

HULVIZ AMATEUR MUSICAL SOCIETY

CHILD PROTECTION PROCEDURES

Hulviz Amateur Musical Society is not a regulatory body and does not undertake regulated activity for a regulated activity provided (ie. a local authority or local education authority). It is, therefore, not required to seek Criminal Records Bureau checks for its members or helpers.

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;
- Ensure the child is supervised at all times;
- Assess whether the child requires a Performance Licence under the Children (Performances) Regulations 1968 and advise parents to ascertain such a Licence;
- Assess whether Licenced Chaperones are required under the Children (Performances) Regulations 1968 and recruit as necessary;
- Recruit a team of responsible adults who will supervise children at all times during the performance;
- Know how to get in touch with local authority social services, if a concern is deemed to need to be reported;
- Ensure all employees, supervisory adults and members of the Society are able to access a copy of its Child Protection Policy and Procedures and that there is access to a copy during rehearsals and performance.

Parents

- The Society attaches importance to building 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 the children.
- All parents will be issued with guidance which will briefly explain the care 'Hulviz' will take of their child' membership and performance fees; rehearsal and performance schedules; delivery of children to and from rehearsals and performances; a telephone number to contact one of the Committee in case of emergencies' and will be asked to complete an information and permission form.
- All parents will be made aware of how to access a full copy of the Society's Child Protection Policy and Procedures.
- It is NOT the responsibility of the Society to bring a child to rehearsals/performances or take a child home. Parents can arrange for another person to bring/collect the child but such collection arrangements should be made known to the Hulviz Committee.

- All parents will provide information about the child which can be retained for contact and emergency purposes. This will include a contact name, telephone number, e-mail address and health declaration.

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 take place in a public area or in a designated room with an open door.

Physical Contact

- All adults will maintain a safe and appropriate distance from the 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 ensure confidentiality of any personal details held within its records.
- The Society will seek permission to include the child's name for promotional purposes - ie. the specific production's official programme and production details on its website.
- The Society will seek permission to use photographs of the children in promotion of the show and use on the website.

Suspicion of Child Abuse

- If you see or suspect abuse of a child while in the care of the Society, please make this known to any of the Committee who has a collective and individual responsibility.
- Please make a note for your own records of what you witnessed as well as your response, in case there is a follow up investigation in which you are involved.
- If a serious allegation is made, that individual will be cautioned immediately and an investigation will be undertaken. The Committee will ensure that, where possible, any such individual will at least, not have any unsupervised contact with the child/children in question. Neither will any such individual have unsupervised contact with any other children in the production until the investigation is concluded and appropriate action taken.

Disclosure of Child Abuse

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

- Remain calm and in control but do not delay in taking action;
- Listen carefully to what the child says'
- Allow the child to tell you at their own pace and ask questions only for clarification;
- Don't ask questions that suggest a particular answer;
- Don't promise to keep a secret;
- Use first opportunity you have to share information with a member of the Committee.

Make it clear to the child that you will need to:

- Share this information with appropriate people;
- Make it clear that you will only tell the people who need to know and who should be able to help;
- Re-assure the child that 'they did the right thing' in telling someone;
- Tell the child what you are going to do next.

What to do Next

Immediately speak to a member of Hulviz's Committee. It will then be their responsibility to investigate the matter fully and decide on the course of action. Where it is deemed necessary, the Committee will liaise with the relevant authorities.

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. In all situations, a report which causes concern will be recorded in the Society's own records and only shared with those that need to know.

In criminal law, the crown or other prosecuting authority has to prove guilt. All parties are presumed innocent until proven guilty.

Accidents

To avoid accidents, all children and carers will be advised of 'house rules' regarding health and safety issues and will be notified of areas that are out of bounds.

Responsibility for health and safety at the Theatre is with the Stage Manager.

As in the case of adult members in the Society, if a child is injured while in the care of the Society, a designated first aider will administer first aid. The first aider will record the injury in the Company's accident book and the record will be counter-signed by a member of the Committee.

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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.

Chaperones

The Chaperone acts in loco parentis and exercises the care which a good parent might be reasonably expected to give a child. They will be made aware of the Company's Child Protection Policy and Procedures.

The maximum number of children in the Chaperone's care shall not exceed 12.

Conditions for the Children

The Chaperone at the Theatre should not be performing any other duties. Their first responsibility is to the children in their care.

- Where they are not satisfied with the conditions for the children, they should bring this to the attention of the Director or Stage Manager.
- If the Chaperone considers the child is unwell, they should inform the Director and Stage Manager and not allow the child to continue.
- During performances, the Chaperone is responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times.
- 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/guardian.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing room.
- Chaperones must be aware of 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.
- Children should be signed out when leaving and a record made of person collecting.
- If a parent has not collected the child, it is the duty of the Chaperone to contact the parent and stay with that child until the parent/guardian arrives to collect. The Chaperone is not allowed to transport the child to its home.
- Chaperones will be given a copy of the Society's Child Protection Policy and Procedures which they should have access to during each performance.

The Committee - Hulviz Amateur Musical Society

September 2014