



## Wigton Theatre Club

The John Peel Theatre  
Station Road  
Wigton  
Cumbria CA7 9AE

# Safeguarding and Child Protection Policy

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# Wigton Theatre Club Safeguarding and Child Protection Policy

Wigton Theatre Club recognises its duty of care under the Children and Young Persons Act 1933, 1963 and 1989, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. The club recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, endangerment or neglect. The club is committed to practice which protects children and vulnerable adults from harm. All members of the club accept and recognise their responsibilities to develop awareness of the issues which cause children or vulnerable adults harm. This policy applies to everyone attending the John Peel Theatre, including members and visitors.

For the purposes of this Policy, a child is defined as anyone under the age of 18.

According to the Department of Health, a Vulnerable Person can be anyone:

- who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

This Policy is intended to ensure that Wigton Theatre Club provides a safe and appropriate environment for everyone, but especially children and vulnerable adults. The policy covers all events held in the theatre including, but not limited to:

- Performances
- Workshops
- Open mic nights
- Concerts
- Social events

**The club acknowledges that:**

- The welfare of the child or vulnerable adult is paramount
- All children and vulnerable adults have the right to protection from abuse
- All suspicions and allegations of abuse shall be taken seriously and responded to swiftly and appropriately
- All members of the club should be clear on how to respond to any such allegations

**The club will ensure that:**

- All children and vulnerable adults will be treated equally and with respect and dignity
- The duty of care to children and vulnerable adults will always be put first
- Bullying will not be accepted or condoned
- Action will be taken to stop any inappropriate verbal or physical behaviour
- It will hold a register of every child and vulnerable adult involved with the club and will retain a contact name and number close at hand in case of emergencies
- The club has child and vulnerable adults protection procedures which accompany this policy (see appendices)
- The club has a Designated Safeguarding Lead (DSL) and Deputy DSL, who are in charge of ensuring that the Safeguarding and Child Protection Policy and procedures are adhered to
- All Members shall receive a copy of the updated policy by email, and there will be a paper copy available at the Theatre
- This policy will be regularly monitored by the club's Committee and will be subject to annual review, or such periodic modification as may be deemed necessary



# Guidance for members on dealing with abuse or the suspicion of abuse

## Immediate Action to Ensure Safety

You must tell the DSL as soon as possible if you make a referral directly.

### If a child is suffering or likely to suffer harm, or is in immediate danger:

Make a referral to children's social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. **Anyone can make a referral.**

You can make a referral by either:

- contacting the Cumbria Safeguarding Hub on **0333 240 1727**.
- or, following link to the GOV.UK webpage for reporting child abuse to your local council:  
<https://www.gov.uk/report-child-abuse-to-local-council>

### Immediate action may be necessary at any stage in involvement with vulnerable adults.

#### In all cases it is vital to take whatever action is needed to safeguard the adult or adults concerned:

- If emergency medical attention is required this can be secured by calling an ambulance (dial **999**) or taking a vulnerable adult to the nearest Accident and Emergency Department.
- If an adult is in immediate danger the police should be contacted (dial **999**) as they alone have the power to remove an adult immediately if protection is necessary, via their powers to use Police Protection.

- If you see or suspect abuse of a child or vulnerable adult while in the care of the club, please make this known to the DSL or Deputy DSL. If you suspect that the DSL or Deputy DSL is the source of the problem, you should make your concerns known to a member of the 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. Record the incident on the theatre's reporting form (appendix 2) and give this to the DSL or Deputy DSL as soon as possible.
- If a serious allegation is made against any member or associate of the club, that individual will be excluded from the theatre premises until the investigation is concluded.

## 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 DSL or Deputy DSL. 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 DSL or Deputy DSL. It is that person's responsibility to liaise with the relevant authorities, usually Children's Services or the Police.



## If a vulnerable adult talks to you about abuse or neglect which has taken place:

It is recognised that a vulnerable adult may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations, YOU MUST:

- Listen carefully to the vulnerable adult. DO NOT directly question the vulnerable adult
- Give the vulnerable adult time and attention.
- Allow the vulnerable adult to give a spontaneous account; do not stop a vulnerable adult who is freely recalling significant events.
- Make an accurate record of the information you have been given (using the theatre's reporting form - appendix 2), taking care to record the timing, setting and people present and the vulnerable adult's presentation as well as what was said. Give this to the DSL or Deputy DSL as soon as possible, as it may later be needed as evidence.
- Use the vulnerable adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the vulnerable adult that:
  - they have done the right thing in telling you;
  - they have not done anything wrong;
- Tell the vulnerable adult what you are going to do next and explain that you will need to get help to keep them safe.
- DO NOT ask the vulnerable adult to repeat their account of events to anyone

## If you have a vulnerable adult protection concern you should:

Consult About your Concern

- Because of your observations of, or information received you may become concerned about a vulnerable adult who has not spoken to you.
- It is good practice to ask a vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a vulnerable adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.
- If you are concerned about a vulnerable adult you must share your concerns. Initially you should talk to DSL or Deputy DSL.

## The importance of recording:

- All disclosures and concerns should be recorded immediately on the theatre's reporting form (appendix 2).
- As soon as possible after the disclosing conversation, make a note of what was said, using the child or vulnerable adult'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, 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 or vulnerable adult protection agency.
- An accurate note should 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 club, they will be made aware of their rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child or vulnerable adult 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.



## Specific Safeguarding Issues

### Contact With Vulnerable Adults

All members should:

- actively avoid spending any time alone with vulnerable person, away from others
- In the unlikely event of having to meet with an individual vulnerable adult, this meeting must be as open as possible, and other Wigton Theatre Club members and /or responsible persons will be informed of the location and approximate length of the meeting.
- If no responsible person is available to join the meeting, the vulnerable adult will be encouraged to bring a friend.

Physical Contact

- Members should never engage in any type of physical contact with any vulnerable adults without first asking permission.
- Members should never allow inappropriate touching of any kind.
- Wigton Theatre Club will always require a responsible person to accompany any vulnerable adult or groups of vulnerable adults, particularly if the vulnerable adult(s) rely upon a responsible person for any aspect of personal care, e.g. toileting or assistance of movement.

### Child-on-Child abuse

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

We also recognise the gendered nature of child-on-child abuse. However, all child-on-child abuse is unacceptable and will be taken seriously.

This safeguarding and child protection policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put children in the theatre club at risk
- Is violent
- Involves children being forced to use drugs or alcohol or exposed to drug use
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, up skirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

See appendix 7 for more information about child-on-child abuse.

### Creating a supportive environment and minimising the risk of child-on-child abuse

We foster a culture of tolerance and acceptance in our junior workshops and classes. We aim to be a safe space where children of all genders and abilities feel able to express themselves without judgement.



We don't just teach performance skills, we encourage young people to respect each other's ideas, and to work together and support each other through difficulties and challenging tasks. We encourage them to build feelings of trust and mutual respect, as they become a company.

Here are some of our ground rules:

- Everyone works with everyone else- boys with girls; older with younger; friends with non-friends
- Everyone does their best to help others' ideas along- in other words: don't block. Everyone deserves your respect and attention
- Listen to other people and try to contribute ideas in a positive way
- Be safe and help others to be safe; theatres can be dangerous places

**We aim to create a supportive environment where victims feel confident in reporting incidents.**

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards girls, and initiation or hazing (humiliation) type violence with respect to boys

### **Procedures for dealing with allegations of child-on-child abuse**

If a child makes an allegation of abuse against another child:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence

### **Open Mic Nights and Live Music Events**

Parental supervision is required for all children under 16. It is recommended that babies and small children should not attend because of high noise levels. Parents supervising their own children are responsible for their wellbeing to the extent of their parental responsibility.

Acts are to be asked not to indulge in excessive profanity and vulgar content when children are present. The final decision regarding appropriateness of an act for their children will be for the parent to make. The onus is on the parent to remove a child at their discretion if they feel an act is not appropriate. Often it will be sufficient to simply move the child to the foyer for the duration of that particular act. Wigton Theatre Club staff will inform the audience of any potential content that may offend where they know of such content.

Likewise, background music will be of an appropriate nature with no profanity or overtly adult themes, if children are present.

Child acts are welcome and encouraged at open mic nights. However, if a child changes their mind they should not be pushed to perform. The line between encouragement and undue pressure is easy to cross. Children should not be pressured to perform until they feel ready.



The audience are encouraged to support ALL acts. No booing and critical response should be tolerated. Anyone deliberately undermining any performer, and especially a child performer, will be asked to leave immediately.

## Recruitment of Volunteers and Chaperones

Wigton Theatre Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks should include the following:

- All new volunteers and chaperones who will work with children or who wish to at some stage, must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from a volunteer or chaperone to seek information from the Disclosure and Barring Service (DBS). This will be an Enhanced Disclosure.
- Two confidential references, including one regarding previous work with children, will be taken up for new volunteers or chaperones. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or photo driving licence).

(See appendix 6 for detail on DBS check procedures).

## Interview and Induction

All volunteers and chaperones who will work with children or who wish to at some stage, will be required to undergo an interview carried out to an acceptable protocol and recommendations. All volunteers and chaperones should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to Wigton Theatre Club's Safeguarding and Child Protection Policy.
- Safeguarding procedures are explained and training needs are identified.

## Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff, volunteers and chaperones to:

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them against false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Wigton Theatre Club requires:

- Volunteers and chaperones to complete recognised awareness training on Safeguarding and Child Protection.
- All Wigton Theatre Club members to receive advisory information outlining good practices and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or vulnerable adult.
- Relevant personnel to gain a National First Aid training award (where necessary).





- Volunteers and chaperones to attend updated training where necessary.
- Members to understand that they are adopting a policy requiring all existing members of Wigton Theatre Club and chaperones likely to work with children, to be familiar with the policy and agree to a DBS check.
- Checks to be carried out again every four years or as considered appropriate. We are not told by the DBS if someone with a clear check then offends. Abusers can tend to build up a trust and then strike, so Wigton Theatre Club will carry out these checks every four years, unless a DBS check has been carried out in the meantime by another organisation, e.g. the County Council when updating chaperones.

## Links to Other Policies

This policy links to the following policies and procedures:

Health and Safety

Use of Digital Images Policy

Front of House

Equality Mission Statement

First aid

GDPR

Website Privacy Notice



# Wigton Theatre Club Safeguarding and Child Protection Policy

## Appendices: Guidance and Procedures

### APPENDIX 1: Types of Abuse

**Abuse**, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## APPENDIX 2: Safeguarding Children and Vulnerable adults Disclosure and Incident Reporting Form

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

<b>Details of Child or Vulnerable Adult:</b>
Child or Vulnerable Adult's Name: Child's Date of Birth:
<b>Details of the Person Reporting Concerns:</b>
Full Name: Role:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

<b>Section A:</b>
Date and time of incident/disclosure: Location of incident/disclosure: Date this form was completed: Other persons present:

<b>Section B:</b>
Details of concern/disclosure/incident: (What was said, observed, reported)
Action taken: (What did you do following the incident/disclosure/concern?)
Any other relevant information:

Signed:	Date:
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For completion by the Designated Safeguarding Lead (DSL):

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Date:

Full Name:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Child or Vulnerable Adult's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?



## APPENDIX 3: Chaperones

Wigton Theatre Club has a "Body of Persons License" which allows children to perform in amateur productions without a child performance license.

This exempts us from the legal necessity of providing formally trained and certificated "Chaperones" to supervise children during performances. However, we believe that it is good practice to have properly trained Chaperones, who are Club Members, present during ALL performances involving children.

- The Chaperone, who may be a man or a woman, is the key person who protects and supports the child and is responsible for the child's welfare. The welfare of the child overrides the needs of the Producer or Director of the company.
- One Chaperone can look after a maximum of 12 children.
- We often have parent helpers during performances when there are large numbers of children who need help with dressing. They work under the guidance and direction of one of our Chaperones
- All Chaperones, and any other adult helpers will be made aware of the Club's Safeguarding and Child Protection Policy and Procedures
- If a Chaperone considers that a child is unwell or too tired to continue, the Chaperone must inform the director and not allow the child to continue.
- The Chaperone in charge has the final say over the welfare of the children, overriding the authority of the Director/Producer.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb
- During performances, Chaperones will be responsible for meeting children and making sure they sign into the building.
- Chaperones will be aware of where the children are at all times
- Children (under the age of 16) are not to leave the theatre precinct unsupervised by Chaperones unless parents/carers have given them written permission. They should sign out and sign in when they return. They must inform the Chaperone both before leaving and when they come back.

### Parents and Carers

- The club believes it to be important that there is a partnership between Parents/Carers and the club. Parents/Carers are encouraged to be involved in the activities of the club and to share responsibility for the care of children. All Parents/Carers will be given a copy the club's Safeguarding and Child Protection Policy.
- All Parents/Carers have the responsibility to collect (or arrange collection of) their children after rehearsals or performances.

At the start of any production involving children, Parents/Carers fill out a form with contact details, information about any illnesses, disabilities or special conditions which the club needs to know about. The Parents/Carers are asked if they give permission for use of photographic material featuring their children for promotional or other purposes. Parents/Carers undertake to arrange safe delivery and collection of their children during rehearsals and performances, and also indicate whether they give permission for their child to leave the theatre premises. (see appendix 4)

- The club's web-based materials and activities will be carefully monitored for inappropriate use.
- The club 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.

### Other Groups or Clubs using Wigton Theatre Club facilities

It is not the responsibility of Wigton Theatre Club to provide Chaperones or Licence Holders for Groups or Clubs who use the facilities (whether hired or free of charge).



Any visiting Group or Club that has children performing in their productions must ensure that any legal requirements regarding children performing are adhered to whilst utilising the facilities of Wigton Theatre Club.

If the Wigton Theatre Club Licence Holder is made aware of any abuse of the legal requirements then they will raise this with the Director of the visiting group or club. If the Director of the visiting group or club refuses to adhere to the legal requirements then the Licence Holder will inform the County Council Child Employment Team (see contact details below).

## Chaperone Checklist

- Familiarise yourself with the venue's layout
- Identify all hazard areas
- Locate all fire exits
- Ask to hear sound of fire alarm
- Arrange fire drill (with alarm) for children
- Locate first aid facilities
- Inspect dressing rooms (separate for 5 years and over)
- Locate and inspect toilets
- Locate and inspect rest rooms
- Check on meal arrangements
- Check total number of children
- Check total number of chaperones
- Acquire list of children's names
- Check each child's Performance Licence
- Ensure you have emergency home contacts for each child
- Where relevant, ensure you have details of each child's medical problems and/or medication

## Child Employment Team /Chaperones / Licence Holders

Children's Services, West Cumbria House, Jubilee Road, Workington, CA14 4HB  
01900 706444

Email: [yvette.jackson@cumbria.gov.uk](mailto:yvette.jackson@cumbria.gov.uk)  
[laura.brown@cumbria.gov.uk](mailto:laura.brown@cumbria.gov.uk)



## APPENDIX 4: Parental Guidance and Consent for Children Performing

In order to ensure the safety and enjoyment of all members of the cast and production team, we ask you to ensure that your child complies as far as possible with the following simple rules of behaviour. The theatre can be a dangerous place for children with changes of level, poor lighting etc.

1. We keep a record of attendance at every rehearsal. Please make sure that you tell an adult member of the team that you have dropped your child at the theatre, and tell him/her who is picking your child up. In addition, they should always sign in and sign out as they leave.
2. When they are not on stage, children must sit quietly in the auditorium where the director can see them. (During a performance, they must sit quietly in the back room.) It is really helpful if they have something quiet to occupy them. They should let one of the adults know that they are going to the toilet.
3. They will only be allowed out, if under 16, to buy drinks etc. if you give them your permission by signing below. They should always sign out and sign in again even for a short visit
4. There will be separate male and female dressing rooms. Under no circumstances should boys enter the girls' or vice versa.

**Please fill in the form below and hand it to the person taking the register**

## Parental Guidance and Consent for Children Performing

Child's name:

Parent or Carer:

Full address and home telephone:

Your mobile:

Emergency telephone:

(in the event that we cannot get hold of you)

Has your child any special needs or medical conditions we should know about- e.g. the need for an inhaler or any allergies?

**NB Up to three signatures needed!**

Please sign if you are happy for us to use photos of your child on publicity, including the theatre's website, Facebook, Twitter, Instagram, TikTok or YouTube pages

Signed

Please sign if you are happy for your child to go out briefly to buy drinks etc

Signed

I have read the above rules, and agree with them. I will make my child/ward aware of the necessity for calm and appropriate behaviour and do my best to ensure that s/he complies with them.

Signed

Date



## APPENDIX 5: Guidance for Theatre Skills Workshops

The Club currently runs two after school term time workshops for children and young people:

Wednesday 3.45 - 5.30 for those of secondary school age

Saturday 11.00 – 12.00 for younger members

- Numbers are limited for various reasons: our premises are small and it is unsafe to do movement work on a crowded stage; this is not a "class" as such, it is free to members, and has as its heart the intention of building our theatrical company; we aim to build a team and introducing new members too frequently mitigates against this; there is an understanding that members of both workshops will appear in at least one production a year.
- Workshops are run by adults with enhanced DBS certificates. We do our best to ensure that there are always at least two adults present
- All workshop members are made aware of, and abide by, the House Rules (with occasional reminders) See Guidance and House Rules below.
- Our young members work hard and are committed to the inclusive and supportive values of the Club: for example, everyone is given an equal chance to perform; all are supported in their efforts, no matter how inexperienced; there is no tolerance for bullying of any sort
- Positive and encouraging feedback is always given, as well as constructive criticism
- The leaders maintain good discipline whilst encouraging fun
- Children often work in small groups in different parts of the theatre. They are encouraged to work independently and collaboratively in this way, so that they are not supervised all the time. However, the workshop leaders spend time with each group, encouraging and discussing ideas with them.
- The leaders know where each child is all the time.

## Theatre Skills Classes: Guidance and House Rules

The idea behind these classes is to learn and practise the skills you need to perform on stage- i.e. voice projection and clear diction; control of body language and facial expression; expansion and understanding of a range of movement; improvisation and imagination skills; performance discipline; working with others to forge a company. We want you to have fun too- and you will have much more fun if we build a feeling of trust and mutual respect.

There are some ground rules which help us all to achieve our joint goals:

- Everyone works with everyone else- boys with girls; older with younger; friends with non-friends
- Everyone does their best to help others' ideas along- in other words: don't block. Everyone deserves your respect and attention
- Listen to other people and try to contribute ideas in a positive way
- Be safe and help others to be safe; theatres can be dangerous places. An obvious rule is No Running, but there are lots of things you should and shouldn't do. Please think about it, and always ask if you are in doubt
- Some areas of the theatre are out of bounds unless you are invited by one of the workshop leaders to go there- examples are the Lighting/Tech Room and the loft where props and costumes are stored, as well as the two galleries
- If you are working with your group in the Foyer, you should not go behind the bar
- Remember to sign in and out, and don't leave the building without telling one of us. Part of our job is to keep you safe, so please introduce us to your parent/carer/the person who comes to pick you up

### Workshop Leaders:

Chloe Lawler

Kate Lewis

Ange Cant

Katy Cant



## APPENDIX 6: Procedures for Working with Children

- 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.
- All adults who regularly work with children have an enhanced DBS Certificate
- The Club advises all members that they should never be alone in a room with a single child
- We believe that adult members of the club should try to provide a positive role model
- To avoid accidents, chaperones and children will be advised of "house rules" (see above in appendix 5) 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 DSL or Deputy DSL.
- 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 DSL or Deputy DSL. 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

- Members who direct children and those who run workshops involving children hold up-to-date, enhanced DBS Certificates
- It is a condition of Membership of Wigton Theatre Club that the applicant fills in a form with postal address, and signs to say they are willing to undergo a DBS check if the Committee deems it necessary.

### A fair use of disclosure information

Wigton Theatre Club will observe guidance issued and supported by the Criminal Records Bureau on the use of disclosure information and, in particular, recipients of disclosure information shall not unfairly discriminate against the subject of the disclosure information, on the basis of conviction or other details revealed.

The policy of Wigton Theatre Club on the recruitment of ex-offenders as volunteers and chaperones is:

- If the applicant has been convicted of an offence involving a child or a vulnerable adult, or an offence involving dishonesty, where they will be responsible for money in a voluntary capacity, then the ex-offender will not be given a volunteer or chaperone position.
- Save as above, any other ex-offenders will be considered on their merits, taking into account the offence they have committed, their age at the time, how long ago the offence was committed and any other factors which the Wigton Theatre Club consider are relevant.

Any application form the Wigton Theatre Club require to be completed must state that:

- A disclosure will be requested in the event of successful applications so that the applicants are aware of the situation.
- Contain a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position.

- Discuss any matters revealed in the disclosure information with the person seeking the voluntary position before withdrawing any offer.
- Make every subject of a disclosure aware of the existence of this Code of Practice and make a copy available on request.
- In order to assist people in making appropriate use of the disclosure information reaching decisions, make available guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

## Handling of Disclosure Information

Recipients of disclosure information:

- Must ensure the disclosure information is not passed to persons not authorised to receive it.
- Must ensure that the disclosure and the information they contain are available only to those who need to have access in the course of their duties.
- Must securely store disclosures and the information they contain.
- Should retain neither the disclosure nor a record of disclosure information contained within them for longer than is required for the particular purpose. In general, this should be no later than 6 months after the date on which the person was recruited or other relevant decisions have been taken or after the date on which any dispute about the accuracy of the disclosure information has been resolved.

The Wigton Theatre Club written Security Policy covering the correct handling and safe keeping of disclosure information is:

- All disclosure information documentation will be kept exclusively by the Wigton Theatre Club DSL. After that person has completed the necessary forms and has received the disclosure record, they will ensure that the disclosure documentation is destroyed in accordance with the above timescales. When the documents are destroyed, that person will ensure the information remains confidential, for instance by shredding it.
- They will ensure that no other person has sight of the disclosure records and the disclosure records are kept in a locked cabinet. The person will only discuss the disclosure information with other members of Wigton Theatre Club or chaperones as is absolutely necessary relating to, in particular, matters involving children or vulnerable adults. Wigton Theatre Club acknowledge that they will need to co-operate with any request from the Bureau to undertake assurance checks as to the proper use and safekeeping of disclosure information and they are under an obligation to report to the Bureau any suspected malpractice in relation to this Code of Practice.

## APPENDIX 7: Specific Safeguarding Issues – Further Information

### Child-on-Child abuse

Child-on-child abuse is when children abuse other children. This type of abuse can take place inside and outside of the theatre and online.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between peers
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If members have any concerns about child-on-child abuse, or a child makes a report to them, they will follow the procedures set out on page 3 of this policy, as appropriate.

### Sexual violence and sexual harassment between children

Wigton Theatre Club has a zero-tolerance approach to sexual violence and sexual harassment.

Sexual violence and sexual harassment can occur:

- Between two children of any age and sex
- Through a group of children sexually assaulting or sexually harassing a single child or group of children
- Online and face to face (both physically and verbally)

Sexual violence and sexual harassment exist on a continuum and may overlap.

A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. They must be reassured that they are being taken seriously and that they will be supported and kept safe.

**We challenge inappropriate behaviours and make it clear that sexual violence and sexual harassment will never be tolerated.**

We challenge physical behaviours, such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.

**Dismissing or tolerating such behaviours risks normalising them.**

If members have any concerns about sexual violence or sexual harassment, or a child makes a report to them, they will follow the procedures set out page 3 of this policy, as appropriate.