



Wickham Theatre Trust, Theatre 62, Safeguarding Policy 2021/2022

Introduction

The health, safety and well-being of any children, young persons and vulnerable adults who become involved in any productions or activities for Wickham Theatre Trust (to be referred to as “the club”) is of paramount importance to all who are involved in the club. All these children, young persons and vulnerable adults have the right to safety and respect regardless of age, gender, race, culture, religion, sexuality or disability.

Aims

This policy is intended to ensure that all people involved in the club are clear about the actions to be taken with regard to the safeguarding of children, young persons and vulnerable adults whilst engaged with or on behalf of the club. It aims to raise awareness of possible cases of concern and inform members about reporting any such cases. It is the responsibility of all members of Theatre 62 to be aware of and adhere to the safeguarding policies and procedures currently in force.

Procedures to be followed in any case of concern

Concerns should be reported to the Chair (Janet Clark at chair@theatre62.org.uk) or Secretary (Pauline Wathen at secretary@theatre62.org.uk). If a member of the club suspects that a child, young person or vulnerable adult may be a victim of abuse connected with the club, they should immediately inform one of these officers about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

Guidelines for members of Theatre 62 working with children, young persons and vulnerable adults at the club

This list provides guidance for everyone to follow at all times, there may be additional requirements in relation to particular theatrical productions or activities.

- Ensure that children, young persons and vulnerable adults are treated with respect and sensitivity at all times.
- Ensure that when you are engaged in activities with children, young persons and vulnerable adults there are other people present whenever possible.
- The club will provide separate toilet and changing areas for children while they are involved in theatrical productions at the club.
- Ensure that appropriate behaviour is maintained at all times, this includes abstaining from alcohol and offensive or suggestive language. Also be mindful of inappropriate touching.
- Stage Directors and Stage Managers that have children, young persons or vulnerable adults involved in any capacity in a theatrical production will be given advice on safeguarding matters.
- During the rehearsal period up until a chaperone is legally required, the Stage Manager will nominate a member of cast or crew to be the liaison point for children to report any concerns.

- Any adult involved in helping to dress, do the hair, or make up, a child, young person or vulnerable adult for a theatrical production will be required to have a valid DBS certificate.
- Licensed chaperones will be required for children involved in theatrical productions at the club.
- The timing, frequency and duration of theatrical productions involving children, young persons and vulnerable adults will take into account the needs of these groups.
- Collection of children, young persons and vulnerable adults from any theatrical activity is the responsibility of the parent, carer or guardian. It is also their responsibility to ensure they get home safely.
- All parents, carers or guardians of children, young persons and vulnerable adults engaged with the club will be made aware of this policy.
- Any queries regarding these guidelines may be raised with the Safeguarding Officer, the Chair or the Vice-chair of the club.

Guidance for members of affiliated organisations

The club will request a copy of the relevant Safeguarding Policy from each affiliated organisation using club premises. These will be retained for reference as and when required.

Useful safeguarding contacts

Bromley Council Children and Young Person Safeguarding **020 8461 7373 / 7379 / 7026**

Bromley Multi-Agency Safeguarding Hub mash@bromley.gov.uk

Bromley Council Adult Safeguarding **020 8461 7777**

Metropolitan Police **101** or in an emergency or if a crime is being committed **999**

If an allegation is made against a member of the club, the allegation should be taken seriously. The club must ensure that the child, young person or vulnerable adult is safe and supported, and the Chair or Secretary informed as soon as possible.

All information relating to individual safeguarding issues is confidential and should be treated accordingly. Confidential information must only be passed to appropriate persons.

Authorised by the Board of Trustees:

Date 22/11/2021

Signature P P Wathen

Name Pauline Wathen
Secretary to Board of Trustees
Wickham Theatre Trust