

LYMINGE DRAMATIC SOCIETY

CHILD and VULNERABLE ADULT PROTECTION POLICY

All references in this policy to child or children are taken to include vulnerable adults.

A person is a vulnerable adult if, having attained the age of 18, s/he —

1. is in residential accommodation,
2. is in sheltered housing,
3. receives domiciliary care,
4. receives any form of health care,
5. is detained in lawful custody,
6. by virtue of an order of a court, is under supervision per Criminal Justice Act 2003 sections regarding community sentences;
7. receives a welfare service of a prescribed description,
8. receives any service or participates in any activity provided specifically for persons who has particular needs because of his/her age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities),
9. has payments made to him/her or to an accepted representative in pursuance of arrangements under Health and Social Care Act 2012, and/or
10. requires assistance in the conduct of own affairs.

In most parts of the world, the last section is the usual headlining definition for a vulnerable adult, i.e. the adult is unable to function cognitively or to adequately undertake basic day-to-day functions without the help or oversight of someone not impaired in these ways.

The Lyminge Dramatic Society (LDS) recognises its duty of care to children under the age of 18 under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The society recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm. All members of the society accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

The society believes that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, disability, gender, language, racial origin,

religious beliefs or sexual identity have the right to protection from abuse;

- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- all members and employees of the society should be clear on how to respond appropriately.

The society will ensure that:

- all children will be treated equally and with respect and dignity;
- the duty of care to children will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the society provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;
- it will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies. The society has child protection procedures which accompany this policy. This policy should also be read in conjunction with the society's Chaperone Policy.

The society has a named Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Michael Chisnall and he can be contacted on 01303 862743 or via michaelchisnall@btinternet.com.

This policy will be regularly monitored by the LDS Committee and will be subject to annual review.

Agreed by the LDS Committee 19 Feb 2019

CHILD PROTECTION PROCEDURES

Responsibilities of the Lyminge Dramatic Society

At the outset of any production involving children the society will:

- 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 (if necessary in consultation 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/carers

- The society believes it to be important that there is a partnership between parents/carers and the society. Parents/carers are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents/carers will be given a copy the society's Child Protection Policy and procedures.
- All parents/carers have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is not the responsibility of the society to take children home.

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 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 will be required to obtain a criminal record check via the Disclosure and Barring Service (DBS).

Physical Contact

- All adults will maintain a safe and appropriate distance from 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 taking of any photographs in children's dressing rooms is strictly forbidden.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society 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 society, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chair of the LDS Committee.
- 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 society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse

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

- Remain calm and in control but do not delay taking action;
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Do not ask questions that suggest a particular answer;
- Do not promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.

- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- 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.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

- If a complaint is made against a member of the society he or she will be made aware of his or her rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents

- To avoid accidents, chaperones and children will be advised of 'house rules' regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will

be undertaken.

- If a child is injured while in the care of the society, a designated first-aider will administer first aid and the injury will be recorded in the society's accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. 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.

Criminal Record Disclosures

- If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.
- The society will have a written code of practice for the handling of disclosure information.
- The society will ensure that information contained in the disclosure is not misused.

Chaperones

- Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to obtain a licence from the local authority before acting as a formal chaperone.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working

on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way, and should contact the local authority.

- During performances, chaperones will be responsible for meeting children at the relevant door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- 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 parents/carers.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms unless supervised and no adult is changing.
- Chaperones should be aware of the 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
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent/carer to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent/carer has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Agreed by the LDS Committee 19 Feb 2019