DANESIDE COMMUNITY THEATRE TRUST

SAFEGUARDING AND CHILD PROTECTION POLICY

Policy owner: Daneside Community Theatre Trust
Approved by: Directors
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1. POLICY STATEMENT

The Daneside Community Theatre Trust recognises its responsibility to provide a safe environment for all persons using its premises, including children, young people and adults at risk.

The Trust is committed to ensuring that appropriate safeguarding arrangements are understood and implemented by all organisations booking the Daneside Theatre.

The Trust recognises that the primary responsibility for the safeguarding, welfare, protection and supervision of children, young people and adults at risk participating in activities, rehearsals, performances or events rests with the organisation hiring the theatre and organising the activity.

The booking organisation is responsible for ensuring that it has appropriate safeguarding policies, procedures, personnel and risk assessments are in place before any activity involving children or vulnerable persons at risk takes place at the theatre.

The Daneside Community Theatre Trust does not organise, manage or supervise the activities of the booking organisations and does not assume responsibility for the day-to-day care or supervision of their participants.

However, the Trust acknowledges that it retains responsibility for its own staff, representatives, premises and activities, and for taking appropriate action if a safeguarding concern or incident is brought to its attention.

The Trust recognises that abuse can take many forms, including physical abuse, emotional abuse, sexual abuse, neglect, exploitation, bullying and discriminatory behaviour.

The welfare of children and vulnerable persons at risk must always be treated seriously and appropriate action must be taken whenever a safeguarding concern arises.

2. LEGISLATION AND GUIDANCE

This policy has been prepared with reference to relevant legislation and guidance, including:

- Children Act 1989.
- Children Act 2004.
- Children and Young Persons Act 1963.
- Children (Performances and Activities) (England) Regulations 2014.
- Safeguarding Vulnerable Groups Act 2006.
- Equality Act 2010.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Care Act 2014.
- Current statutory guidance, including Working Together to Safeguard Children.

The Trust expects all booking organisations to comply with the legislation and guidance applicable to their particular activities.

3. THE TRUST'S SAFEGUARDING PRINCIPLES

The Daneside Community Theatre Trust believes that:

- The welfare of the child or vulnerable person is paramount.
- All children and vulnerable person at risk have the right to protection from abuse, harm, exploitation and discrimination.
- All safeguarding concerns and allegations must be taken seriously.
- Concerns must be responded to promptly and appropriately.
- Everyone has a responsibility to report safeguarding concerns.
- Children and vulnerable persons at risk should be treated with dignity, respect and consideration.
- Appropriate boundaries must be maintained by all adults.
- Safeguarding arrangements must be proportionate to the activities being undertaken and the people involved.

4. PRIMARY RESPONSIBILITIES OF THE HIRING ORGANISATION

Any organisation booking the Daneside Theatre for activities involving children, young people or vulnerable persons at risk must accept primary responsibility for their safeguarding, welfare, care and supervision.

The booking organisation must have suitable safeguarding arrangements in place before its activities commence.

The booking organisation is responsible for:

4.1 Safeguarding Policies and Procedures

- Having its own up-to-date safeguarding and child protection policy.
- Having appropriate procedures for reporting and managing safeguarding concerns.
- Appointing a designated safeguarding lead or child protection officer.
- Ensuring all relevant staff, volunteers, performers and chaperones / Matrons understand their safeguarding responsibilities.
- Keeping safeguarding procedures under regular review.
- Maintaining any other relevant organisational policies, including equal opportunities, health and safety and behaviour policies.

4.2 Recruitment and Personnel

- Ensuring appropriate recruitment and selection procedures are followed.
- Undertaking DBS checks where legally eligible and appropriate.
- Ensuring individuals are suitably trained and competent for their roles.
- Providing appropriate supervision of staff and volunteers.
- Ensuring that all personnel understand professional boundaries when working with children and vulnerable persons at risk.

4.3 Supervision and Welfare

- Ensuring children and vulnerable persons at risk are appropriately supervised at all times.
- Providing sufficient responsible adults and chaperones / Matrons.
- Ensuring appropriate arrangements for arrival, departure and collection.
- Maintaining suitable contact details for parents, guardians or carers.
- Ensuring participants have access to appropriate welfare facilities.
- Taking appropriate action if a participant becomes unwell, injured or distressed.

4.4 Risk Assessments and Licensing

- Undertaking appropriate safeguarding and activity risk assessments.
- Monitoring risks throughout the activity, event or production.
- Ensuring any necessary child performance licences are obtained.
- Ensuring approved chaperones / Matrons are appointed where required.
- Ensuring activities comply with applicable legislation and local authority requirements.

4.5 Records and Reporting

- Maintaining appropriate records of safeguarding incidents and concerns.
- Recording accidents and injuries.
- Ensuring safeguarding concerns are reported to the appropriate authorities when necessary.
- Ensuring confidential information is handled and stored securely.

The booking organisation must ensure that these arrangements remain effective throughout the period of hire.

5. RESPONSIBILITIES OF THE DANESIDE COMMUNITY THEATRE TRUST

The Daneside Community Theatre Trust does not undertake the role of safeguarding lead for organisations booking the Daneside Theatre.

The Trust does not accept responsibility for the recruitment, selection, vetting, training or day-to-day supervision of the hiring organisation's staff, volunteers, performers, chaperones / Matrons or participants.

The Trust's responsibilities are limited to those arising from its own activities, the management and safe operation of its premises, and any safeguarding concerns involving its own representatives or brought to its attention.

The Trust will:

- Make its safeguarding expectations clear to all organisations booking the theatre by this policy being available on the Daneside Theatre website.
- Take reasonable steps to ensure hirers understand that appropriate safeguarding arrangements must be in place within the booking Terms & Conditions.
- Request confirmation of relevant safeguarding arrangements where appropriate.

- Ensure its own representatives understand how to respond if a safeguarding concern is raised.
- Take appropriate action where a concern involves a Trust representative or arises from the Trust's own activities.
- Cooperate with the appropriate authorities where a safeguarding concern or allegation requires investigation.
- Reserve the right to suspend or terminate a booking where safeguarding arrangements are considered inadequate or where a serious safeguarding concern arises.

The Trust does not currently appoint a dedicated Child Protection Officer because the booking organisation is expected to appoint its own designated safeguarding lead.

However, the absence of a dedicated Trust safeguarding officer does not mean that concerns reported to the Trust will be disregarded.

Any safeguarding concern reported to the Trust will be taken seriously. The Directors will consider the appropriate action within the Trust's remit and will refer concerns to the relevant authorities where necessary.

6. SAFEGUARDING BEFORE AND DURING THE HIRE

Any organisation intending to bring children, young people or vulnerable persons at risk into the theatre must ensure that appropriate safeguarding arrangements are in place.

Before the commencement of activities, the Trust may request:

- The name and contact details of the organisation's designated safeguarding lead.
- Confirmation that the organisation has an appropriate safeguarding policy and procedures.
- Confirmation that suitable supervision and chaperone / Matron arrangements are in place.
- Confirmation that appropriate DBS checks have been undertaken where legally eligible.
- Relevant safeguarding or activity risk assessments.
- Confirmation that any necessary child performance licences and approved Chaperone/Matron arrangements have been obtained.

The booking organisation must ensure that its safeguarding lead is contactable throughout rehearsals, performances and events.

The booking organisation remains responsible for its participants throughout the period of the booking, including backstage, dressing rooms, rehearsal areas and other parts of the premises including external areas.

The booking of the Daneside Theatre does not transfer the hiring organisation's safeguarding responsibilities to the Daneside Theatre Trust.

Equally, the booking organisation's responsibilities do not remove the Trust's own legal obligations as the operator or manager of the premises.

Both parties must cooperate where necessary to ensure that the Daneside Theatre remains a safe environment.

7. SAFEGUARDING DURING VENUE-RELATED DUTIES

Where employees, volunteers or representatives of the Daneside Community Theatre Trust have contact with children or vulnerable persons at risk through venue-related duties, they must act appropriately and maintain professional boundaries.

The Trust will seek to ensure that:

- Its representatives do not knowingly place themselves in situations involving unnecessary unsupervised contact with children or vulnerable persons at risk.
- Where practicable, interactions take place in public or observable areas.
- Where possible, two adults are present when interaction is necessary.
- Any safeguarding concern arising from venue-related duties is reported promptly to the booking organisation's designated safeguarding lead.
- Where a concern relates to the booking organisation's designated safeguarding lead, or there is an immediate risk of harm, the matter is referred directly to the appropriate authorities.

The booking organisation remains responsible for providing adequate supervision of its participants at all times.

8. CHILD PROTECTION PROCEDURES

8.1 Responsibilities of the Hiring Organisation

The booking organisation's committee, management team or designated safeguarding lead is responsible for child protection and safeguarding arrangements relating to its activities.

It must:

- Undertake a risk assessment and monitor risks throughout the production, event or activity.
- Ensure appropriate recruitment and vetting procedures are in place.
- Ensure children and vulnerable persons are supervised at all times.
- Appoint suitable chaperones / Matrons where necessary.
- Ensure appropriate safeguarding training is provided.
- Know how to contact the relevant local authority safeguarding services and police.
- Maintain appropriate incident and safeguarding records.
- Ensure concerns are escalated appropriately.

The booking organisation may provide, if requested by the Trust, with the name and contact details of its designated safeguarding lead before the commencement of activities involving children or vulnerable persons at risk.

8.2 Parents and Guardians

The Trust believes that an effective partnership between parents, guardians, carers and the booking organisation is important.

The booking organisation should encourage appropriate parental etc. involvement and communication.

Parents, carers and guardians are responsible for:

- Providing accurate emergency contact details.
- Informing the booking organisation of relevant medical or welfare requirements.
- Ensuring children and vulnerable persons are collected promptly after activities.
- Informing the booking organisation of any changes to collection arrangements.

The booking organisation remains responsible for ensuring that appropriate collection and safeguarding arrangements are in place.

9. UNSUPERVISED CONTACT

The booking organisation must ensure that children are not placed in situations involving unnecessary or inappropriate unsupervised contact with adults.

Where possible:

- There should be at least two responsible adults present when working with groups of children or vulnerable persons.
- Activities should take place in observable areas.
- Doors should remain open where appropriate.
- Appropriate supervision arrangements should be maintained when children and vulnerable persons use toilets, dressing rooms or other facilities.

If unsupervised contact is unavoidable, the hiring organisation must assess the circumstances and put suitable safeguards in place.

The booking organisation must ensure that all personnel undertaking regulated activity are subject to the appropriate appointment and relevant DBS checking requirements.

A DBS check must not be treated as a substitute for appropriate supervision, training and safeguarding procedures.

10. PHYSICAL CONTACT

All adults involved in activities with children and vulnerable persons must maintain appropriate professional boundaries.

Physical contact should only take place where necessary and appropriate for the activity.

For example, physical contact may sometimes be required as part of theatre direction, choreography or performance.

Where physical contact is necessary:

- The purpose must be explained.
- The child's / vulnerable persons consent should be sought and respected.
- Contact must be appropriate to the activity.
- Any concerns or discomfort expressed by a child must be taken seriously.

The booking organisation is responsible for ensuring that its staff and volunteers understand and follow these requirements.

11. PHOTOGRAPHY, VIDEO AND PERSONAL INFORMATION

The booking organisation is responsible for ensuring that appropriate permissions are obtained before photographs or videos of children or vulnerable persons are taken or used.

This includes publicity, advertising, websites, social media, programmes, annual show photo displayed in the upstairs Foyer of the Daneside Theatre and other production archives.

The booking organisation must:

- Obtain appropriate parental, carer or guardian consent where required.
- Explain how photographs and videos will be used.
- Ensure images are used appropriately.
- Monitor online and social media use.
- Store and dispose of personal information securely.
- Ensure that DBS and other sensitive information is handled in accordance with current data protection legislation.

The Daneside Community Theatre Trust is responsible for any personal information it collects or holds itself and will handle such information in accordance with the Data Protection Act 2018 and UK GDPR. The booking does not transfer the booking organisations Data Protection responsibilities by accepting the booking, this is the responsibility of the booking organisation.

12. SUSPICION OR DISCLOSURE OF ABUSE

All safeguarding concerns must be taken seriously.

If anyone witnesses or suspects abuse involving a child or vulnerable person at risk while activities are taking place at the theatre, the concern should be reported immediately to the booking organisation's designated safeguarding lead.

If the concern involves the designated safeguarding lead, or if reporting to that person could place someone at further risk, the concern must be reported directly to the appropriate local authority safeguarding service or the police.

If there is immediate danger or an urgent risk of harm, the police should be contacted by calling 999.

The Trust must also be informed where the concern relates to its premises, representatives or activities.

The Trust will take appropriate action within its own responsibilities and cooperate with the relevant authorities.

12.1 Responding to a Disclosure

If a child or vulnerable person at risk discloses abuse to a representative of the Daneside Community Theatre Trust or the booking organisation, the person receiving the disclosure should:

- Remain calm and listen carefully.
- Allow the individual to speak at their own pace.
- Avoid asking leading questions.
- Never promise to keep the information secret.
- Reassure the individual that they have done the right thing by speaking out.
- Explain that the information may need to be shared with people who can help.
- Explain what will happen next, where appropriate.
- Report the concern immediately to the appropriate safeguarding lead or statutory authority.

The person receiving the disclosure must not attempt to investigate the allegation themselves.

As soon as possible, a written record should be made using the individual's own words wherever possible.

13. RECORDING AND CONFIDENTIALITY

The booking organisation is responsible for maintaining appropriate safeguarding records relating to its activities.

Records should include:

- Date and time of the incident or disclosure.
- Names of the people involved.
- What was said or observed.
- Details of any witnesses.
- Action taken.
- Details of any referral to statutory agencies.
- Name of the person making the report and the person receiving it.

Records must be accurate, dated and signed where appropriate.

Safeguarding records must be stored securely and shared only with those who need to know.

The Trust will maintain appropriate records of concerns reported to it and any action it takes within its own responsibilities.

Confidentiality must always be respected, but information must not be withheld where sharing is necessary to protect someone from harm.

14. ALLEGATIONS AGAINST STAFF, VOLUNTEERS OR REPRESENTATIVES

Any allegation involving a member of the booking organisation, a chaperone / Matron, volunteer or other person involved in its activities must be reported promptly to the booking organisation's designated safeguarding lead and, where appropriate, the relevant local authority safeguarding service or police.

The booking organisation is responsible for managing the employment, disciplinary and safeguarding procedures relating to its own personnel.

Where an allegation involves a representative of the Daneside Community Theatre Trust, the matter must be reported to the Trust's Directors.

The Trust will consider appropriate action within its own responsibilities, including restricting access to the premises where necessary, and will cooperate with relevant authorities.

Where a serious safeguarding concern arises, appropriate protective action must be taken without waiting for an internal investigation to conclude.

Any decision to suspend or exclude an individual must be handled appropriately and in accordance with relevant procedures and legal requirements.

15. ACCIDENTS AND HEALTH AND SAFETY

The Daneside Community Theatre Trust is responsible for the safe management and maintenance of its premises and its own health and safety arrangements.

The booking organisation is responsible for the safety and supervision of its participants and the safe management of its own activities.

Both parties must cooperate where an incident involves the premises or activities taking place within them.

The booking organisation must ensure that participants, Volunteers, Matrons and Chaperones are made aware of relevant venue safety arrangements, including:

- Emergency exits.
- Fire evacuation procedures.
- Areas that are out of bounds.
- First aid arrangements.
- Any relevant venue-specific safety instructions.

If a child or vulnerable person is injured while participating in an activity organised by the booking organisation, its designated first-aider or appropriate first-aid provision should attend to the injury.

The booking organisation must record the incident in its own accident records and notify the Trust where the incident relates to the premises or has implications for venue safety.

The Trust may also make an appropriate entry in its own venue incident record diary.

Personal information must not be included in general venue diaries or publicly accessible records.

Any significant accident, injury or safeguarding concern must be reported to the appropriate person or authority where required.

16. DISCLOSURE AND BARRING SERVICE (DBS)

The booking organisation is responsible for assessing whether DBS checks are required for individuals undertaking roles involving children or vulnerable persons at risk.

The level of check must be appropriate to the role and determined in accordance with current DBS eligibility rules.

The booking organisation must ensure that:

- Appropriate checks are undertaken where legally eligible.
- Recruitment/Appointment and selection procedures are suitable.
- Disclosure information is handled confidentially.

- DBS information is not misused.
- Appropriate records are maintained in accordance with data protection requirements.

The Daneside Community Theatre Trust does not undertake DBS checks on behalf of the booking organisations and does not accept responsibility for verifying the DBS status of their personnel.

A DBS check alone does not establish that an individual is suitable to work with children or vulnerable persons at risk.

17. CHAPERONES AND CHILD PERFORMANCES

The booking organisation is responsible for appointing suitable chaperones / Matrons where required.

Chaperones / Matrons must understand their responsibilities and must be familiar with the hiring organisation's safeguarding policy and procedures.

Where child performance licensing applies, the booking organisation must ensure that all necessary licences and approved Matrons and Chaperone arrangements are in place before rehearsals or performances commence.

The booking organisation must establish the requirements of the relevant local authority.

Chaperones / Matrons must:

- Act in the best interests of the children or vulnerable person in their care.
- Ensure children and vulnerable persons are appropriately supervised.
- Know where children and vulnerable persons are at all times.
- Ensure children and vulnerable persons are signed in and out appropriately.
- Ensure children and vulnerable persons are supervised when moving around the theatre.
- Ensure children and vulnerable persons do not enter inappropriate areas, including adult dressing rooms.
- Ensure children and vulnerable persons are appropriately supervised when using toilet facilities.
- Be familiar with venue safety and emergency arrangements.
- Report any concerns, accidents or injuries promptly.

Where child performance licensing applies, the legal minimum limits of children per approved Matron/Chaperone must apply, although the local authority may impose additional requirements.

The booking organisation must ensure that suitable arrangements are in place for children and vulnerable persons after performances and rehearsals.

Where a child and vulnerable persons is not collected as arranged, the designated Matron/Chaperone must remain responsible for the child's and vulnerable persons welfare until appropriate collection arrangements have been confirmed.

A child and vulnerable persons must not be left alone or taken home by an adult without appropriate authorisation and safeguarding arrangements.

Matrons/Chaperones must raise concerns about a child's and vulnerable persons welfare, fatigue, illness or safety with the hiring organisation's designated safeguarding lead.

No child and vulnerable persons should be required to undertake an activity that places their health or safety at unreasonable risk.

18. VULNERABLE PERSONS AT RISK

The principles of this policy also apply to vulnerable persons who may be at risk of abuse, neglect or exploitation.

The booking organisation is primarily responsible for the safeguarding, supervision and welfare of vulnerable persons at risk participating in its activities.

It must ensure that appropriate arrangements are in place to protect their dignity, independence, privacy and safety.

Any concern involving a vulnerable persons at risk must be taken seriously and referred to the appropriate safeguarding authority where necessary.

The Trust will respond appropriately to concerns brought to its attention and will fulfil its own responsibilities relating to its premises, representatives and activities.

19. FAILURE TO MEET SAFEGUARDING REQUIREMENTS

The Daneside Community Theatre Trust reserves the right to request confirmation that appropriate safeguarding arrangements are in place.

Where the Trust has reason to believe that safeguarding arrangements are inadequate, it may:

- Request further information from the hiring organisation.
- Require appropriate safeguarding arrangements to be implemented before activities proceed.
- Restrict access to particular areas of the premises.
- Suspend activities where there is an immediate concern.
- Suspend or terminate a booking where serious safeguarding concerns arise.

Any action taken will be proportionate to the circumstances and consistent with the Trust's responsibilities.

20. POLICY REVIEW

This policy will be monitored by the Directors of the Daneside Community Theatre Trust.

It will be reviewed annually or sooner if there are significant changes to legislation, statutory guidance, the Trust's activities or the way the premises are operated.

The Trust will ensure that any changes are communicated to relevant hiring organisations.

APPENDIX 1

SAFEGUARDING DECLARATION – THEATRE HIRE

Any organisation booking the Daneside Community Theatre for activities involving children, young people or adults at risk confirms that it accepts primary responsibility for their safeguarding, welfare, care and supervision throughout the period of hire.

The booking organisation confirms that:

1. It has appropriate safeguarding and child protection policies and procedures in place.
2. It has appointed a designated safeguarding lead who will be responsible for safeguarding matters throughout the activity.
3. All staff, volunteers, performers, chaperones and other relevant personnel have been made aware of their safeguarding responsibilities.
4. Appropriate recruitment, DBS checking, supervision and risk assessment arrangements are in place.
5. All necessary parental permissions, child performance licences and approved chaperone / Matron arrangements have been obtained where required.
6. It will deal appropriately with safeguarding concerns, disclosures and incidents and make referrals to the relevant authorities where necessary.
7. It will ensure that its safeguarding arrangements remain effective throughout the period of the booking.
8. It will cooperate with the Daneside Community Theatre Trust in relation to any safeguarding or safety concerns arising at the premises.

The booking organisation acknowledges that the Daneside Community Theatre Trust does not organise or supervise its activities and does not assume responsibility for the day-to-day safeguarding or supervision of its participants.

The Daneside Community Theatre Trust retains responsibility for its own activities, representatives and the safe management of its premises, and reserves the right to intervene, suspend or terminate a booking where serious safeguarding concerns arise or appropriate safeguarding arrangements are not in place.