



Shiphham Players Child Protection and Safeguarding Policy April 2018

Introduction

Shiphham Players are an amateur theatrical group who welcome the inclusion of children in Shiphham Players' productions. Some theatrical activities may expose children to the risk of harm, and as a group we are committed to providing an environment that is safe and welcoming for children, young people and vulnerable adults.

Responsibility of Shiphham Players:

To ensure that every child who takes part in a production is welcomed, encouraged and adequately supervised as detailed in the guidelines below.

Responsibility of parents/guardians:

To have read, understood and agreed to Shiphham Players Child Protection Policy and given signed consent for their child to take part in Shiphham Players' productions.

1. Information and record keeping.

- Once each production is cast, a folder will be produced that contains contact details and any relevant medical information for each child, a copy of the signed junior consent form for each child, and a signing in/out sheet for each rehearsal and performance.
- Photographs: Permission for the use of photographs by Shiphham Players will be sought from the parents/guardians, and the website and internet carefully monitored for inappropriate content.
- Accident book: If an accident resulting in an injury occurs, it will be brought to the attention of the designated first aider, who will then take appropriate action and record the details in the accident book. Designated first aiders are Dave Peake and Debbie Andrews.
- The Child Protection Policy will be reviewed and updated every 3 years by Shiphham Players Executive Committee.

2. Environment:

- There should be no unsupervised contact with a child by an adult
- There should be no physical contact with a child except where necessary and in context, e.g. costume fitting, makeup etc
- Childrens and adults changing areas will be separate with gender segregation.
- No photography will be permitted in the changing areas

- Each child will be made aware which areas are “out of bounds” for each production, as instructed by the chaperones.
- Children must seek permission from the chaperones before leaving the rehearsal area.

3. Chaperones:

- A minimum of 2 chaperones will be present at each rehearsal and performances. They will be selected from parents and volunteers well known to Shipham Players, or non - leading adult cast members in the case of rehearsals. Children will be informed of the designated chaperones for each rehearsal/performance.
- Chaperones and/or parents will be responsible for signing each child in and out of the building.
- Chaperones will be expected to know the location of each child at any given time, and be responsible for reiterating the “house rules” (as set out by the director/producer of each production) if necessary.
- Chaperones must stay with a child if he/she is not collected after a rehearsal or performance, and undertake to contact the parents of that child, or make arrangements for seeing them home

4. Reporting.

It is not the responsibility of Shipham Players to investigate suspected abuse, but any concerns regarding the safety or welfare of an individual child should be raised with one of the CPOs who can liaise with professional services. Written records, signed and dated, will be kept of any such reports/conversations

Shipham Players current Child Protection officers are

- Jane Dawes
- Dr Tony Butler

In the interests and safety of all its members, Shipham Players reserve the right to exclude any child or parent/ guardian who consistently fails to comply with these guidelines.