

CHILD PROTECTION POLICY

The Silverdale Village Players recognises its duty of care 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 and is committed to practice which protects children from harm. 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 and/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 that accompany this policy.

The Society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Emma Chee and she can be contacted on silverdalevillageplayers@gmail.com.

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



(Muriel Hildrew)

Position:	Chair, Silverdale Village Players
Date:	5 August 2026
Review Date:	5 August 2027

CHILD PROTECTION PROCEDURES

Responsibilities of Silverdale Village Players.

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 DBS helpers 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.
- Children are prohibited from using their mobile phones during rehearsals and performances. Adults are also discouraged from using their phones and are asked to move to a separate room if they need to use them.

Parents

- The Society believes it to be important that there is 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 children. All parents will be given a copy of the Society's Child Protection Policy and procedures.
- All parents 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.
- The society ensures that written permission is received from parents / carers for their child to engage in productions and that specific information is provided in relation to the individual needs of the child (e.g., medical needs, allergies etc).
- The society obtains written parental consent on membership forms before taking or using rehearsal and performance photos/videos.

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 minimize 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 may be required to obtain a criminal record disclosure.

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 Society has a policy and procedures for the taking, using and storage of photographs or images of children.
- 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 Chairman.
- 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, DBS helper, 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. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the child protection officer. 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 child protection officer. It is that person's responsibility to liaise with the relevant authorities, social services and/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 eg. 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 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, DBS helpers 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 countersigned by the child protection officer.
- 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 countersigned by the child protection officer. 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 DBS helpers 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.

Adult DBS checked helpers

- We have a team of adults who have Enhanced DBS status who help the Child protection officer look after the children during rehearsals and performances. The maximum number of children in their care shall not exceed 6.
- These helpers will be made aware of the Society's Child Protection Policy and Procedures.
- DBS helpers will not usually have unsupervised access to children in their care.
- If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where DBS helpers are not satisfied with the conditions for the children, they should bring this to the attention of the director. If changes cannot be made satisfactorily, the DBS helper should consider not allowing the child to continue.
- If a DBS helper considers that a child is unwell or too tired to continue, the DBS helper 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 that may endanger life or limb. This could include working on wires or heavy lifting. DBS helpers should tell the director to cease using children in this way and should contact the local authority.
- During performances, DBS helpers will be responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- DBS helpers will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by DBS helpers unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- DBS helpers 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.
- DBS helpers should ensure that any accidents are reported to and recorded by the Society.
- DBS helpers should examine accident books each day. If an accident has occurred, the director is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the DBS helper to stay with that child or make arrangements to take them home.

CHILDREN IN ENTERTAINMENT RESTRICTIONS IN RELATION TO ALL PERFORMANCES

	Children age 9 - 16
Maximum number of hours at place of performance or rehearsal (Reg.22)	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	5 hours
Minimum intervals for meals and rest (Reg.23)	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.

CONTACT NUMBERS

To contact a member of the Child Employment and Entertainment Team telephone:

Child Employment & Entertainment Team	01772 531799
The Customer Service Centre	0300 123 6701
Children's Social Care	0300 123 6720
Childrens Social Care Duty Team (Out of hours)	0300 123 6722
Lancashire Police	101 or 0845 1 25 35 45