rehearsals and performances.
- Parents/guardians will be told that:
 - The audition forms will be kept in the rehearsal room and, during the show, in the dressing room; they may be accessed by anyone supervising the rehearsal in the case of emergency.
 - Only the child's name, address, date of birth, the responsible adult's e-mail address and telephone number will be entered on the HTC membership database and held while the child is a member. This will be used to send newsletters and other information to the adult's email address unless we are notified that that is not required.
 - All paper audition forms will be destroyed immediately after the show
 - The HTC Safeguarding policy and procedures are available on the members section of the HTC website. The production manager will ensure that everyone involved in the show are aware of both documents
 - Nobody, including the children, can take unofficial photographs during the rehearsals or the show. Parents will be asked to give HTC permission to take and publish official photographs or publicity purposes. Children will not be identified by captions accompanying published photographs.

During rehearsals the company will:

- have a rota of parents to help supervise the children during rehearsals, if a number of children are involved
- ensure that children are supervised at all times
- have at least 2 adults in the room with the children when possible
- attempt to ensure that no adult has unsupervised contact with a child.
 - If unsupervised contact is unavoidable it should be in a public area or in a designated room with the door open
- ask adults to remain at a safe and appropriate distance from children. Adults will only touch a child when it is absolutely necessary e.g.
 - As part of the action or choreography

- To fit costumes
- To apply makeup or dress hair

The purpose of the contact will be made clear to the child.

- recruit, and, when necessary, pay for the training by the local authority of sufficient chaperones as required by the Children in Theatre legislation
- organise rehearsal schedules so that children under 13 have limited late nights
- identify any potential risks throughout the production and when necessary, perform a risk assessment
- take all suspicions and allegations of abuse seriously and respond to these swiftly and appropriately as detailed in the HTC Safeguarding Policy
- ask the person bringing the child to the rehearsal or picking them up to 'sign the child in and out'. A check will be made with the audition form to ensure the person has permission to transport the child. Parents can add further names in writing during the rehearsal period and these must be added to the file. If the name is not provided, parents will be contacted before a child is released into anyone's custody.
- make every attempt to avoid accidents. Children should be advised about appropriate clothing and footwear and areas that are out of bounds. If there is an accident it should be recorded in the accident book and simple first aid applied. If child is taken ill or has a more serious injury a parent should be contacted and, in extreme cases, an ambulance called. Medication must not be given unless permission has been given for serious emergencies and the medication provided by the parent and written instructions provided e.g. an EpiPen for an acute allergic reaction.
- If a child arrives with a recent injury, make a witnessed entry in the accident book so as to record that the injury did not occur during rehearsal.

During dress rehearsals and the show

The safeguarding procedures in place during rehearsals will continue to be respected. In addition:

- There should be at least one chaperone for every 12 children. HTC requires, unless there are only 2 or 3 children of the same gender, at least two licensed chaperones will be present. They should display their current licence. They may be assisted by parent volunteers.
- Children should be instructed on the role of the chaperone and that they must follow their instructions.
- Separate dressing areas will be identified for adults, for boys and for girls. These areas will be arranged so that children do not pass through the adults' area for make up or for the cloakrooms and vice versa.
 - When not changing the children are best kept together
- Licences for the children requiring them and the exemptions for others will be available for inspection along with all the audition forms if there is an inspection.
- The chaperones are:
 - responsible for ensuring that dressing rooms meet their requirements
 - required to receive the children from their parent or guardian and to hand them back at the end of the show. They need to ensure the signature sheet is completed.
 - responsible for the safeguarding of the children and must be satisfied that they are fit to go on the stage
 - required to be aware of where the children are at all times
 - expected to accompany children when they go to the toilet
 - required to be aware of fire and safety procedures. If there is an accident, they need access to the first aid kit and should enter the event into the accident book.
 - expected to ensure that children are not at the venue longer than stated on any licence or any licence exemptions.
 - required to remain with a child until an approved adult comes to collect them.

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