



Hinckley Concordia Theatre Child Protection and Safeguarding Policy and Procedures



CONTENTS

	Page No
1. Policy Audit Trail Record	3
2. Contact Details for Reporting Safeguarding Concerns or Allegations	4
3. Introduction	5
4. Safeguarding Roles and Responsibilities of HCA Volunteers	6
5. What is Abuse and Neglect and How to Recognise the Signs	7
6. What to do if you Suspect Abuse or Neglect	11
7. How to Respond to a Disclosure of Abuse or Neglect	11
8. Volunteering for Hinckley Concordia Association	12
8.1 Volunteering Policy Statement	12
8.2 Where a DBS Check is Required	13
8.3 Recruitment of Volunteers	13
8.4 Volunteers with Additional Needs	14
8.5 Training, Induction and Supervision of Volunteers	14
8.6 Volunteer Lone Working	14
9. Whistleblowing Policy	15
10. Anti Bullying Policy	16
10.1 Anti Bullying Policy Statement	16
10.2 The Nature of Bullying	16
10.3 Volunteer Responsibilities Within the Anti Bullying Policy	17
10.4 Responsibilities of the Organisation in Relation to Anti Bullying	17
11. Safeguarding Responsibilities of Affiliated Societies and External Hirers Whilst Using Hinckley Concordia Association Facilities	18
11.1 Band Members	18
11.2 Children as Members of the Public	18
12. Supervision and Chaperoning of Children	19
12.1 Audition and Rehearsal Requirements	19
12.2 Preproduction Week and Show Week Requirements	19
12.3 Rehearsal and Performance Requirements for Vulnerable Adults or Those with Additional Needs	20
12.4 Guidance on After Show Events	20
13. Child Performance Licensing	21
13.1 Chaperones and Child Licences	21
13.2 Exemptions	22
13.3 Applying for Child Performance Licences	22
13.4 Body of Persons Exemption	23
13.5 Refusal to Grant a Licence or Revocation	23
13.6 Regulations and Guidelines	23
14. Photography and Recording Policy	24
14.1 Mobile Phone Policy	24
15. School/Group Visits and Tours	25
16. Storage and Retention of Safeguarding Paperwork	25
17. Appendices	26
A. DBS Code of Conduct Summary	27
B. Guidelines on Timings For Children in Performance	28
C. Further Details in Relation to Chaperones	29
D. HCA Code of Conduct	30
E. Volunteer Management System	31
F. Safeguarding Trifold Leaflet	32
G. Safeguarding Team Procedure for Dealing With a Reported Concern	33
H. Useful Links and References	34
18. Forms	35
A. Record of Concern Form	36
B. Registration Form	37
C. Volunteer Application Form	38
D. Volunteer Reference Request Form	39
E. Young Volunteer Consent Form	40
F. Volunteer Induction and Training Record	41
G. Photo and Recording Consent Form	42
H. Personal Emergency Evacuation Plan (PEEP Form)	43
I. Internal Booking Confirmation Form	44
J. External Booking Confirmation Form	45

1. POLICY AUDIT TRAIL RECORD

Policy last updated - August 2018

Next policy review – August 2019

Policy Adoption History

Policy originally agreed by LCC – 24th June 2014

Policy approved by trustees – 6th October 2015

Final update – February 2016

Policy updated - September 2016

Policy Amendment History

Policy amended – Safeguarding Team Updates – March 2018

Policy Updated – rewrite and additions – August 2018

Policy Scrutiny History

This policy was last viewed and signed off by the following:

LCC LADO & CIEE – Oct 2018

H&B Council Licensing Dept – Sept 2018

Charity Commission – Sept 2018

Authorised by:

Chairman:.....Date:.....

This policy is written and amended by HCA's safeguarding team.

2. CONTACT DETAILS FOR REPORTING SAFEGUARDING CONCERNS OR ALLEGATIONS AT THE CONCORDIA THEATRE

Please find below details of who to contact should you have any concerns regarding safeguarding issues at the Concordia Theatre.

Designated Safeguarding Leads (DSLs)

Ash Munton and Julie Perry

The DSLs can be contacted on 07949 072204.

Email: dsl@hcasafeguarding.co.uk

This safeguarding phone is staffed 24/7 on a rota basis

If the DSLs are not available please contact our safeguarding trustee

Jen Hawkins

Phone: 07866 376917 or email: jen@hcasafeguarding.co.uk

Other members of the Safeguarding Team:

Kellie Moore and Marianne Duffy

Email: admin@hcasafeguarding.co.uk

All safeguarding correspondence should be addressed as follows:

The Safeguarding Team, Concordia Theatre, Stockwell Head, Hinckley, LE10 1RE

Some useful contacts outside of the organisation are as follows:

First response Children's Duty Team

County Hall, Glenfield, LE3 8RF

Phone: 0116 305 0005

Local Authority Designated Officer (LADO)

Safeguarding and Improvement Unit, County Hall, Glenfield, LE3 8RF

Phone: 0116 305 7597

Safeguarding Development Officer, Child Protection

Safeguarding and Improvement Unit, County Hall, Glenfield, LE3 8RF

Phone: 0116 305 7750 / 0116 305 7317

Police Child Abuse Investigation Unit (CAIU)

Phone: 101

Childline

www.childline.org.uk

Phone: 0800 1111

3. INTRODUCTION

This policy details information relating to the protection of children and vulnerable adults at the Concordia Theatre. Its purpose is to cover all aspects of child protection and safeguarding, to detail information about volunteering with Hinckley Concordia Association and to provide clear and practical policies and procedures for all users of the organisation whilst raising awareness of abuse and neglect. This policy will be shared on the organisation's intranet and circulated to heads of departments and society representatives each time it is reviewed. It will also be issued to volunteers during the induction process.

DEFINITIONS

The term 'child' or 'children' in the context of this policy refers to any child or young person under the age of 18 as recognised by the Children Act 1989; however, the policy is also applicable to vulnerable adults who use the Concordia Theatre and its resources and facilities.

The Hinckley Concordia Theatre also operates as Hinckley Concordia Association. Throughout this document the organisation will be referred to as HCA.

Where the term 'abuse' is used within this policy it refers to the abuse of children, young people or vulnerable adults unless otherwise specified.

POLICY STATEMENT

It is the policy of HCA that the welfare of children, young people and vulnerable adults is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the theatre, has a right to protection from physical, sexual and emotional abuse and neglect.

PRINCIPLES

1. HCA will promote the welfare of all those who use the Concordia Theatre, for whatever purpose, by ensuring that all staff and volunteers are clear as to their responsibilities in respect of child protection and safeguarding.
2. HCA's staff and volunteers have a duty to report any concerns of child abuse to the Concordia Theatre's Designated Safeguarding Leads without delay. Contacts are given on page 2 of this document.
3. HCA respects the rights, wishes and feelings of the children and vulnerable adults with whom we are working and their safety and wellbeing will always be paramount.
4. HCA takes all reasonable and practicable steps to protect children and vulnerable adults from physical, sexual and emotional abuse and neglect.
5. HCA takes seriously any allegation or suspicion of abuse or neglect of a child or vulnerable adult and recognises that any child or vulnerable adult can be subject to abuse. Any matter arising from this will be dealt with appropriately following a clear set of procedures.
6. HCA will work with the appropriate local agencies, and in particular the Leicestershire and Rutland Local Safeguarding Children and Vulnerable Adults Board, Leicestershire Children and Young People's Service and the Leicestershire Police Authority, to ensure that children and vulnerable adults are safeguarded through the effective operation of the Concordia Theatre's child protection and safeguarding policy and procedures.
7. HCA is committed to supporting, resourcing and training those who work with, or who regularly come into contact with, children and vulnerable adults and to providing appropriate supervision to its staff and volunteers.
8. HCA's safeguarding team is committed to reviewing the child protection and safeguarding policy at least annually on behalf of the organisation. This policy will under go a scrutiny process before being published. This includes being sent off to LCC LADO, Hinckley & Bosworth Council and the Charity Commission no later than 14 days before publication to allow for amendments if necessary.
9. HCA's safeguarding team are an independent group that acts purely in the best interests of children and vulnerable adults and as such operates separately from trustees of the organisation. There will be a link trustee as part of the team.

4. SAFEGUARDING ROLES AND RESPONSIBILITIES OF HCA VOLUNTEERS

The responsibility for managing the response to disclosures/incidents of abuse lies with HCA's Designated Safeguarding Leads (DSLs), supported by the full Safeguarding Team and HCA Trustees as appropriate.

All information relating to any concerns about abuse of a child by Concordia Theatre staff, volunteers, other adults or another child must be presented to the DSLs so that all incidents, minor and major, are recorded and the relevant agencies informed. Recorded information will be kept securely.

To ensure clarity the roles and responsibilities of theatre volunteers are detailed below:

1. All staff and volunteers are responsible for reading and complying with this policy and they should act upon any concern no matter how small or trivial it may seem by reporting it to a DSL as soon as possible.
2. All staff and volunteers working with children and vulnerable adults are in a position of trust in respect of those with whom they work. As such they should ensure that the relationships they form are appropriate and that their behaviour does not breach this policy or the organisation's code of conduct (see Appendix D).
3. Trustees will always be satisfied that they appoint fit and proper people to work with children or vulnerable adults and that all staff and volunteers are aware of their responsibilities under this policy. They will ensure that staff and volunteers will provide two suitable references and, when appropriate, have a Criminal Record Check from the Disclosure & Barring Service (DBS).
4. Any information which is disclosed about a volunteer's criminal background via the DBS process will be held securely by HCA in the strictest confidence.
5. The safeguarding team will, as appropriate, use supervision as a means of protecting children and vulnerable adults whilst also safeguarding all volunteers. They will, without prior notice, be able to observe volunteers at any audition, rehearsal, performance or other event to ensure the safety and wellbeing of children or vulnerable adults.
6. In cases where there is an allegation or suspicion of abuse, the DSLs will take steps immediately to ensure that no one is placed at further risk of harm.
7. Any allegation of abuse or breach of the code of conduct by a staff member or volunteer is to be referred immediately to the DSLs who will speak to Leicestershire County Council's Local Authority Designated Officer (LADO) without delay. There will be no investigation by HCA safeguarding team unless advised to do so by the LADO or other appropriate authority.
8. Where urgent issues of child protection are involved, trustees and the DSLs have the authority to suspend staff and volunteers. Where this decision is taken by the trustees they will inform the DSLs immediately. The DSLs will then implement and manage any further appropriate actions.
9. All volunteers will complete a thorough induction process which will include a safeguarding briefing directing them to this policy. Any volunteer who would like further information or guidance about safeguarding within the organisation should contact the safeguarding team.

5. WHAT IS ABUSE AND NEGLECT AND HOW TO RECOGNISE THE SIGNS

PURPOSE

The following information is provided to ensure all volunteers within the organisation are best placed to ensure the ongoing safety and wellbeing of the children and vulnerable adults who are involved with HCA and its affiliated societies.

WHAT IS ABUSE AND NEGLECT

A person may abuse a child or vulnerable adult by inflicting harm, or by failing to prevent harm. Abuse may occur within the family home, institution or community setting, and be inflicted by people known and trusted or by strangers.

There are four categories of abuse in general use in England and Wales (in relation to child abuse):

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

The following tables provide detailed information on what each form of abuse may involve, the physical signs which may be present and the changes in behaviour which may indicate abuse has/is taking place.

PHYSICAL ABUSE		
<p>Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.</p> <p>Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.</p>		
What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> • Hitting, shaking or throwing • Poisoning, burning or scalding, drowning or suffocating • Any other cause of 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. 	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Bruises which reflect hand marks or fingertips (from slapping or pinching) • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parents being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached or touched • Reluctance to get changed, for example wearing long sleeves in hot weather • Depression • Withdrawn behavior • Running away from home

EMOTIONAL ABUSE

This form of abuse can be described as 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.

This form of abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> • 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 (please see anti bullying policy – section 12), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. 	<ul style="list-style-type: none"> • A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. away from their parents' care. • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress 	<ul style="list-style-type: none"> • Neurotic behaviour, e.g. rocking, hair twisting • Being unable to play • Fear of making mistakes • Self-harm • Fear of parent being approached regarding their behaviour

SEXUAL ABUSE

Adults who use children to meet their own needs abuse both girls and boys of all ages, including infants and toddlers. Usually in cases of sexual abuse it is the child's behaviour which may cause concern, although physical signs can also be present.

In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

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

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> • 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. • 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). • Child Sexual Exploitation – this occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the child needs or wants, and/or for the financial advantage or increased status of the perpetrator. This does not always involve physical contact and can occur through the use of technology. 	<ul style="list-style-type: none"> • Chronic itching or pain in the genital/anal area • Bleeding/bruising near the genital/anal area • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting • Pregnancy 	<ul style="list-style-type: none"> • Sudden or unexplained behavioural changes, e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Having nightmares • Running away from home • Sexual knowledge beyond their age or developmental level • Sexual drawings or language • Bedwetting • Eating problems • Self-harm • Saying they have secrets they cannot tell anyone about • Drug or substance abuse • Suddenly having unexplained sources of money • Not allowed to have friends (particularly in adolescence) • Acting in a sexually explicit way towards adults

NEGLECT

This can be described as 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 meet a child's needs as detailed below.

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<p>Failure to:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Constantly dirty or 'smelly' • Loss of weight, or being constantly underweight • Inappropriate dress for the conditions 	<ul style="list-style-type: none"> • Complaining of constant tiredness • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Mentioning their being left alone or unsupervised

ABUSE OF A VULNERABLE ADULT

For the purposes of this policy we are primarily concerned with the abuse of children. However, there are further categories to include when considering potential abuse of a vulnerable adult or other adult. These categories include:

- Financial/material abuse
- Modern slavery
- Domestic violence
- Organisational/institutional abuse
- Psychological abuse
- Discriminatory abuse
- Self neglect

A link to further information on these categories can be found by following the link in the references section.

THE CONCORDIA THEATRE BELIEVES IT IS EVERYONE'S RESPONSIBILITY TO RESPOND TO SIGNS OF ABUSE.

IF YOU SUSPECT ABUSE OF A CHILD, VULNERABLE ADULT, VOLUNTEER OR OTHER ADULT PLEASE FOLLOW THE PROCEDURE DETAILED BELOW IN SECTION 6.

6. WHAT TO DO IF YOU SUSPECT ABUSE OR NEGLECT.

1. If you suspect abuse of any kind you should write down what you have seen and/or heard, sign and date the record and immediately inform the DSLs.
2. Any information recorded by the safeguarding team will be kept securely in line with our privacy and retention policies.
3. You are also able to contact the relevant Children and Young People's Service where the child lives or Leicestershire Police Child Abuse Investigation Unit (CAIU) in your own right, however, the DSLs will also make this contact if appropriate. Please see contact information at the start of this document.
4. Do **NOT** discuss the allegation with any person concerned or anyone at the organisation other than HCA DSLs.
5. This process also applies to responding to allegations of abuse or neglect by someone not working in the organisation – this may be a parent or carer, outside hirer, another child or anybody else.

The DSLs are responsible for recording and updating written records about each case and the facts will be reported using HCA's Record of Concern Form (see forms section – record of concern form). There will be no investigation by HCA until advice has been sought and they are instructed to do so following discussion with Leicestershire County Councils LADO.

7. HOW TO RESPOND TO A DISCLOSURE OF ABUSE OR NEGLECT.

If a child, vulnerable adult or any other person discloses information about abuse or neglect you should respond in the following way:

1. Treat what the child/person tells you seriously.
2. Reassure the child/person they have done the right thing by telling you.
3. Do not question the child/person or put words in their mouth.
4. Do not promise to keep what they have said a secret.
5. Tell the child/person that you will have to pass on what they have said to the safeguarding team.
6. Do not speak to the child/person's parents or carers.
7. Report the information immediately to HCA DSLs.
8. Record what the child/person has said, in their own words as far as possible, sign and date the record and forward it to the DSLs immediately (do not spend time looking for the correct form. Any piece of paper will serve the purpose). This can be done by using the secure email address at the front of this document or by posting into the secure safeguarding post box in the post room. Please contact the DSLs by phone to ensure that they are aware of information provided in this way.
9. After a child/person has disclosed abuse you should immediately inform the DSLs and you should not share the disclosure or discuss this with any other staff, volunteers or parents. You are also able to contact the police and local authority children's services where the child lives.
10. If you believe that the child/person is at immediate risk of significant harm please contact the police. Following any action of this kind update HCA DSLs as soon as possible.

REMEMBER:

It is important that all staff and volunteers are aware that the person who first encounters a case of alleged or suspected abuse is **NOT** responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them reporting a concern about a child or vulnerable adult.

8. VOLUNTEERING FOR HCA

8.1 POLICY STATEMENT

1. HCA has a legal duty to safeguard children, young people and vulnerable adults in its care from the potential risk of associating with persons unsuitable to work with children. To enable us to fulfil this duty the organisation will use the Disclosure & Barring Service (DBS) as part of our volunteer recruitment process. The organisation will also request two references for each volunteer.
2. Volunteers of HCA will not be under the age of 16. Whilst there will be an induction process for all volunteers, those aged between 16-18 will be supervised at all times and will be provided with a mentor (all mentors will be DBS checked). Parent/carer consent will also be required for volunteers from this age group (see forms section – young volunteer consent form).
3. As agreed by LCC LADO in March 2015, not all volunteers require a DBS check. All volunteers in a position of responsibility, including mentors, chaperones and any other role participating in regulated activity, will require a DBS check along with any other role deemed appropriate by the organisation. A list of those positions that require a DBS check can be found in Appendix E of this policy.
4. HCA is committed to the fair treatment of all staff, volunteers or users of our facilities, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.
5. All volunteers (including cast) will register with HCA using the volunteer HUB which will include completing a declaration about any criminal record as detailed below in point 6.
6. HCA encourage all applicants to provide details of their criminal record at an early stage in the application process. HCA guarantees that this information is only seen by those who need to see it as part of the recruitment process. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under provision of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act (exceptions) Order 1975, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by HCA. Recent filtering rules now apply to a conviction if 11 years have passed since the date of conviction and it is the person's only offence and it did not result in a custodial sentence. These convictions do not need to be self-disclosed.
7. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer for volunteering. HCA reserves the right to revoke or suspend an individual's volunteering status at any time should the need arise. This will only be considered under exceptional circumstances.
8. Having a criminal record will not necessarily bar a person from working with HCA. This will depend upon the nature of the position and the circumstances and background of the offences. HCA undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment. Where appropriate, risk assessments may be carried out and supervision conditions put in place. Any discussions of this nature will be carried out by the DSLs.
9. Any allegations made in relation to any HCA volunteer will be dealt with by the DSLs and, if appropriate, a volunteer may be suspended or dismissed with immediate effect.
10. HCA will have a clear volunteer structure in place demonstrating organisational structure and levels of responsibility. Information in relation to volunteers will be stored on a secure, cloud based database (the volunteer HUB) which is managed by the safeguarding team and trustee data controllers in line with the organisation's privacy policy and GDPR legislation. The structure of volunteering within HCA can be found in the table in Appendix E.
11. This policy will be made available to all applicants on request at the outset of the recruitment process.

8.2 WHERE A DBS CHECK IS REQUIRED

1. HCA uses the DBS process to assess applicants' suitability for positions of responsibility. HCA complies fully with the DBS Code of Practice and will treat all applicants fairly. It will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
2. The DBS process has been established to improve access to information on criminal records held by the police and government departments. The DBS will draw on four primary sources of information in order to confirm the offence details of applicants. These include: the Police National Computer, local police force records, records held by the Department of Health and records held by the Department of Education and Employment.
3. There are three levels of disclosure. For the requirements of this policy only two are relevant:

The Standard Disclosure will contain information about both spent and unspent convictions, as well as cautions, warnings and reprimands, and concerns positions that are exempted under the Rehabilitation of Offenders Act.

The Enhanced Disclosure relates to particular sensitive areas of work, for example, work that involves unsupervised contact with children and young people. As well as containing the same information as the Standard Disclosure, the Enhanced Disclosure may also contain any non-conviction information from local police records that is considered relevant.

HCA will only accept enhanced disclosures. More information is available on the DBS website.

4. HCA makes every subject of a DBS check aware of the existence of the DBS Code of Practice; a summary of which can be found in Appendix A of this policy. Please see references section for link to the full document.
5. Volunteer DBS checks will be updated every five years. It is also acceptable for a volunteer to provide HCA with an existing DBS number and issue date if the individual already has a certificate from another organisation.

8.3 RECRUITMENT OF VOLUNTEERS

1. All advertising for volunteers or staff will state that HCA promotes the safeguarding and welfare of children and vulnerable adults and that two references will be required along with a DBS check depending on volunteering role. These will normally be taken up before commencement of an appointment. If this is not possible, a risk assessment will be made and appropriate supervision by a person with a DBS check will be put in place.
2. All volunteers will complete a volunteer application form (see forms section – volunteer application form) which will be processed by the volunteer coordinator.
3. All volunteers must provide two satisfactory references. Ideally these should include a reference from the current or most recent employer and should not be members of the applicants family. These will be considered before any offer of appointment is made.
4. A DBS check will be required for volunteers dependent on their role. This will be processed by the volunteer co-ordinator who will work with the safeguarding team to ensure that volunteer applications are processed via our current DBS provider (Mayflower) and recorded appropriately.
5. Once the volunteer receives their DBS certificate this must be shown to the safeguarding team and the number and issue date will be recorded on the volunteer HUB. This enables the safeguarding team to monitor when DBS checks need to be renewed.
6. If a candidate refuses to complete a DBS check, or if a candidate admits to convictions, bind-over orders or cautions, which make them unsuitable for work with children, an appointment will not be offered nor a disclosure requested.
7. The DBS will reply directly to the applicant. HCA will receive an email from the DBS to confirm whether the certificate is clear or not. If it is not clear, HCA safeguarding team will contact the applicant for further discussions.
8. When information provided by the DBS does not agree with that provided by the applicant, the volunteer coordinator and DSLs will discuss the discrepancy with the applicant before a decision is reached. If the applicant believes that the information is inaccurate then it is solely up to the applicant to make representations to the DBS.

9. Any information provided by the DBS is to be treated as strictly confidential at all times and must not be divulged to anyone other than the candidate, the DSLs and the trustees when appropriate. This information must be used only to judge the suitability of the applicant concerned.
10. If required, a candidate may be called in for an informal interview with the DSLs or trustees before an offer is made.
11. Upon the receipt of the appropriate paperwork, the volunteer coordinator will inform the safeguarding team and pass the volunteer's contact details to the relevant head of department to begin the induction process. The safeguarding team will ensure that the volunteer HUB database is updated.
12. It is the head of department's responsibility to carry out department inductions. This will be supported by the safeguarding team and recorded on the central database.
13. For any volunteer there will be a three month probation period at the end of which heads of departments will confirm suitability.

8.4 VOLUNTEERS WITH ADDITIONAL NEEDS

HCA is committed to providing volunteering opportunities for all, including those with additional needs.

Where an individual has additional needs, appropriate volunteering roles, support and supervision will be considered and discussed with those people concerned. Reasonable adjustments will be made when appropriate.

If appropriate, a PEEP (personal emergency evacuation plan) will be put in place. Please see the forms section for appropriate paperwork.

8.5 TRAINING, INDUCTION AND SUPERVISION FOR ALL VOLUNTEERS

Once recruited, all volunteers will go through a thorough induction process with their head of department and safeguarding team. This will include an introduction to this policy and code of conduct, as well as other policies such as Health and Safety. This will also include mandatory e-learning modules.

Regular meetings with departments and affiliated societies will provide an opportunity for the identification of training needs. Any issues of concern raised at these meetings will be recorded and regarded as confidential; they will be discussed, at a later date, by the safeguarding team and any recommendations will be made to the trustees. The safeguarding team will follow up and coordinate any training relating to safeguarding needs. Ongoing training will be relevant to the needs of the volunteers.

Heads of departments are responsible for supervising their team with the support of the trustees. The safeguarding team will provide support should the need arise for safeguarding intervention or guidance.

Volunteers between the ages of 16 – 18 will be supervised at all times and be provided with a mentor. A training record will be kept of their involvement with the organisation. Mentors will undergo further safeguarding training with the safeguarding team and be in communication regularly to discuss any concerns.

The safeguarding team is always available to provide extra support and guidance to ensure the protection and wellbeing of volunteers.

8.6 VOLUNTEER LONE WORKING

HCA promotes the safety and wellbeing of all its staff and volunteers and, as such, maintains the following guidance on lone working throughout the organisation.

It is the policy of HCA that no volunteer below level two (see Appendix E) should be alone whilst in the building.

HCA recommends that volunteers are not on site alone. It is acknowledged that this is not always practical and therefore, where lone working is unavoidable, volunteers will adhere to the following guidance:

1. When alone on site no volunteer, regardless of their level, should carry out tasks where there is an increased risk of harm, such as working at height, heavy lifting or operating machinery etc.
2. HCA recommend that if an individual is working alone at the venue, when possible, another person is aware of their whereabouts. It is also advisable to have a 'buddy' in place to check in/out with.

9. WHISTLEBLOWING POLICY

1. As laid out by GOV.uk, as a member of staff or volunteer you are able to report certain types of wrongdoing that would be in the public interest to do so, i.e. it affects others. This is classed as whistleblowing.
2. As a whistleblower you're protected by law therefore you shouldn't be treated unfairly or lose your position because you 'blow the whistle'.
3. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.
4. You're protected by law if you report any of the following:
 - A criminal offence, e.g. fraud
 - Someone's health and safety is in danger
 - Risk or actual damage to the environment
 - A miscarriage of justice
 - The company is breaking the law, e.g. doesn't have the right insurance
 - You believe someone is covering up wrongdoing
5. HCA wishes to create an open and accountable working environment in which everyone's welfare is paramount, permitting children and adults to report their concerns about abuse, misconduct or wrongdoing with confidence.
6. HCA promotes a culture that supports anyone who passes on concerns about the safety and welfare of its users, in particular when concerning children and vulnerable adults.
7. HCA is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, it is the responsibility of all staff and volunteers with concerns to come forward and report those concerns to the safeguarding team or trustees.
8. This policy aims to encourage all staff and volunteers to feel confident in raising concerns about breaches of the code of conduct, safeguarding, or other issues, ensuring there are clear avenues for staff to raise concerns and receive feedback on any action taken.
9. Any information provided to the safeguarding team or trustees will be kept confidential, as appropriate, and all concerns will be taken seriously and actioned accordingly. Feedback will be provided on actions taken within the constraints of confidentiality.
10. All staff/volunteers will be supported by the safeguarding team and trustees when coming forward with concerns. HCA recognises that the decision to report a concern can be a difficult one to make and will not tolerate harassment or victimisation.
11. As well as supporting any victim of abuse, HCA will support both the person about whom the allegation is made and the member of staff or volunteer who has reported the concern. This may involve suspension of a volunteer pending investigation if appropriate.
12. Every effort will be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being considered. Advice will be sought from the LADO about exactly what information needs to be shared and with whom.

If you wish to raise a concern in this way please contact the safeguarding team or trustees who will take appropriate action.

10. ANTI-BULLYING POLICY

10.1 POLICY STATEMENT

HCA believes all forms of bullying are unacceptable and that all members of the theatre have a shared responsibility in preventing and responding to it.

HCA seeks to provide a safe, secure and positive environment in which children and vulnerable adults can develop and grow making full use of the range of facilities and opportunities available to them.

HCA will not tolerate bullying of any kind, whether related to a child, vulnerable adult or any other person. The organisation promotes and encourages a culture of respect of all members, volunteers and visitors to the theatre.

Any act of bullying within the organisation will be dealt with appropriately by the safeguarding team and trustees.

This section of the policy aims to:

- Raise awareness of bullying.
- Reduce and, if possible, to eradicate instances of all types of bullying in the future.
- Ensure that all staff are aware of this policy and fulfil their obligations in relation to it.

10.2 THE NATURE OF BULLYING

1. Bullying can be defined as 'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'. (DfE "Preventing & Tackling Bullying" March 2014). There is no hierarchy of bullying; all forms are taken equally seriously.
2. Bullying differs from teasing, falling out between friends or other types of aggressive behaviour. It involves an imbalance of power and is deliberate.
3. Bullying can be:
 - Physical e.g. pushing, punching, hitting or damaging property/belongings.
 - Verbal e.g. spreading rumours, name-calling, teasing or threatening.
 - Indirect Bullying e.g. isolating the target by ignoring or excluding him or her from the group/activities.
 - Cyber-bullying, the misuse of ICT (Information Communication Technology) using mobile devices, computers and the internet. Examples of cyber-bullying include mean text messages or emails, hurtful posts on social networking sites, embarrassing pictures, videos, websites, or fake profiles.
4. Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated over time, but still fulfils all other descriptions of bullying. For example, early intervention may be required in cases of sexual, sexist, racist or homophobic bullying; when people with disabilities are involved; or if the victim is considered to be in immediate danger.
5. Bullying is often motivated by prejudice against particular groups, for example on the grounds of race, religion, gender, sexual orientation, a child's/person's appearance or health conditions or because a child is adopted or has caring responsibilities. Bullying can be motivated by actual differences or perceived differences.
6. Sexual harassment can be perpetrated by males or females and targets may be the same gender.
7. In more serious instances, where adults continuously abuse their power over a child or a child over another child, such bullying may be viewed as child abuse and should be seen within this context.
8. Not all aggressive behaviour is bullying. Behaviour which appears to be bullying, may be exhibited by some children, especially very young children, without the intention or awareness that it causes distress. Some individuals may feel they are being bullied, even when there is no intention from others to cause them distress. Such perceptions of bullying should nevertheless be taken seriously as a reflection of the individual's vulnerability, but adults need to be clear about the distinctions between bullying and isolated acts of aggression.
9. Bystanders provide an audience for bullying. When one person bullies another there is often an audience; standing by and watching can reinforce & condone the bullying behaviour. HCA expects bystanders to lend support to the target by reporting incidents of bullying to the DSLs.

10.3 VOLUNTEER RESPONSIBILITIES WITHIN THE ANTI-BULLYING POLICY

1. HCA respects every person's need for, and rights to, an arts environment where their safety, security, and welfare is paramount. As such HCA expects its volunteers and staff to support such an environment and conduct themselves accordingly
2. HCA will not accept or condone bullying and all forms of bullying will be addressed usually by the safeguarding team or trustees if appropriate. In extreme cases the Local Authority, Police and/or Schools will be informed and consulted.
3. All HCA staff and volunteers will be aware of this anti-bullying policy and their responsibility to report any concerns to the safeguarding team. Extra guidance on recognising the signs of bullying of children and responding appropriately can be found on the NSPCC website, a link for which can be found in the references section.
4. If a volunteer or member of staff has any concerns regarding bullying happening within the organisation they should act as follows:
 - Treat any incident(s) of bullying as important.
 - If approached by a child or vulnerable adult, listen carefully to what they have to say in a calm and supportive manner. This applies whether it is the child being bullied or the child who is bullying.
 - Record what you witnessed or what is disclosed to you, including when and where the incident(s) took place, sign and date the report and pass immediately to the safeguarding team.
 - The DSLs will take steps to deal with the incident(s). This may involve discussions with those involved, informing parents or carers or contacting other agencies/schools as appropriate.
 - In minor instances relating to HCAs Youth Theatre, the Youth Theatre Committee will take appropriate action and inform the parents etc.
 - Remember, as an organisation we don't always know what is happening in a person's life outside of the theatre, hence the need to inform parents/schools etc when appropriate. This will be done by the DSLs.
 - Where a child is found to be exhibiting sexually harmful behaviour to another child, it is important to involve the DSLs as soon as possible so that they may take appropriate action.
5. HCA recognises that every person is important and that every individual's feelings and views are to be respected.

10.4 RESPONSIBILITIES OF THE ORGANISATION IN RELATION TO BULLYING

1. As appropriate HCA will organise presentations or training by outside agencies to increase awareness of bullying.
2. Any reported incident of bullying will be investigated objectively by the safeguarding team and trustees will be involved when appropriate.
3. In exceptional cases e.g. where all attempts to resolve persistent bullying behaviour have proven unsuccessful and action is needed to make the victim safe, it may be necessary to ask the bully to leave the organisation permanently and their volunteer/employment status and/or membership may be terminated.
4. If a criminal offence has occurred the police will be notified.
5. HCA acknowledges that bullying can take place via social media. Whilst HCA cannot manage this outside of the organisation in an individual context, if this takes place via the organisation's site (i.e. Concordia Theatre's Facebook page etc.) appropriate action will be taken. This could be in the form of removing posts or contacting individuals concerned.

This policy will be reviewed as part of the child protection and safeguarding policy at least annually and reference to bullying will be made in the code of conduct.

11. SAFEGUARDING RESPONSIBILITIES OF AFFILIATED SOCIETIES AND EXTERNAL HIRERS WHILST USING HCA FACILITIES.

Affiliated societies and external hirers are responsible for adhering to the following procedures during auditions, rehearsals and performances.

1. All affiliated societies and external hirers shall complete a booking confirmation form (see forms section – internal or external booking confirmation forms) detailing information about their event and involvement of children and vulnerable adults. The signing of the booking confirmation form also confirms that the society/hirer has read and agreed to the policies and procedures documented there.
2. Where children or vulnerable adults are involved, an affiliated society or external hirer will provide the HCA safeguarding team with a safeguarding risk assessment for their auditions, rehearsals and performances no later than 2 weeks prior to each event taking place at the Concordia Theatre.
3. Affiliated societies will ensure that all cast members aged 18 and over complete a registration form (see forms section – Registration Form), to be recorded on the theatre's HUB database, and are made aware of the organisation's child protection and safeguarding, and health and safety policy.
4. Affiliated societies and external hirers will ensure that all members of the cast are signed in and out during rehearsals and performances to ensure an adequate fire evacuation list is maintained.
5. Affiliated societies and external hirers will ensure that all children aged between 0 – 16 will be supervised and signed in and out as appropriate. See section 12 for further details.
6. Affiliated societies and external hirers will adhere to the guidance detailed in sections 12 and 13 in relation to chaperones, child performance licensing and pre-production/show week management.
7. When children are involved in a production, all affiliated societies (and external hirers when appropriate) will complete a safeguarding production folder (for use once on stage) using the templates provided by the HCA safeguarding team who will support with this process as necessary.
8. Where vulnerable adults or children/adults with additional needs are involved in auditions, rehearsals, performances or other events, further assessments (such as a PEEP assessment – Personal Emergency Evacuation Plan) may be required. The safeguarding team are always available to support with this and societies/hirers should contact the team with any questions.

HCA safeguarding team will support and advise on requirements as necessary and will follow up with appropriate actions where a society/hirer is in breach of the above. This may be passed to the trustees for further consideration/action should the need arise.

11.1 BAND MEMBERS

Musicians playing in the band during productions by affiliated societies are employed directly by said society.

They are coordinated and managed by the musical director who will be DBS checked.

These staff may not be involved in the organisation in any other way and therefore may not have undergone any of our volunteer management processes.

The musicians will sign in and out of the building along with the rest of the production team.

As musicians only become involved in the production process once the show is on stage and as they are not direct volunteers of the theatre, HCA believes that there is minimal risk to children as chaperones will be in place during this time.

11.2 CHILDREN AS MEMBERS OF THE PUBLIC

Whilst a child or vulnerable adult is attending the Concordia Theatre to watch a show or attend a private event they are considered to be members of the public and are therefore under the supervision of a parent or carer.

12. SUPERVISION AND CHAPERONING OF CHILDREN.

HCA is committed to providing an exceptional level of protection for all children who use the venue in whatever capacity. The following section of the policy aims to clarify the requirements and expectations of all those societies and hirers where children are involved.

12.1 AUDITIONS AND REHEARSAL REQUIREMENTS

1. In relation to 0 – 16 year olds it is the policy of HCA that there will always be a minimum of two responsible adults per rehearsal room during auditions and rehearsals.
2. HCA considers a responsible adult to be someone over the age of 18 where HCA has a record of their valid DBS check.
3. This ratio applies to up to 24 children. If there are more than 24 children then another responsible adult is required per 12 children.
4. Where children under the age of 11 are involved in a production it may be advisable to increase the number of responsible adults. Societies should contact the safeguarding team for further guidance if required.
5. At least one of the responsible adults attending should be there for the sole purpose of supervising the children at all times and **will not have any other role within the audition/rehearsal process.**
6. A child's parent or carer (or other family member over the age of 18) can be considered as the responsible adult for **their own child** without a DBS check **only if they have no other role within the production.**
7. As a minimum, any child between 0 – 11 must be signed in and out of rehearsals by a parent or carer. If a child is to be collected by someone other than a parent or carer, the society safeguarding rep or director must have written notice of this in advance.
8. As a minimum, any child aged between 12 – 16 must be signed in and out by the responsible adult during rehearsals. This can take the form of a register.
9. For children aged between 17 – 18 there is no requirement for there to be a responsible adult present as detailed above. However it is recognised and acknowledged that this age group are still covered by the Children Act. Therefore, they must be supervised whilst in the building by the director of the show (or other suitable adult associated with the production) who will have a recorded DBS check.
10. This policy applies to all users of the theatre including all affiliated societies and external hires.
11. Where external hires involve one to one sessions HCA recommend that an additional person (over 18) is in attendance.

12.2 PREPRODUCTION WEEK AND SHOW WEEK REQUIREMENTS

1. It is HCA's policy that once a show begins dress rehearsals and public performances on stage, the requirements for supervision of children fall in line with the legal requirements for child performance licensing as laid out in section 13 below (further information available in Appendix C).
2. These requirements are taken from The Children (Performances and Activities) (England) Regulations 2014, which lays down the regulations for matrons or chaperones as they are commonly known. A link to these regulations can be found in the references section of this policy.
3. If a production moves onto the stage prior to dress rehearsals the usual rehearsal requirements apply as stipulated above in section 12.1.
4. HCA's safeguarding team may visit any production, at any time, to ensure that the safety and wellbeing of children and vulnerable adults is maintained or to ensure policies and procedures are being adhered to.

12.3 REHEARSAL AND PERFORMANCE REQUIREMENTS FOR VULNERABLE ADULTS OR ADULTS WITH ADDITIONAL NEEDS

HCA is committed to providing access for all vulnerable adults and adults with additional needs, where reasonable adjustments can be accommodated.

Affiliated societies or external hirers are responsible for providing adequate supervision for vulnerable adults or adults with additional needs should it be deemed appropriate. This should be based on the individual's needs and discussed with the individual concerned and or parent/carer if applicable.

Where an individual would need assistance in an emergency evacuation it is the affiliated society/external hirers responsibility to bring this to the attention of HCA's safeguarding team (if they have not already done so in the booking confirmation form). The safeguarding team will then work with the individual and society/hirer concerned to ensure a PEEP (Personal Emergency Evacuation Plan) is in place.

12.4 GUIDANCE ON AFTER SHOW EVENTS

Any after show events organised by groups or societies that take place off site are not considered to be the responsibility of HCA.

Any after show events that take place on site at the Concordia Theatre will not be chaperoned and will be considered a private function whereby parents and carers accept responsibility for any child or vulnerable adult involved at such an event.

It is acknowledged, however, that HCA volunteers or society members should be mindful of their behaviour in these social situations so as not to bring HCA into disrepute.

For further guidance on specific circumstances please contact HCA safeguarding team.

13. CHILD PERFORMANCE LICENSING

13.1 CHAPERONES AND CHILD LICENCES

In this section the term 'child' refers to all young people up to the age of sixteen and including those still in formal education prior to the official leaving date.

1. All chaperones in attendance at the Concordia Theatre must be licensed and registered by a Leicestershire County Council Child Licensing Officer or an equivalent neighbouring Local Authority.
2. A chaperone is expected to exercise the care which a good parent might be reasonably expected to give, except whilst they are in the care of an approved tutor or his/her parent. Children must be under the supervision of the chaperone at all times whilst they are at the place of performance.
3. The chaperone acts in loco parentis and must, for instance, escort the child from the performance area to the dressing rooms and remain always with him/her except when he/she is performing or receiving tuition.
4. The arrangements for the journey from home to the place of performance and back must be satisfactory for the child's safety.
5. The chaperone must safeguard the child's welfare and not do anything that could jeopardise the child's welfare, or cause them any harm.
6. Chaperones should under no circumstances hand any child over to, or let the child be examined by, any other person. The only exceptions to this are with prior approval from the child's parent(s) or medical emergencies carried out under the supervision of a doctor, police officer in uniform, or other suitable persons.
7. At no time should a child perform if unwell.
8. The maximum number of children chaperones may have in their care at any one time is 12. However, the local authority may consider that due to the ages, gender of the children, or the demands of the performance, the chaperone would only be able to effectively supervise a smaller number.
9. The local authority request that chaperones should be gender specific (where possible) and must be satisfied with the arrangements for the dressing room (children 5 years old and above must only change with other children of the same sex) and toilet facilities etc.
10. The child should not perform if a licence or exemption has not been granted.
11. Affiliated societies and external hirers are required to log certain activities during a performance i.e. arrival and departure times at the place of the performance etc.
12. It is the responsibility of the affiliated society or external hirer to check that the chaperone has a current valid licence.
13. The chaperone should keep their certificate in a safe place and ensure that they wear their ID badge at all times whilst working as a chaperone. It should be available for inspection should the need arise.
14. Copies of the children's licences/exemptions should be made available to the chaperones. The chaperones should study the conditions to ensure that they are complied with, including the rest periods, arrangements for tuition, meals etc.
15. The Leicestershire County Council Children in Employment and Entertainment Officer may inspect the Concordia Theatre, without prior notice, and will make themselves known to the chaperone on arrival and will have an official ID card.

13.2 EXEMPTIONS

For a child performing less than 4 days Leicestershire County Council Child Performance and Employment Team can usually issue an exemption:

- When no payment is being made to the child or another person other than defraying expenses
- When there is no absence from school
- When in the 6 months preceding the performance the child has not taken part in other performances on more than 3 days. (A child can perform for 4 days in a 6 month period without the need for a licence).

An affiliated society or external hirer must apply for an Exemption Certificate to cover all individual children in the production.

The affiliated society or external hirer needs to apply to the relevant local authority, based on where the child lives.

In order to apply for an exemption, the Leicestershire County Council Child Licensing Officer requests that the applicant submits the following documentation:

- A completed part 1 of the performance licence application form, to cover all children.
- A list of the licensed chaperones/supervising adults that will be caring for the children.
- A list of the children's full names, dates of birth, full addresses including postcode, and name of school each child attends.

An exemption must be applied for 21 days prior to the first performance.

13.3 APPLYING FOR PERFORMANCE LICENCES

The affiliated society or external hirer must apply for a performance licence to cover each individual child in their production. They need to apply to the relevant local authority, based on where the child lives e.g. Warwickshire, Nottingham, Derbyshire etc .

(If the child lives outside Great Britain, it is the local authority where the licence applicant lives or has business premises. If the child is at a boarding school it is the local authority where the school is based).

Due to the organisations location, the majority of licence applications will be made to Leicestershire or Warwickshire County Council. As Leicestershire is our primary agency in this regard, the information provided here is based on their requirements.

The Leicestershire County Council Child Licensing Officer requests that a performance licence application form is submitted:

- When a child performs on more than 4 days in any 6 month period.
- When there is absence from school. Absence from school will require authorisation from the Head Teacher to enable any pupil to undertake employment in accordance with a licence. Attendance at rehearsals or auditions that require absence from school can only take place within the currency of a licence.
- When money changes hands from an audience, or in payment to the child or another person.

The licence applicant is required to complete Part 1 of the licence application form and the parent must complete Part 2. Part 3 must be signed by the Head Teacher if absence from school is requested.

The following documentation must be submitted with the application form:

- A passport sized photograph.
- The child's birth certificate or other satisfactory evidence of the child's age.
- A copy of the contract, or other documents if payment is being made to the child.
- Medical note (if required)

A completed performance licence application form must be submitted to a Leicestershire County Council Child Licensing Officer, 21 days prior to the rehearsals/performances commencing.

13.4 BODY OF PERSONS EXEMPTION/SCHOOL PRODUCTIONS

There are certain situations when licenses are not required, for example, a performance put on by a group that hold a valid and approved body of persons approval issued by the Secretary of State, or if the performance is given by the child's main academic school.

13.5 REFUSAL TO GRANT A LICENCE OR REVOCATION

The child's education, health and welfare are of paramount importance and the local authority will not issue, and may revoke, a licence if it is not satisfied that:

- The child is fit to take part in the performance
- Taking part in the performance will not have a detrimental effect on the child's education;
- Appropriate steps have been taken to ensure the child's health, protection and welfare at all times.

The local authority may also attach conditions to the licence should it see fit.

13.6 REGULATIONS AND GUIDELINES

A child becomes over compulsory school age on the last Friday in June, during the academic year in which they turn 16. Therefore a licence or an exemption certificate will not be required for a child that has completed their formal education.

For further guidance on Children in Entertainment contact HCA safeguarding team or see the references section of this policy.

14. PHOTOGRAPHY, RECORDING AND MOBILE PHONE POLICY

1. It is the policy of HCA that, where children or vulnerable adults are involved, no photos or recordings of rehearsals or performances are permitted without prior consent from a parent or guardian, this includes photos and recordings taken using a mobile device.
2. Completed consent forms should be held by the society safeguarding representative in the production folder. Please see the forms section for the appropriate paperwork.
3. Live recording of performances can only be carried out if the appropriate licence has been obtained within the performance rights application.
4. It is the individual societies responsibility to obtain consent from all other adults involved with the production when appropriate. For those over 18 consent would not usually be required as this is considered a legitimate interest.
5. For HCA fundraising productions consent is not required for those over 18 as this is considered legitimate interest under GDPR.
6. Any images or recordings will only be used for the following purposes:
 - Electronic and printed information, displays and exhibitions publicising and/or related to the activity of the Concordia Theatre and affiliated societies.
 - By the local media for covering activities that show your child and The Concordia Theatre in a positive light.
 - By HCA in fundraising activities for future productions and projects.
 - Use of photos/video on the HCA website/social media for the sole purpose of publicising the venue/production.
 - Any digital images stored on file by HCA will be used for a maximum of 1 year and will then be destroyed.
 - Any printed images may be stored indefinitely as part of the organisation's archive. This is not publicly available.
 - If applicable, recordings of the performance may be available to members of the production cast and crew.
 - Any images used in the ways described above do not require consent for those over the age of 18 as HCA has a legitimate interest for the publishing and retention of such images.
7. Images and recordings will not be used for any of the following:
 - Anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent/guardian.
 - Passing to any third party other than for local media for use in promotion of specific events.
 - New publications that are more than one year after the date the image was taken.

UNDER NO CIRCUMSTANCES IS RECORDING OF ANY KIND PERMITTED IN AREAS WHERE PEOPLE MAY CHANGE CLOTHING. THIS INCLUDES THE DRESSING ROOMS, BACKSTAGE CORRIDORS OR WINGS

14.1 MOBILE PHONES

1. The use of mobile phones during rehearsals is at the discretion of each affiliated society or external hirer.
2. This is on the condition that the above policy on photography and recordings is adhered to.
3. Photos will not be taken on mobile devices without prior consent in line with points 1 and 4 above.

15. GUIDELINES ON SCHOOL/GROUP VISITS TO THE CONCORDIA THEATRE

For any tours, visits or other use of the Concordia Theatre an appropriate risk assessment will be in place, which will be provided to the incoming organisation upon request. All incoming tours and visits of this nature are responsible for completing their own risk assessment.

The below guidance adopted by HCA is as directed by the local authority.

1. All visits should have at least one additional supervisor to cope with any unforeseen events/emergencies, for example, a parent with appropriate experience, known to the group and who has a current DBS check.
2. Visit leaders should maintain a complete programme of supervision, for example, on a backstage tour when the main group is split into sub-groups; or when more than one educational establishment makes up the visiting group. Contingency plans must be available to cover withdrawal of one or more supervisors through illness or other reasons and to cover unforeseen circumstances.
3. Mixed sex groups of young persons should normally have at least one male and one female adult. Obvious exceptions may be groups of very young children or special needs young persons with all male/female staff.
4. Each group must be led by a qualified teacher or employee/volunteer approved by the head of the visiting establishment, in the ratio of one such leader for approximately every 30 young persons. However, for children under five years of age it is recommended that, due to the especially high levels of adult supervision required, there should be at least one teacher or approved employee/volunteer for every 20 young persons, supported by a balance of approved adult helpers.
5. In normal circumstances, at least 50% of the recommended adult numbers (see table below) should be staff, e.g. professional staff, learning support assistants, or group leaders approved by the head of the visiting establishment.
6. The balance of adult/child ratios for visiting groups will normally be as per the table laid out below:

Pupil Age (Ages are included for vertical groupings)	Adult/Pupil Ratios
Nursery	1:3
Reception	1:5
Years 1 – 3 (under 8)	1:6
Years 4 – 6 (age 8 – 11)	1:15
Year 7 onwards (age 12 – 18)	1:20
6 th form	1:20

This table does not include the one additional supervisor for unforeseen events/emergencies.

16. STORAGE AND RETENTION OF SAFEGUARDING PAPERWORK

All documents related to safeguarding will be stored securely either by being locked away in the safeguarding filing cabinet, which has restricted access, or electronically in the cloud based safeguarding database.

Paperwork relating to safeguarding incidents/concerns will be kept for 75 years. This is in line with Leicestershire County Councils First Response retention schedule as at Aug 2018.

All other paperwork will be detailed on HCA's data asset register which will provide information on retention periods in line with GDPR.

Any paperwork held by societies is the responsibility of the individual society and is not managed by HCA.

17. APPENDICES

APPENDIX A

DBS CODE OF PRACTICE – SUMMARY

1. The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. It enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997.
2. Organisations using the higher-level Disclosure service (Standard and Enhanced) must comply with the DBS's Code of Practice; developed after a lengthy public consultation exercise with input from a range of organisations.
3. The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as is necessary.
4. Anybody who receives Standard and Enhanced Disclosure information must abide by the Code of Practice, this includes:
 - Registered persons
 - Those countersigning Disclosure applications on behalf of registered persons
 - Others receiving such information
5. The Code of Practice states that Disclosure information should only be used in the context of a policy on the recruitment of ex-offenders, designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions.
6. Storage of Disclosure information is also important. The Code of Practice requires that the information revealed is considered only for the purpose for which it was obtained. It should be destroyed after a suitable period has passed - usually not more than six months.
7. Organisations must therefore use Disclosure information fairly, and ensure that it is handled and stored appropriately. They must also satisfy the DBS that they are complying with the Code of Practice, which means co-operating with requests from the DBS to undertake assurance checks, as well as reporting any suspected malpractice in relation to the Code or misuse of disclosures.
8. The DBS can refuse to issue standard and enhanced disclosures if it suspects that the code of practice is not being adhered to.

APPENDIX B

Guidelines on Timings for Children in Performance at the Concordia Theatre

(Taken from Leicestershire County Council Licencing documentation)

NUMBER OF PERFORMANCE DAYS		
ITEM	NUMBER	NOTES
Number of performances (of same nature)	2 per day	1 performance & 1 rehearsal
Number of performances per week	Max. 6 days per 7 day week	Max. 8 consecutive weeks requires 2 weeks interval before performing again in ANY production
Time gap between performance days	14 hours must elapse between the end of the previous days performance and the beginning of the following days performance.	
School day stipulations	If it is a school day only 1 performance or rehearsal is permitted.	
Medical considerations	If there are medical conditions or concerns please see further guidance from Leicestershire County Council.	

PERFORMANCE HOURS AND BREAKS			
ITEM	AGE RANGES AND HOURS		
	AGE 0 – 4	AGE 5 - 8	AGE 9 AND OVER
Maximum number of hours at theatre	5 hours	8 hours	9.5 hours
Earliest Arrival	7.00am	7.00am	7.00am
Latest Departure	10.00pm	11.00pm	11.00pm
Maximum period of continuous performance/rehearsal	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance/rehearsal	2 hours	3 hours	5 hours
Minimum length of break up to 4 hours	15 minutes	15 minutes	15 minutes
Minimum breaks if at theatre between 4 to 8 hours	1 x 15 min and 1 x 45 min break	1 x 15 min and 1 x 45 min break	1 x 15 min and 1 x 45 min break
Minimum breaks if at theatre for over 8 hours	n/a	2 x 15 min and 1 x 45 min break	2 x 15 min and 1 x 45 min break
Minimum break between performances/rehearsal	1.5 hours minimum	1.5 hours minimum	1.5 hours minimum

Suitable arrangements (having regard to the child's age) should be made for the child to get to their home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.

APPENDIX C

FURTHER DETAILS IN RELATION TO CHAPERONES

1. The local authority shall not approve a chaperone unless satisfied that he/she can exercise proper care and control of a child, and that he/she will not be prevented from carrying out his/her duties as a chaperone by other duties.
2. A chaperone is the key person to whom the child looks to for guidance, protection, clarification and support. They shall be responsible for the proper care and control of the child, including his/her health, comfort, kind treatment and moral welfare.
3. One of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say 'no' when what is being requested of the child is contrary or detrimental to either the child's health, wellbeing and/or education. For example, requesting a child to stay at a place of performance over and above the hours/times laid down in either the child's licence or the regulations, lack of education time etc
4. Chaperones should keep a note of important contacts, for example, their licensing authority, the child's licensing authority, the local authority in whose area the child is performing and the child's parent/legal guardian.
5. Chaperones should not presume that a child is licensed. They should always ask to see a child's licence/exemption upon arrival at a place of performance.
6. If the production company cannot prove that a child is licensed, chaperones should contact the child's LA urgently, otherwise a contravention may have occurred.
7. Chaperones must apply for a licence through the Leicestershire County Council Child Performance and Employment Team. There is a £7.20 charge for voluntary chaperones and £51.20 for professional/paid chaperones, to cover the DBS check.
8. A chaperone licence lasts for three years and then they must reapply for a new chaperone licence and they will also require a new DBS check.
9. When approved, chaperones are required to notify the issuing Local Authority in writing within seven days of:
 - Any arrest for any offence triable in a Court of Law, or any conviction in such Court whether in the United Kingdom or not.
 - Any serious or notifiable illness or debility
 - Any change of address or name

APPENDIX D

HINCKLEY CONCORDIA ASSOCIATION CODE OF CONDUCT

HCA encourages a welcoming and friendly community based on respect and understanding for each other.

With this in mind here are a few reminders of the things we can all do to make our theatre a place people want to be.

1. Be respectful of one another.
2. Support each other with tasks.
3. Treat everyone with dignity in the way you would want to be treated yourself.
4. Set a positive example for others.
5. Treat each other fairly so that everyone has the same opportunities.
6. Respect a person's right to personal space and privacy.
7. Allow people to talk about any concerns they have.
8. Encourage each other to challenge attitudes or behaviours that are inappropriate or disrespectful.
9. Do not trivialise abuse. Take any allegation or concern of abuse or bullying seriously and refer them on to the safeguarding team.
10. If you are not sure about something don't hesitate to ask someone for help.
11. Ensure that the relationships you build are appropriate and be mindful of your behaviour, both physical and verbal, particularly when working with children or vulnerable adults.
12. Drinking alcohol when you are directly responsible for children or vulnerable adults is not permitted.
13. Never allow children under the age of 18 to drink alcohol.
14. Remember that your actions represent our theatre to many different audiences and we can all play a positive part in maintaining and growing our HCA community.

APPENDIX E

HINCKLEY CONCORDIA ASSOCIATION VOLUNTEER MANAGEMENT SYSTEM

Level No.	HUB Database Information Held	Supervision	Includes
Level 0 Signed in	No information recorded	Always supervised whilst on site	Contractors, visitors, rehearsal drop ins
Level 1 Black Lanyard	Basic personal details (including name, address, DOB, contact information, area working in, DBS if available)	Always supervised whilst on site	Cast over the age of 16
Level 2 Green Lanyard	Basic personal details, two references and DBS details if appropriate to role.	Usually supervised whilst on site. Report to heads of department.	FOH staff, bar staff, sweets staff, green room tea staff, coffee lounge staff, stage crew, LX, SND, props, dressers, make up, chaperones
Level 3 Red Lanyard	Basic personal details, DBS, references	Likely to be on site unsupervised. Report to trustees	Heads of departments, duty managers & assistants, stage managers, directors, mentors
Level 4 Purple Lanyard	Basic personal details, DBS, references, trustee checks	Likely to be on site unsupervised.	Trustees
Level 5 Blue Lanyard	Basic personal details, DBS, references, police checks, approval of charity commission and Hinckley and Bosworth Borough council licencing dept	Likely to be on site unsupervised.	Safeguarding team

Everyone level 3 or above can access individual's information based on need and in line with our privacy policy.

The safeguarding team and data controllers manage the HUB database ensuring that the database is up to date and operating correctly.

For clarity the following volunteering roles are expected to complete a DBS check			
Trustees	Safeguarding Team	Heads of Departments	Assistant Heads of Departments
Directors/Producers	Musical Directors	Choreographers	FOH Duty Managers
Chaperones	Mentors	Stage Managers	Wardrobe Team

APPENDIX F SAFEGUARDING TRIFOLD LEAFLET

CONTACT DETAILS FOR REPORTING SAFEGUARDING CONCERNS OR ALLEGATIONS

If you have a concern relating to safeguarding issues within the theatre please contact one of our Designated Safeguarding Leads (DSL)

Designated Safeguarding Leads (DSLs)
Ash Munton, Julie Perry

Phone: 07949 072204
Email: dsl@hcasafeguarding.co.uk

Please note; the above phone number is staffed 24/7 and operates on a rota basis.

If the DSLs are unavailable you should contact
Jen Hawkins (Safeguarding Trustee)

Phone: 07866 376917
Email: jen@hcasafeguarding.co.uk

Any safeguarding correspondence should be sent to the following address:

The Safeguarding Team,
Concordia Theatre, Stockwell Head, Hinckley LE10 1RE

APPROPRIATE CONTACTS OUTSIDE THE ORGANISATION

First Response Children's Duty Team,
Children and Young People's Service
County Hall, Glenfield LE3 8RF
0116 305 0005

Local Authority Designated Officer (LADO)
Safeguarding and Improvement Unit,
County Hall, Glenfield LE3 8RF
0116 305 7597

Safeguarding Development Officer, Child Protection
Safeguarding and Improvement Unit,
County Hall, Glenfield LE3 8RF
0116 3057750 / 0116 3057317

Police Child Abuse Investigation Unit (CAIU)
Call 101
Childline: 0800 1111

INTRODUCTION TO CHILD PROTECTION AND SAFEGUARDING

In this leaflet we aim to give you a basic introduction to our theatres child protection and safeguarding policies and procedures.

This policy provides information on recognising the signs of abuse, what to do if you have a concern, and the roles and responsibilities of our volunteers.

We can all play our part in keeping our theatre a safe and fun place to be, and this leaflet will make sure you know where to look for further information (like the full policy) or who to talk to if you need help or advice.

POLICY STATEMENT SUMMARY

It is HCA's policy that the welfare of children, young people and vulnerable adults is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the theatre, has a right to protection from physical, sexual and emotional abuse and neglect.

We promote this policy by ensuring that all our staff and volunteers are clear about their responsibilities and know where to go if they need to report concerns.

We will take seriously any allegation or suspicion of abuse or neglect of a child or vulnerable adult and any concerns raised will be dealt with in confidence, following a clear set of procedures.

When we need to, we will talk to local agencies, such as Leicestershire County Council or the police to ensure that children and vulnerable adults are safe.

We are here to support our volunteers with these processes and are always available to answer questions should they arise.

We are committed to providing appropriate safeguarding training and welcome discussion around what further training volunteers would like.

For young volunteers (those aged between 16 – 18) we will provide a mentor and support is always on hand by contacting the safeguarding team.

HCA values its users and volunteers and acknowledges that everyone who uses our facilities has a role to play in keeping children, young people and vulnerable adults safe.

CAST AND VOLUNTEER ROLES AND RESPONSIBILITIES

All cast, staff and volunteers are responsible for reading and complying with the child protection and safeguarding policy.

If you have any concerns about abuse of a child by Concordia Theatre staff, volunteers, other adults or another child you should act upon it no matter how small or trivial it may seem. You can do this by reporting it to a DSL as soon as possible.

Volunteers will complete a thorough induction process which will include mandatory elements (such as child protection and health and safety) and a more detailed induction specific to your department.

It is everyone's responsibility to act appropriately whilst working with children and vulnerable adults. We must all comply with this policy and follow the code of conduct included in this leaflet.

It is important for you to know that HCA will not tolerate bullying of any kind, whether related to a child, vulnerable adult or any other person. The organisation encourages a culture of respect of all members, volunteers and visitors to the theatre and asks all our volunteers to promote this culture.

All cast members, staff and volunteers are reminded about, and must adhere to, the following to ensure we are not in breach of our performance licence:

There will be NO photography or recording of any kind in areas where people change clothing. This includes the dressing rooms, backstage corridors or wings.

To improve everyone's safety and security all cast members, staff and volunteers are asked to register on the volunteer HUB database. Once registration is completed you will be issued with a new lanyard. This is a really easy way of keeping us all safe whilst we are in the building and will ensure we have adequate records in line with new data protection legislation.

THE ROLE OF THE SAFEGUARDING TEAM

The safeguarding team are primarily in place to protect the safety and wellbeing of children, young people and vulnerable adults of the Concordia Theatre.

They are available 24/7 for you to discuss your concerns and to deal with safeguarding issues if/when they arise.

They are also available to support all staff and volunteers with advice and guidance on all matters that fall within this policy, such as:

- Child Protection
- Bullying concerns
- Whistleblowing
- Requirements for parent/carer consent
- Production safeguarding paperwork
- Child performance licensing
- Volunteer lone working
- Volunteer DBS checks
- Volunteer recruitment, training and induction
- Concordia HUB database

The team will, as appropriate, use supervision as a means of protecting children and vulnerable adults whilst also safeguarding all volunteers. They will, without prior notice, be able to observe volunteers at any audition, rehearsal, performance or other event to ensure the safety and wellbeing of children or vulnerable adults.

The Safeguarding team also review the child protection and safeguarding policy at least annually.

If you have any concerns, questions or need further support please don't hesitate to get in touch.

HCA Code of Conduct

HCA encourages a welcoming and friendly community based on respect and understanding for each other.

With this in mind here are a few reminders of the things we can all do to make our theatre a place people want to be.

1. Be respectful of one another.
2. Support each other with tasks.
3. Treat everyone with dignity in the way you would want to be treated yourself.
4. Set a positive example for others.
5. Treat each other fairly so that everyone has the same opportunities.
6. Respect a person's right to personal space and privacy.
7. Allow people to talk about any concerns they have.
8. Encourage each other to challenge attitudes or behaviours that are inappropriate or disrespectful.
9. Do not trivialise abuse. Take any allegation or concern of abuse or bullying seriously and refer them on to the safeguarding team.
10. If you are not sure about something don't hesitate to ask someone for help.
11. Ensure that the relationships you build are appropriate and be mindful of your behaviour, both physical and verbal, particularly when working with children or vulnerable adults.
12. Drinking alcohol when you are directly responsible for children or vulnerable adults is not permitted.
13. Never allow children under the age of 18 to drink alcohol.
14. Remember that your actions represent our theatre to many different audiences and we can all play a positive part in maintaining and growing our HCA community.

Hinckley Concordia Association



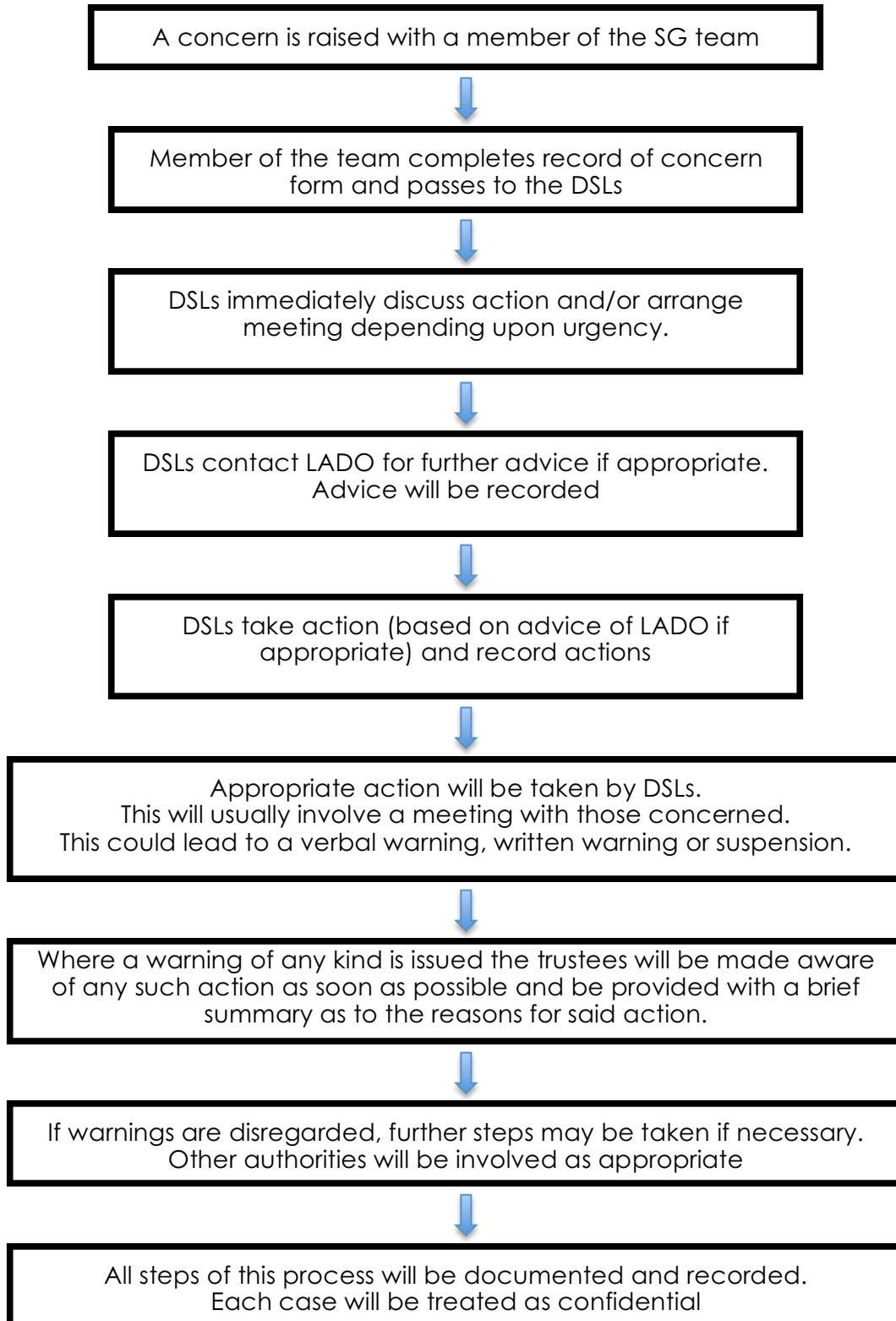
Child Protection and Safeguarding Policy

Last Updated: 30/8/2018

APPENDIX G



SAFEGUARDING TEAM PROCEDURE DEALING WITH A CONCERN



APPENDIX H USEFUL LINKS AND REFERENCES

Further Information on:	Website Link
DBS Code of Practice	https://www.gov.uk/government/publications/dbs-code-of-practice
Adult categories of abuse	http://www.llradultsafeguarding.co.uk/abuse/
The Children (Performances and Activities) (England) Regulations 2014	http://www.legislation.gov.uk/uksi/2014/3309/contents/made
Licencing Links	https://www.leicestershire.gov.uk/education-and-children/child-employment https://www.noda.org.uk/ http://www.nncee.org.uk
NSPCC website – Responding to Bullying	https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/signs-symptoms-effects/
Other Useful Links	
Policy Paper – Safeguarding Children and Young People	https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people
Concordia Volunteer HUB	http://www.concordiatheatre.co.uk/hub

17. FORMS



HINCKLEY CONCORDIA ASSOCIATION RECORD OF CONCERN



WHO IS RECORDING THE CONCERN	
Name of person recording concern:	
Date and time concern recorded:	
Contact phone number for person recording concern:	

WHO IS THE CONCERN ABOUT	
Name of child/adult concern relates to:	
DOB of child/adult concern relates to (if known):	

WHAT ARE THE DETAILS OF THE CONCERN
(Detail here what was said or observed and who was it reported by - continue on and attach separate sheet if necessary - include dates and times)

WHAT ACTION WAS TAKEN AND BY WHOM
(Detail here what action you or any other person have taken – continue on and attach separate sheet if necessary)

DECLARATION	
Date and time this record of concern was passed to DSLs:	
How this form was passed to DSL: (please circle)	Face to face / Royal Mail / Secure SG Post Box / Emailed / Other
Name of person recording concern:	
Signature of person recording concern:	

FOR USE BY SAFEGUARDING TEAM ONLY	
Date record of concern received by safeguarding team:	
Member(s) of the team responding to this concern:	
Date of first action by team:	
Details of action taken by team (inc dates and times):	
Signature and date of member of safeguarding team:	



HINCKLEY CONCORDIA ASSOCIATION REGISTRATION FORM



Please note you can complete this form online by visiting <https://concordiatheatre.co.uk/hub>

DETAILS OF VOLUNTEER			
Name:		D.O.B:	
Address:		Postcode:	
Phone number:			
Email address:			

EMERGENCY CONTACT INFORMATION	
Name of emergency contact:	
Emergency contact phone number:	

DBS INFORMATION (Your DBS can be from any organisation – the theatre renews these every five years)			
Do you have a DBS?	YES / NO		
DBS Number: (if you have one)		Date DBS issued:	

DECLARATION	
Do you have any individual convictions, arrests not leading to convictions, reprimands or warnings recorded on police central records (including both 'spent' and 'unspent' convictions? (please circle)	YES / NO
Are you aware of any allegation relating to you that has been substantiated following consideration by the Local Authority? (please circle)	YES / NO
If the answer is YES to either of the above questions please give details here.	

CHAPERONE LICENCE (the chaperone contact list is a central list held by HCA that can be shared with societies)			
Do you have a chaperone licence? (please circle one)	NO YES - and I am happy to be on chaperone contact list YES - but I do not want to be on the chaperone contact list		
Chaperone licence number (if you have one):		Date licence issued:	

VOLUNTEERING INFORMATION					
Roughly what year did you start volunteering at HCA:					
Which departments or societies are you currently a member of? (circle all that apply)					
AV	BADS	Bar	Box Office	Building or Health & Safety	Coffee Lounge or Sweets
Community Guild	Front of House	Fundraising Production	HCAOS	IT	Liaison
Lighting	NTP	Pantomime Company	Props	Safeguarding	Sewing Group
Scouts Gang Show	Sound	Stage	Stanley Opera	Tinhatters	Trustee
Wardrobe	Welcome Committee	Workshop or Wed Gang	Youth Theatre	Other	

Thank you for taking the time to complete this form. This information will be added to the new volunteer HUB database and kept in line with our privacy policy.

Please Return this completed form to:
Jen Hawkins, Safeguarding Trustee, Concordia Theatre, Stockwell Head, Hinckley, Leicestershire LE10 1RE.



HINCKLEY CONCORDIA ASSOCIATION VOLUNTEER APPLICATION FORM



DETAILS OF PERSON APPLYING AS A VOLUNTEER			
Name:			Date of Birth:
Address:			
Contact phone number:			
Contact email address:			
Do you hold a current DBS certificate? (please circle):	YES / NO		
If yes please provide the number and issue date here:			

WHICH DEPARTMENT WOULD YOU LIKE TO VOLUNTEER FOR? Please circle as many as you like and indicate a preference						
FRONT OF HOUSE	BAR	SWEETS	COFFEE LOUNGE	BOX OFFICE	NEWSLETTER DELIVERY	
WORKSHOP	COSTUME	PROPS	STAGE CREW	LIGHTING	SOUND	FLY CREW

Please indicate if you have a preference here:

DECLARATION	
Do you have any individual convictions, arrests not leading to convictions, reprimands or warnings recorded on police central records (including both 'spent' and 'unspent' convictions)? (please circle)	YES / NO
Are you aware of any allegation relating to you that has been substantiated following consideration by the Local Authority? (please circle)	YES / NO
If the answer is YES to either of the above questions please give details here:	

REFERENCES	
Please provide the names, addresses and occupations of two referees who are willing to support your application. Preferably, one of whom should be your present or most recent employer. If this is not possible, two character references are acceptable. References should not be from members of the applicants family.	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:
Email address:	Email address:
HCA are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all volunteers to respect this commitment. Volunteering at Concordia Theatre is subject to an enhanced DBS check.	

I confirm that the information provided above is correct and true to the best of my knowledge and that I will notify any changes to the organisation as soon as possible.	
Signature:	Date:

Thank you for taking the time to complete this form. All information provided will be held in line with our privacy policy.
Please return this form to: Judy Peatfield, Trustee, Concordia Theatre, Stockwell Head, Hinckley, Leicestershire LE10 1RE.



HINCKLEY CONCORDIA ASSOCIATION VOLUNTEER REFERENCE REQUEST



Dear Friend,

_____ has expressed an interest in becoming a volunteer with Hinckley Concordia Association (Concordia Theatre) and has given your name as a referee.

As an organisation committed to the welfare and protection of children, vulnerable adults and all those who volunteer for our organisation, we request references for all those people wishing to come and work with us.

If you are happy to provide a reference for the person named above, please could you complete the following information and return this form to the address detailed below. All information provided will be kept confidentially in line with our privacy policy.

How long have you known the person named above?	
In what capacity do you know the person?	
What attributes make this person suitable to work with HCA as a volunteer?	
How would describe this person's personality?	
Whilst working at the Concordia Theatre this person may come into contact with children, vulnerable adults or members of the public.	
Do you have any reason to be concerned about this person working with children or vulnerable adults?	YES / NO
Do you have any reason to be concerned about this person working with members of the public?	YES / NO
Are you aware of any reason that would make this person unsuitable to work as a volunteer?	YES / NO
If yes to any of the above questions please give detail here:	

YOUR DETAILS			
Name:			
Address:			
Phone Number:			
Email Address:			
I confirm that the information provided above is correct and true to the best of my knowledge.			
Signature:		Date:	

Thank you for taking the time to complete this form. Please return it to:
Judy Peatfield, Trustee, Concordia Theatre, Stockwell Head, Hinckley, Leicestershire LE10 1RE.



HINCKLEY CONCORDIA ASSOCIATION YOUNG VOLUNTEER CONSENT FORM



Dear friend,

As you have applied to become a young volunteer working at Hinckley Concordia Association (HCA) we need consent from your parents or carer. Please ask them to complete this form and return it to the address below.

Here at HCA the safety and wellbeing of our young volunteers is our primary concern and, as such, when we receive an application from a young person aged between 16 – 18 parent/carer consent is required before a volunteering opportunity can be confirmed.

Once a young person begins volunteering for HCA they will be assigned a mentor who will support them during their time volunteering with us. They will receive a full induction for the department in which they are working as well as information about all our mandatory policies and procedures such as safeguarding and health and safety.

Our young volunteers are supervised at all times whilst on site and we have a dedicated safeguarding team who can support and advise on any issues or concerns. The team's contact details can be found at the bottom of this form.

Please can you complete and return this form to confirm that you are happy for the young person named below to join our team.

DETAILS OF YOUNG PERSON VOLUNTEERING			
Name:		Date of Birth:	
Address:			
Phone Number:			
Email Address:			
DBS Number: (if they have one)		Date DBS issued:	

DETAILS OF PARENT OR CARER COMPLETING THIS FORM (please note that this information will be kept on file as an emergency contact)			
Name:		Date of Birth:	
Address:			
Phone Number:			
Email Address:			
Relationship to the above young person:			

CONSENT STATEMENT	
As parent or carer for the young person named above and having read the above statement do you give your consent for this person to begin volunteering with Hinckley Concordia Association? (please circle one option below)	
YES I give my consent	NO I do NOT give my consent
Signature of parent or guardian:	
Date form completed:	

Thank you for taking the time to complete this form. Please return this to:

Judy Peatfield, Trustee, Concordia Theatre, Stockwell Head, Hinckley, Leicestershire LE10 1RE.

If, at any point, you have any concerns in relation to this volunteering role please contact HCA safeguarding team on 07949 072204 or email: dsl@hcasafeguarding.co.uk



HINCKLEY CONCORDIA ASSOCIATION VOLUNTEER INDUCTION & TRAINING RECORD



DETAILS OF VOLUNTEER	
Name:	
Date of Birth:	
Address:	

DEPARTMENTS VOLUNTEER WORKS WITH (please circle as many as are relevant)					
FOH	BAR	SWEETS	COFFEE LOUNGE	BOX OFFICE	WELCOME COMMITTEE
MEMBERSHIP	PUBLICITY	BOOKINGS	NEWSLETTER DELIVERY	WORKSHOP/WED GANG	COSTUME
STAGE	LIGHTING	SOUND	FLY CREW	AV/IT	PROPS
	HEALTH & SAFETY	TRUSTEE	FINANCE	SAFEGUARDING	

MANDATORY INDUCTION TRAINING	
TRAINING	DATE COMPLETED
Introduction to Safeguarding Policy and Responsibilities (leaflet and policy)	
Volunteering Introduction (leaflet)	
Introduction to Department (with mentor/manager)	

FURTHER TRAINING (this list can be added to)	
TRAINING	DATE COMPLETED
Evac Chair Training	
Working at Height (lift/ladder training)	
Training in Workshop Machinery	
Rigging Training	
Further Manual Handling	
Trustee Responsibilities	
Further Safeguarding Training	
DSL Training (safeguarding team only)	
Fire Evacuation Training	
Licensed Chaperone	
Manual Handling Introduction	
First Aid	



HINCKLEY CONCORDIA ASSOCIATION PHOTO & RECORDING CONSENT FORM



Dear Parent or Carer,

As you will be aware your child will be participating in the activity detailed below. We would like to include your child in any photos and recordings in relation to this activity but need your consent to do so. Any images/words recorded in this way may be used for the following purposes:

- Flyers, posters or other promotional material for the purpose of publicising the event
- Event programme; venue displays and/or used in video/recording specifically for the event detailed below.
- Publicity for the said event produced by local media or associated society.
- Promotion of organisation by HCA via displays, theatre website or other media.

For your child to be able to participate please complete and return this form, as soon as possible, to the activity organiser.

DETAILS ABOUT THE EVENT (to be completed by the organiser of the event)	
Title of event (production title):	
Name of organiser of event (usually the director):	
Name of organising company (name of society):	
Date of production or specific event:	
Dates of rehearsals if applicable:	

ABOUT THE CHILD AND CARER	
Childs name:	
Name of person completing this form:	
Relationship to the child:	

CONSENT STATEMENT	
I understand that ALL images/recordings taken of my child during the activity detailed above will only be used for the following purposes:	
<ul style="list-style-type: none">• Electronic and printed information, displays and exhibitions publicising and/or related to the activity of the Concordia Theatre• By the Local Media for covering the above activity and that show your child and the Concordia Theatre in a positive light.• By the Concordia Theatre in fundraising activities for future productions and projects.• Use of photos/video on the Concordia website/social media for the sole purpose of publicising the activity.• Any digital images stored on file by the Concordia Theatre will be used for a maximum of 1 year and will then be destroyed. Any printed images may be stored indefinitely as part of the organisation's archive. This is not publicly available.• If applicable, recordings of the performance may be available to members of the production cast and crew.	
I also understand that any images/recordings:	
<ul style="list-style-type: none">• Will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent/guardian.• Will NOT be passed to any second party other than for those detailed above.• Will NOT be used in any new publication more than one year after the date the image was taken.	
As parent or guardian for the child named above and having read the above statement do you give your consent for photos and other recordings to be taken and used as described? (please circle one option below)	
YES I give my consent	NO I do NOT give my consent
Signature of parent or guardian:	
Date form completed:	

All completed paperwork will be stored securely and dealt with in line with our privacy policy.
If you have any concerns in relation to the above please contact the activity organiser or HCA safeguarding team on 07949 072204



HINCKLEY CONCORDIA ASSOCIATION PERSONAL EMERGENCY EVACUATION PLAN



This form is to be completed for each individual that may require assistance during an emergency evacuation situation. This could be for a child or adult with additional needs. For example, this could include those who may need assistance with stairs or those who might need additional guidance in an emergency situation.

This form should be kept securely with the rehearsal register or sign in desk/stage manager's desk (whichever is most appropriate).

This form need only be retained for the duration of the event/production and should be destroyed after the last event.

This plan should be shared with all those involved to ensure the safety of the named person in and emergency situation.

DETAILS OF PERSON THIS PLAN SUPPORTS	
Name:	
Date of Birth:	
Contact phone number:	
Contact email address:	

EVENT COVERED BY THIS PLAN	
Name of Society:	
Title of Production:	
Dates of event: (rehearsal period or show dates)	
If rehearsals, please specify room in which rehearsals take place:	

SUMMARY OF SUPPORT REQUIRED	
Please detail here how this person needs support in an emergency situation:	
Name(s) of person(s) providing support:	
Date this plan was completed:	

Plan authorised by:			
Supported person	Signature:		Date
Director	Signature:		Date:
Stage Manager	Signature:		Date:
Supporting Person 1	Signature:		Date:
Supporting Person 2	Signature:		Date:



HINCKLEY CONCORDIA ASSOCIATION INTERNAL BOOKING CONFIRMATION



Dear Friend,

As an affiliated society we thank you for making another booking to use the facilities at the Concordia Theatre.

All societies must comply with our Child Protection and Safeguarding Policy. You will have received an introduction to this policy and a full copy can be obtained by contacting the link trustee Jen Hawkins on 07866 376917.

The theatre's safeguarding team must receive a completed copy of this form for every production, no later than one month before auditions begin. All information will be kept securely in line with HCA's privacy policy.

Where children or vulnerable adults are involved in a production the society shall be responsible for providing the theatre's safeguarding team with a copy of their own Child Protection Policy (where the theatre's policy is not adopted), and a copy of audition, rehearsal and performance safeguarding risk assessments. These documents should be provided no later than 2 weeks before each stage takes place.

To fulfill our duty of care the safeguarding team require you to complete and return the following information:

Section 1 – Who is involved			
Name of society:			
Title of production:			
Date of auditions:			
Date rehearsals begin:			
Dates society are on stage (pre show week):			
Dates of production (show week):			
Are there children (under the age of 18) involved in your production? (if yes complete all sections, if no complete section 1, 2, 4 and 5)			YES / NO
Are there vulnerable adults involved in your production? (if yes complete all sections, if no complete section 1, 2, 4 and 5)			YES / NO
Section 2 – Policy and Risk Assessments			
Our society has read and understood the Hinckley Concordia Association's Terms and Conditions for affiliated societies and the society and its members agree to abide by them.			YES/NO
Section 3 - Please tick one of the below options where children or vulnerable adults are involved with your production			
Our society has its own child protection policy and risk assessment and will forward copies of these to the theatre safeguarding team no later than 1 month prior to auditions commencing. Our society will also provide all of the relevant paperwork and risk assessments within the appropriate timeframes.			
Our society adopts Hinckley Concordia Association's child protection and safeguarding policy and procedures. If we require a copy of the policy we will contact the theatre's safeguarding team. Our society will also provide all of the relevant paperwork and risk assessments within the appropriate time frames.			
Section 4 – Safeguarding Contact for your society			
Name:			
Phone Number:			
Email address:			
Section 5 – Confirmation			
Name (person completing this form):			
Signature:		Date:	

Once again many thanks for taking the time to complete and return this information.

HINCKLEY CONCORDIA ASSOCIATION
Concordia Theatre,
Stockwell Head,
Hinckley,
Leics, LE10 1RE

Tel: 01455 615005
www.concordiatheatre.co.uk Charity
Commission Registration No. 501904



HINCKLEY CONCORDIA ASSOCIATION EXTERNAL BOOKING CONFIRMATION



Dear _____

Thank you for making an enquiry to use the facilities at our theatre for a private booking. As part of our theatre's child protection policy, we are required to ask all private bookings to provide us with the following information before any hire documentation is forwarded to you by our Bookings Officer, Jane Bradley.

All external hirers will need to comply with our child protection and safeguarding policy, an introduction to which is enclosed. A full copy of the policy can be obtained by contacting the safeguarding team's link trustee, Jen Hawkins on 07866 376917.

The hirer must advise, before booking is agreed, if children and/or vulnerable adults are to be involved.

Where children are involved, a copy of the hirer's child protection policy and a safeguarding risk assessment will be required prior to confirming a booking. Where a hirer does not hold such documentation, the opportunity to adopt the Association's policies and systems is offered.

Policy Statement

It is the policy of the Hinckley Concordia Association that the welfare of the child, young person and vulnerable adult is paramount: regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the theatre, has the right to protection from physical, sexual and emotional abuse and neglect. By completing this form you are helping us to fulfill this statement.

Many thanks for taking the time to read the above.

The safeguarding team require you to complete and return the following information about your booking:

Section 1 – Who is involved	
Are there children (anyone under the age of 18) involved in your private booking?	YES / NO
Are there vulnerable adults involved in your private booking?	YES / NO

**If you have answered YES to section 1 above please complete section 2, 3 and 4.
If you have answered NO please complete section 4.**

Section 2 – Policy and Risk Assessments	tick one
I/We have our own child protection policy and risk assessment and will forward copies of these to the theatre electronically at admin@hcasafeguarding.co.uk within 28 days of our booking being confirmed.	<input type="checkbox"/>
I/We would like to adopt Hinckley Concordia Association's child protection policy and systems. The theatre's safeguarding team will send an electronic copy of the policy to the contact detailed below within 28 days of booking being confirmed.	<input type="checkbox"/>

Section 3 – Safeguarding Contact for incoming company	
Name:	
Phone Number:	
Email address:	

Section 4 – Confirmation			
Name (person completing this form):			
Signature:		Date:	

Upon receipt of this document, and following review by our safeguarding team, our bookings officer, Jane Bradley will contact you directly to confirm any outstanding details. Once again thank you for taking the time to complete and return this information. All information will be kept securely in line with HCA's privacy policy. Many thanks, The Safeguarding Team, Concordia Theatre.

HINCKLEY CONCORDIA ASSOCIATION
Concordia Theatre,
Stockwell Head,
Hinckley, Leics, LE10 1RE

Tel: 01455 615005
www.concordiatheatre.co.uk Charity
Commission Registration No. 501904