

## Child Protection and Safeguarding

Document Audit Trail	
Document Name:	Child Protection and Safeguarding
Document Reference Number:	A01
Document Author:	Safeguarding Team
Date First Adopted:	06/10/2015
Name of Team / Person to complete review:	Safeguarding Team & HCA Trustees
Date of Next Review:	December 2025

<b>Date Document Last Reviewed by</b>	17th December 2024
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Document Sign Off			
Signed off by:	Will Hare		
Role:	HCA Chairman		
Signature:		Date:	17/12/2024

Revision History	
Date of revision	Details of Revision
March 2018	Safeguarding Team Updates
August 2018	Policy Updated – rewrite and additions
August 2019	Policy Updated
February 2021	Policy Updated
June 2022	Policy Updated
June 2023	Policy Updated
December 2024	Policy Updated

## Child Protection and Safeguarding

### Policy Adoption History

Date of Adoption	Details of Adoption
24th June 2014	Policy originally agreed by LCC
6th October 2015	Policy approved by trustees
February 2016	Final update
September 2016	Policy updated

### Policy Scrutiny History

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

Date of Scrutiny	Details of Scrutiny
Oct 2018	LCC LADO & CIEE
Sept 2018	H&B Council Licensing Dept
Sept 2018	Charity Commission
2022	Last shared to the above

## **Child Protection and Safeguarding**

### **Contents**

1. Policy audit trail record
  2. Contact details for reporting safeguarding concerns or allegations
  3. Introduction
  4. Safeguarding roles and responsibilities of HCA volunteers
  5. What is abuse and neglect and how to recognise the signs
  6. What to do if you suspect abuse or neglect
  7. How to respond to a disclosure of abuse or neglect
  8. Volunteering for Hinckley Concordia Association
  9. Safeguarding responsibilities of affiliated societies and external hirers whilst using Hinckley Concordia Association facilities
    - 9.1 Band members
    - 9.2 Children as members of the public
  10. Guidance for appropriate interactions
  11. Supervision and chaperoning of children
    - 10.1 Audition and rehearsal requirements
    - 10.2 Preproduction week and show week requirements
    - 10.3 Rehearsal and performance requirements for vulnerable adults or those with additional needs
    - 10.4 Guidance on after show events
  12. Child performance licensing
    - 11.1 Chaperones and child licences
    - 11.2 Exemptions
    - 11.3 Applying for child performance licences
    - 11.4 Body of persons exemption
    - 11.5 Refusal to grant a licence or revocation
    - 11.6 Regulations and guidelines
  13. Photography and recording policy
    - 12.1 Mobile phone policy
  14. Guidance for live and recorded online activity
    - 13.1 Guidance for recorded activity
    - 13.2 Guidance for live activities (meetings, auditions, rehearsals)
    - 13.3 Setting up the meeting
    - 13.4 During the meeting
    - 13.5 At the end of the meeting
  15. School/group visits and tours
  16. Storage and retention of safeguarding paperwork
  17. Appendices
    - A. Guidelines on timings for children in performance
    - B. Further details in relation to chaperones
    - C. HCA code of conduct
    - D. Safeguarding trifold leaflet
    - E. Safeguarding team procedure for dealing with a reported concern
    - F.
  - G. Useful links and references
- Flow chart of paperwork requirements
18. Forms
    - A. Record of concern form
    - B. Photo and recording consent form
    - C. Personal emergency evacuation plan (PEEP Form)
    - D. Internal booking confirmation form
    - E. External booking confirmation form

## Child Protection and Safeguarding

### 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.

The current team is made up of DSLs a link trustee and safeguarding support volunteers, For safeguarding concerns please contact a DSL or for safeguarding admin support or guidance please contact the safeguarding support volunteers

#### **Designated Safeguarding Leads (DSLs)**

The DSLs can be contacted on 01455 620760

Email: [dsl@hcasafeguarding.co.uk](mailto:dsl@hcasafeguarding.co.uk)

This safeguarding phone is staffed 24/7

#### **If the DSLs are not available please contact our safeguarding trustee**

Jen Hawkins

Phone: 07866 376917 or email: [jen@hcasafeguarding.co.uk](mailto:jen@hcasafeguarding.co.uk)

#### **Safeguarding support volunteers :**

Email: [admin@hcasafeguarding.co.uk](mailto: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  
Allegations line; 0116 305 4141

##### **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](http://www.childline.org.uk)

Phone: 0800 1111

## Child Protection and Safeguarding

### 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/website 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

A01 | Child Protection and Safeguarding

Last Reviewed: 17/12/2024 | Next Review: December 2025

## **Child Protection and Safeguarding**

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 every three years on behalf of the organisation. This policy will be shared for comment with LCC LADO, Hinckley & Bosworth Council and the Charity Commission before being published.
9. HCA's safeguarding team are an independent group that acts purely in the best interests of children
10. and vulnerable adults and as such operates separately from trustees of the organisation. There will be a link trustee as part of the team.

## **Child Protection and Safeguarding**

### **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.
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 an induction process relevant to their role. This will include a safeguarding briefing directing them to this policy. Inductions will be carried out by heads of departments or senior volunteers. Any volunteer who would like further information or guidance about safeguarding within the organisation should contact the safeguarding team.
10. Physical contact and intervention in any situation should be a last resort. It is up to each individual to decide whether or not to step in. Individuals should be mindful to not put themselves in harms way and if appropriate call 999.



## Child Protection and Safeguarding

### 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

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.

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.

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> <li>• Hitting, shaking or throwing</li> <li>• Poisoning, burning or scalding, drowning or suffocating</li> <li>• Any other cause of physical harm to a child.</li> <li>• Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained bruising, marks or injuries on any part of the body</li> <li>• Bruises which reflect hand marks or fingertips (from slapping or pinching)</li> <li>• Cigarette burns</li> <li>• Bite marks</li> <li>• Broken bones</li> <li>• Scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parents being approached</li> <li>• Aggressive behaviour or severe temper outbursts</li> <li>• Flinching when approached or touched.</li> <li>• Reluctance to get changed, for example wearing long sleeves in hot weather</li> <li>• Depression</li> <li>• Withdrawn behavior</li> <li>• Running away from home</li> </ul>



## Child Protection and Safeguarding

### 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"> <li>Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</li> <li>Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</li> <li>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.</li> <li>Seeing or hearing the ill-treatment of another.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. away from their parents' care.</li> <li>Sudden speech disorders</li> <li>Developmental delay, either in terms of physical or emotional progress</li> </ul>	<ul style="list-style-type: none"> <li>Neurotic behaviour, e.g. rocking, hair twisting</li> <li>Being unable to play</li> <li>Fear of making mistakes</li> <li>Self-harm</li> <li>Fear of parent being approached regarding their behaviour</li> </ul>

## Child Protection and Safeguarding

### 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"> <li>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.</li> <li>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.</li> <li>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).</li> <li>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.</li> <li>Female Genital Mutilation (FGM) – This is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before <a href="#">puberty</a> starts. It's illegal in the UK and is child abuse.</li> </ul>	<ul style="list-style-type: none"> <li>Chronic itching or pain in the genital/anal area</li> <li>Bleeding/bruising near the genital/anal area</li> <li>Sexually transmitted disease</li> <li>Vaginal discharge or infection</li> <li>Stomach pains</li> <li>Discomfort when walking or sitting</li> <li>Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>Sudden or unexplained behavioural changes, e.g. becoming aggressive or withdrawn</li> <li>Fear of being left with a specific person or group of people</li> <li>Having nightmares</li> <li>Running away from home</li> <li>Sexual knowledge beyond their age or developmental level</li> <li>Sexual drawings or language</li> <li>Bedwetting</li> <li>Eating problems</li> <li>Self-harm</li> <li>Saying they have secrets they cannot tell anyone about</li> <li>Drug or substance abuse</li> <li>Suddenly having unexplained sources of money</li> <li>Not allowed to have friends (particularly in adolescence)</li> <li>Acting in a sexually explicit way towards adults</li> </ul>

## Child Protection and Safeguarding

### 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"> <li>• Provide adequate food, clothing and shelter (including exclusion from home or abandonment)</li> <li>• Protect a child from physical and emotional harm or danger</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers)</li> <li>• Ensure access to appropriate medical care or treatment</li> <li>• It may also include neglect of, or unresponsiveness to, a child's basic emotional needs</li> </ul>	<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others</li> <li>• Constantly dirty or 'smelly'</li> <li>• Loss of weight, or being constantly underweight</li> <li>• Inappropriate dress for the conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of constant tiredness</li> <li>• Not requesting medical assistance and/or failing to attend appointments</li> <li>• Having few friends</li> <li>• Mentioning their being left alone or unsupervised</li> </ul>

## Child Protection and Safeguarding

### 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.

Further information to promote awareness of other issues, as listed below, can also be found in the references section:

- Radicalisation and exploitation
- Modern slavery
- Trafficking
- County Lines

**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.**

## **Child Protection and Safeguarding**

### **6. What to do if you suspect abuse, neglect or a child in need.**

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 other person other than HCA DSLs, safeguarding link trustee or any of the agency's mentioned in point 3 above.
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.
6. If a young person is acting as a carer and they need further support information can also be passed to the safeguarding team so they can ensure appropriate signposting.

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.

## **Child Protection and Safeguarding**

### **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.
11. Further support for those receiving a disclosure is available from the HCA safeguarding team if required.

### **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.

## **Child Protection and Safeguarding**

### **8. Volunteering for HCA**

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 when appropriate. 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 16 and 17 will be supervised at all times by appropriate volunteers with a DBS check. 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 for example, 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. 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.
5. HCA has a clear volunteer structure in place. Information in relation to volunteers is stored on a secure, cloud based database (VIC) which is managed in line with the organisation's privacy policy and GDPR legislation. Details about all aspects of HCA volunteering and related processes can be found in HCA's Volunteering Policy.



## **Child Protection and Safeguarding**

### **9. 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 here.
2. Where children or vulnerable adults are involved, an affiliated society or external hirer will provide the HCA safeguarding team with two safeguarding risk assessments. One which covers auditions and rehearsals and another to cover performances. These should be provided no later than 2 weeks prior to auditions or performances taking place at the Concordia Theatre.
3. Affiliated societies will ensure that all cast members aged 18 and over complete a registration on VIC, 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. In most cases this will be completed via the electronic signing in system. Where cast members or volunteers do not have swipe cards (such as youth theatre) a signing in register will be maintained by the responsible adult.
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. These can be provided by the HCA safeguarding team if required 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.
9. Parents should not ordinarily bring children who are not involved in the production to a rehearsal. However, if it is unavoidable, and a child attends a rehearsal with their parent, the parent must be responsible for the child whilst on HCA premises. If the parent is unable to fully supervise the child due to their involvement in the rehearsal, they should clearly designate another adult to be responsible for

## **Child Protection and Safeguarding**

their child. Under these circumstances, the children are not part of the production, and therefore they are not considered to be under HCA's safeguarding remit.

10. The safeguarding team may visit any society at any stage of the production process. This is a supportive visit and may involve talking to the children/young people involved.

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.

### **9.1 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 if the show has children involved.

Musicians 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.

### **9.2 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.

In exceptional circumstances, where HCA volunteers/society members need to bring their child to the theatre the child must be supervised and will remain the responsibility of their parent or carer.

## Child Protection and Safeguarding

### 10. Guidance on appropriate interactions

This addition to the HCA safeguarding policy is intended to give a clear framework to ensure HCA volunteers follow best practice guidelines when working with/having contact with children and young people accessing our facilities.

This expands on the code of conduct found in the blue safeguarding leaflet and in appendices

This document aims to enable volunteers to safely support children and young people whilst protecting themselves from allegations.

**It is important to remember that anyone under the age of 18 is still a child. Volunteers, and those in positions of responsibility, must maintain appropriate boundaries at all times.**

Adults should be mindful in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

Despite your best intentions your own behaviours, although innocent, may be misunderstood.

HCA adults/volunteers working with children and young people are in a position of responsibility and trust. It is important to know that some children and young people may put adults in the group on a pedestal to gain approval and recognition. You need to be aware of what these behaviours may look like and understand that it is the adult's responsibility to maintain boundaries and to respond appropriately.

To help with this understanding please see the list of points below.

1. Adults/volunteers should not treat children and young people as peers and should not share personal or private information.
2. Being over familiar or close physical contact between adults and children and young people should not be encouraged. This means that you should not initiate over familiar behaviours such as hugs, kissing, hand holding, sitting on knees etc.
3. Always be aware of your surroundings and do not allow yourself to be in a 1 on 1 situation with
4. a child/young person, ie don't offer lifts without prior arrangement with parents/carers, or go into
5. a separate room unaccompanied.
6. Don't participate in any activity that makes a child or young person feel indebted to you (such as giving individual gifts/sweets etc). This does not mean that sweets cannot be shared with the whole group as a communal activity.
7. Don't contact young people (other than for legitimate society business) by phone, in person or on social media outside official groups. All communications with children and young people should be open and transparent and open to scrutiny.
8. Refrain from making sexually explicit comments or jokes around children and young people. Do not describe them using sexual words/language, eg. fit, hot, sexy, ripped, etc.
9. To protect yourself and the reputation of HCA you must maintain appropriate boundaries with children and young people associated with the HCA even when away from the theatre premises. For example if you bump into someone in a bar boundaries should still be maintained.

**REMEMBER IT IS ALWAYS THE ADULTS RESPONSIBILITY TO MANAGE THESE SITUATIONS AND RELATIONSHIPS AND CONDUCT THEMSELVES APPROPRIATELY.**

Failure to maintain appropriate boundaries may result in a person's being removed and reports being made to local authorities and the police.

A01 | Child Protection and Safeguarding

Last Reviewed: 17/12/2024 | Next Review: December 2025

Page 18 of 40

## **Child Protection and Safeguarding**

### **11. 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 (except those outlined in 11.2 below). The following section of the policy aims to clarify the requirements and expectations of all those societies and hirers where children are involved. The below requirements are a minimum expectation and societies/hirers may wish to use chaperones throughout the rehearsal period.

#### **11.1 Auditions and rehearsal requirements**

- a. 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.
- b. HCA considers a responsible adult to be someone over the age of 18 where HCA has a record of their valid DBS check. They will also have a good working knowledge of the HCA child protection and safeguarding policy and will be in regular contact with HCA safeguarding team.
- c. This ratio applies to up to 24 children. If there are more than 24 children then another responsible adult is required per 12 children. It may be advisable to increase this ratio if working with younger children. Societies/hirers are advised to discuss this with HCA safeguarding team if unsure.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. As a minimum, any child aged between 12 – 17 must be signed in and out by the responsible adult during rehearsals. This can take the form of an overseen register.
- i. For children aged 17 there is no requirement for there to be a responsible adult present as detailed in point 5 above. However, it is recognised and acknowledged that this age group are still covered by the Children's Act 2004. 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.
- j. This policy applies to all users of the theatre including all affiliated societies and external hires.
- k. Where external hires involve one to one sessions HCA recommend that an additional person (over 18) is in attendance.

## **Child Protection and Safeguarding**

### **11.2 Preproduction week and show week requirements**

11. Based on Leicestershire County Council recommendation it is HCA's policy that once a show moves from the rehearsal room onto the stage and begins tech/dress rehearsals and public performances, 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).
12. New guidance relating to the number of consecutive rehearsal and performance dates has been issued. This means that children must not perform for more than 6 days/nights in a row. THIS INCLUDES REHEARSALS AND DRESS REHEARSALS PRIOR TO FIRST NIGHT.
13. 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.
14. The voice of the child or young person must be considered in relation to individual gender identification particularly in relation to dressing rooms to ensure that the individual feels comfortable.
15. 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.

### **11.3 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.

## **Child Protection and Safeguarding**

### **11.4 Guidance on after show events and private parties**

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.

Once a child has been signed out of the rehearsal or show they are no longer the responsibility of HCA as parental responsibility is then in place. Any concerning activity witnessed outside of the theatre's responsibility should be reported to the police.

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



## Child Protection and Safeguarding

### 12. Child performance licensing

#### 12.1 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.

- a. 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.
- b. 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.
- c. 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.
- d. The arrangements for the journey from home to the place of performance and back must be satisfactory for the child's safety.
- e. The chaperone must safeguard the child's welfare and not do anything that could jeopardise the child's welfare, or cause them any harm.
- f. 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.
- g. At no time should a child perform if unwell.
- h. 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.
- i. 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.
- j. The child should not perform if a licence or exemption has not been granted.
- k. 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.
- l. It is the responsibility of the affiliated society or external hirer to check that the chaperone has a current valid licence.
- m. 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.
- n. 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.
- o. 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.



## **Child Protection and Safeguarding**

### **12.2 Exemptions**

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

- p. When no payment is being made to the child or another person other than defraying expenses
- q. When there is no absence from school
- r. 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:

- s. A completed part 1 of the performance licence application form, to cover all children.
- t. A list of the licensed chaperones/supervising adults that will be caring for the children.
- u. A list of the children's full names, dates of birth, full addresses including postcode, and name of school each child attends.
- v. An exemption must be applied for 21 days prior to the first performance.

## Child Protection and Safeguarding

### 12.3 Applying for performance licences

The affiliated society or external hirer must apply for a performance licence to cover each individual child from the date of the first performance of 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 organisation's 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.

### 12.4 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.

## **Child Protection and Safeguarding**

### **12.5 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:

- w. • The child is fit to take part in the performance
- x. • Taking part in the performance will not have a detrimental effect on the child's education;
- y. • 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.

### **12.6 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.

## Child Protection and Safeguarding

### 13. 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, or record of such, 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**

#### 13.1 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.

## Child Protection and Safeguarding

### 14. Guidance for live and recorded online activity

For meetings, auditions and rehearsals organised via online platforms, this additional guidance has been added to our policy.

#### 14.1 Guidance for recorded activities

If you are requesting that society members record themselves performing and send it to you for distribution, please follow these guidelines:

1. You must gain informed consent from all participants to be recorded and for the recording to be shared.
2. Permission must be sought from parents/carers of children under the age of 16.
3. Notification should be given to parents/carers of children aged 16 – 17 that the recording is taking place and what it will be used for.
4. You must inform parents/carers that they are required to be present in the room when children under the age of 16 are recording themselves for the purpose of sharing it with you. (They do not have to be visible in the recording.)
5. Children under the age of 16 must not use their personal email address to send the recording to you.
6. You must not keep recordings for any use other than that which was specified to the participant.

#### 14.2 Guidance for live online activities (meetings, auditions, rehearsals)

There are many platforms available for this purpose. The Safeguarding Team has based this guidance on the Zoom platform; it is user friendly, contains a number of useful safeguarding measures and options and the safeguarding team has recently received queries about using it. At the end of the document, you will find guidance for a number of other platforms; however, much of this guidance can also be applied to these.

It is important to note that Zoom is intended for use only by those over the age of 16; therefore, parental consent and supervision will be required for those under 16. Other online platforms have varying minimum age requirements, ranging from 13 to 18. If you choose to use alternative platforms, it is your responsibility to check these requirements prior to use.

You must not invite a child under the age of 16 to join any online platform without first gaining permission from their parent or carer. You must notify the parents and carers of children aged 16 – 17 of your intentions to do so. If a child does not meet the minimum age requirements, a parent or carer must register for the platform and supervise the child during any meetings.

## Child Protection and Safeguarding

### 14.3 Setting up the meeting

1. Designate a host for your meeting. This person will be responsible for setting up the meeting, sending out invitations and monitoring activity during the meeting; therefore, your host should not be required to lead or to take an active part in the meeting. If some or all of the meeting participants are under the age of 18, the host must be a responsible adult (as defined in the Hinckley Concordia Association Child Protection and Safeguarding Policy), and there must be an additional responsible adult in the meeting.
2. Scheduling a meeting and requiring registration will allow the host to preview the participants and reduce the risk of unknown participants entering the meeting.
3. The host must send meeting invitations and requests for meeting registration to the parents/carers of any child under the age of 18. Parents/carers must register for children under the age of 16. For 16 – 17 year olds, parents/carers can take the decision to either use their own details to register the child, or to assist the child in giving informed consent to use their own personal data. Meeting invites must be sent to the parents of anyone under the age of 18 to allow for acknowledged consent. This means that as the parent will have to allow the child/young person to access the link this action constitutes their consent.
4. The host must inform the parents/carers of any child under the age of 16 that they are required to be present in the room with the child at the time of the meeting. (They do not need to be visible on the camera).
5. If the host intends to record the meeting, they must gain informed consent from the participants, or their parents/carers if under the age of 16. The host must state the purpose for the recording.
6. The host and participants must not share the meeting URL on social media.
7. Use the 'password protect' function to secure the meeting.
8. It is recommended that the host uses a random meeting ID, rather than their personal meeting ID which can be used repeatedly and is less secure.
9. It is recommended that the host disables the 'join before host' option.
10. It is recommended that the host enables the 'virtual waiting room' to permit them to view who they are allowing into the meeting.
11. It is recommended that the host enables 'mute upon entry' to give them time to allow participants in and to set the ground rules for the meeting.
12. It is recommended that the host disables 'screen sharing' to give them full control over the screen.
13. For meetings where some or all participants are under the age of 18, the host must adjust the chat function to allow participants to message the host or designated responsible adult only; or disable the chat function completely.

## **Child Protection and Safeguarding**

### **14.4 During the meeting**

1. It is recommended that the host sets ground rules at the start of the meeting. Any offensive or inappropriate language or actions must be dealt with by the host. If any participant is not complying with the ground rules, the host can remove them from the meeting.
2. The host should lock the room once all participants have entered to prevent anyone unknown from entering.
3. Participants should not be required to have their camera turned on if they do not wish to.
4. If the host intends to use the 'breakout room' function to hold meetings within a meeting, where there are participants under the age of 18 a responsible adult must be available to monitor the room.

### **14.5 At the end of the meeting**

1. The host must click to end the meeting. This is important where some or all participants are under the age of 18 in order to make sure no one remains in the meeting unsupervised.
2. Invite feedback from participants, parents and carers. This is a new way of working for most people and improvements can always be made.

Further information and guidance about online activity can be found in Appendix H – Useful Links and References.



## Child Protection and Safeguarding

### 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:

<b>Pupil Age</b> (Ages are included for vertical groupings)	<b>Adult/Pupil Ratios</b>
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 <sup>th</sup> form	1:20
This table does not include the one additional supervisor for unforeseen events/emergencies.	

## Child Protection and Safeguarding

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### 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.

## Child Protection and Safeguarding

### SUPERSEDED DOCUMENTATION

This policy supersedes the following document/s:

### ASSOCIATED DOCUMENTATION

Volunteering Policy

Lone Working Policy

Health & Safety Policy

## Child Protection and Safeguarding

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### 17. Appendices

## Child Protection and Safeguarding

### Appendix A - 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.**

## **Child Protection and Safeguarding**

### **Appendix B – 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 charge for voluntary chaperones and 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

## Child Protection and Safeguarding

### Appendix C – 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 or drug use 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.



## Child Protection and Safeguarding

### Appendix D – Safeguarding trifold leaflet – update pending

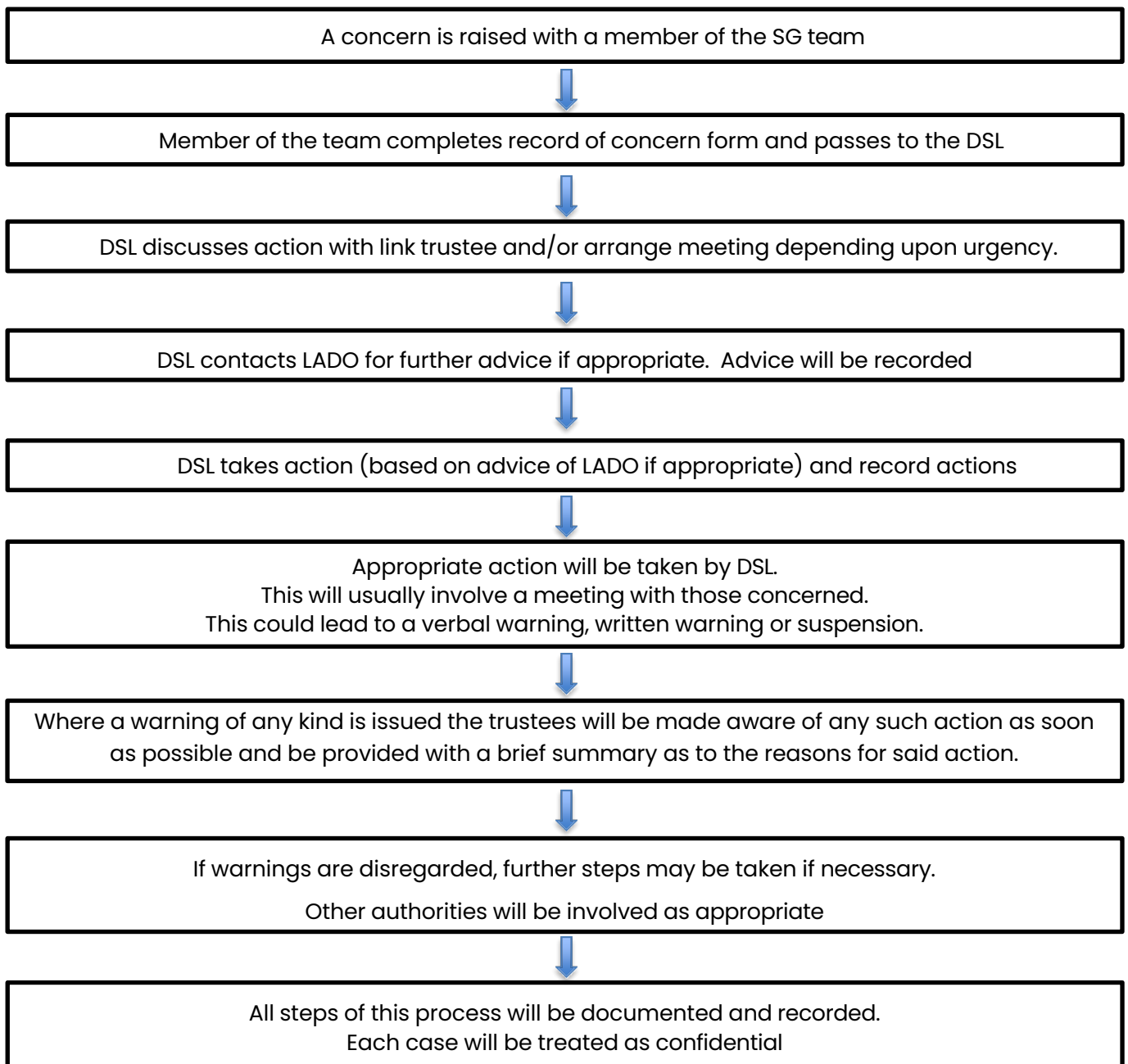
<p><b>CONTACT DETAILS FOR REPORTING SAFEGUARDING CONCERNS OR ALLEGATIONS</b></p> <p>If you have a concern relating to safeguarding issues within the theatre please contact one of our Designated Safeguarding Leads (DSL)</p> <p><b>Designated Safeguarding Leads (DSLs)</b> Ash Munton, Julie Perry</p> <p><b>Phone: 07949 072204</b> <b>Email: ds1@hcasafeguarding.co.uk</b></p> <p>Please note: the above phone number is staffed 24/7 and operates on a rota basis.</p> <p><b>If the DSLs are unavailable you should contact Jen Hawkins (Safeguarding Trustee)</b></p> <p><b>Phone: 07866 376917</b> <b>Email: jen@hcasafeguarding.co.uk</b></p> <p><b>Any safeguarding correspondence should be sent to the following address:</b></p> <p>The Safeguarding Team, Concordia Theatre, Stockwell Head, Hinckley LE10 1RE</p> <p><b>APPROPRIATE CONTACTS OUTSIDE THE ORGANISATION</b></p> <p>First Response Children's Duty Team, Children and Young People's Service County Hall, Glenfield LE3 8RF 0116 305 0005</p> <p><b>Local Authority Designated Officer (LADO)</b> Safeguarding and Improvement Unit, County Hall, Glenfield LE3 8RF 0116 305 7597</p> <p><b>Safeguarding Development Officer, Child Protection</b> Safeguarding and Improvement Unit, County Hall, Glenfield LE3 8RF 0116 3057750 / 0116 3057317</p> <p><b>Police Child Abuse Investigation Unit (CAIU)</b> Call 101 Childline: 0800 1111</p>	<p><b>INTRODUCTION TO CHILD PROTECTION AND SAFEGUARDING</b></p> <p>In this leaflet we aim to give you a basic introduction to our theatre's child protection and safeguarding policies and procedures.</p> <p>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.</p> <p>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.</p> <p><b>POLICY STATEMENT SUMMARY</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>We are here to support our volunteers with these processes and are always available to answer questions should they arise.</p> <p>We are committed to providing appropriate safeguarding training and welcome discussion around what further training volunteers would like.</p> <p>For young volunteers (those aged between 16 – 18) we will provide a mentor and support is always on hand by contacting the safeguarding team.</p>	<p>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.</p> <p><b>CAST AND VOLUNTEER ROLES AND RESPONSIBILITIES</b></p> <p>All cast, staff and volunteers are responsible for reading and complying with the child protection and safeguarding policy.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <p><b>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.</b></p> <p>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.</p>
<p><b>THE ROLE OF THE SAFEGUARDING TEAM</b></p> <p>The safeguarding team are primarily in place to protect the safety and wellbeing of children, young people and vulnerable adults at the Concordia Theatre.</p> <p>They are available 24/7 for you to discuss your concerns and to deal with safeguarding issues if/when they arise.</p> <p>They are also available to support all staff and volunteers with advice and guidance on all matters that fall within this policy, such as:</p> <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Bullying concerns</li> <li>• Whistleblowing</li> <li>• Requirements for parent/carer consent</li> <li>• Production safeguarding paperwork</li> <li>• Child performance licensing</li> <li>• Volunteer lone working</li> <li>• Volunteer DBS checks</li> <li>• Volunteer recruitment, training and induction</li> <li>• Concordia HUB database</li> </ul> <p>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.</p> <p>The Safeguarding team also review the child protection and safeguarding policy at least annually.</p> <p>If you have any concerns, questions or need further support please don't hesitate to get in touch.</p>	<p><b>HCA Code of Conduct</b></p> <p>HCA encourages a welcoming and friendly community based on respect and understanding for each other.</p> <p>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.</p> <ol style="list-style-type: none"> <li>1. Be respectful of one another.</li> <li>2. Support each other with tasks.</li> <li>3. Treat everyone with dignity in the way you would want to be treated yourself.</li> <li>4. Set a positive example for others.</li> <li>5. Treat each other fairly so that everyone has the same opportunities.</li> <li>6. Respect a person's right to personal space and privacy.</li> <li>7. Allow people to talk about any concerns they have.</li> <li>8. Encourage each other to challenge attitudes or behaviours that are inappropriate or disrespectful.</li> <li>9. Do not trivialise abuse. Take any allegation or concern of abuse or bullying seriously and refer them on to the safeguarding team.</li> <li>10. If you are not sure about something don't hesitate to ask someone for help.</li> <li>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.</li> <li>12. Drinking alcohol when you are directly responsible for children or vulnerable adults is not permitted.</li> <li>13. Never allow children under the age of 18 to drink alcohol.</li> <li>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.</li> </ol>	<p><b>Hinckley Concordia Association</b></p>   <p><b>Child Protection and Safeguarding Policy</b></p> <p>Last Updated: 30/8/2018</p>

## Child Protection and Safeguarding

### Appendix E



#### Safeguarding team procedure dealing with a concern



## Child Protection and Safeguarding

### Appendix F – Useful links and references

Further information on:	Website link
DBS Code of Practice	<a href="https://www.gov.uk/government/publications/dbs-code-of-practice">https://www.gov.uk/government/publications/dbs-code-of-practice</a>
Adult categories of abuse	<a href="http://www.llradultsafeguarding.co.uk/abuse/">http://www.llradultsafeguarding.co.uk/abuse/</a>
The Children (Performance s and Activities) (England) Regulations 2014	<a href="http://www.legislation.gov.uk/ukxi/2014/3309/contents/made">http://www.legislation.gov.uk/ukxi/2014/3309/contents/made</a>
Licencing Links	<a href="https://www.leicestershire.gov.uk/education-and-children/child-employment">https://www.leicestershire.gov.uk/education-and-children/child-employment</a> <a href="https://www.noda.org.uk/">https://www.noda.org.uk/</a> <a href="http://www.nncee.org.uk">http://www.nncee.org.uk</a>
NSPCC website – Responding to Bullying	<a href="https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/signs-symptoms-effects/">https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/signs-symptoms-effects/</a>
NSPCC website - radicalisation	<a href="https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation">https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation</a>
NSPCC Website Modern slavery and trafficking	<a href="https://learning.nspcc.org.uk/child-abuse-and-neglect/child-trafficking-and-modern-slavery/">https://learning.nspcc.org.uk/child-abuse-and-neglect/child-trafficking-and-modern-slavery/</a>
NSPCC Website County Lines	<a href="https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/">https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/</a>
Other Useful Links	
Policy Paper – Safeguarding Children and Young People	<a href="https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people">https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people</a>
Instructions for how to secure a Zoom meeting:	<a href="https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/">https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/</a>
Using Zoom safely:	<a href="https://www.net-aware.org.uk/networks/zoom/">https://www.net-aware.org.uk/networks/zoom/</a>
Information on alternative online platforms:	<a href="https://www.saferinternet.org.uk/blog/video-conferencing-children-safeguarding-and-privacy-overview">https://www.saferinternet.org.uk/blog/video-conferencing-children-safeguarding-and-privacy-overview</a>
The Children’s Commissioner – advice on staying safe online:	<a href="https://www.childrenscommissioner.gov.uk/coronavirus/keeping-classrooms-safe-online/">https://www.childrenscommissioner.gov.uk/coronavirus/keeping-classrooms-safe-online/</a>
Children and GDPR:	<a href="https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr/">https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr/</a>
Information for parents/carers – keeping children safe online:	<a href="https://www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets/14-plus/?utm_source=Thinkuknow&amp;utm_campaign=6647114059-TUK_ONLINE_SAFETY_AT_HOME_02_06_20&amp;utm_medium=email&amp;utm_term=0_0b54505554-6647114059-55289965">https://www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets/14-plus/?utm_source=Thinkuknow&amp;utm_campaign=6647114059-TUK_ONLINE_SAFETY_AT_HOME_02_06_20&amp;utm_medium=email&amp;utm_term=0_0b54505554-6647114059-55289965</a>
Information on gender identity & bullying	<a href="https://www.beyondbullying.com/transphobic-bullying">https://www.beyondbullying.com/transphobic-bullying</a> <a href="https://mermaidsuk.org.uk/professionals/resources-for-professionals/">https://mermaidsuk.org.uk/professionals/resources-for-professionals/</a>
Equality Act 2010	<a href="http://www.legislation.gov.uk/ukpga/2010/15/contents">http://www.legislation.gov.uk/ukpga/2010/15/contents</a>

## Child Protection and Safeguarding

### Appendix G – Flowchart of paperwork requirements

Does my main house or studio show involve children or vulnerable adults?

**YES**

**NO**

As soon as performance rights are secured complete the Internal Booking Confirmation form and return it to the Safeguarding team.

As soon as performance rights are secured complete the Internal Booking Confirmation form and return it to the Safeguarding team.

Society to complete and return a AUDITION/REHEARSAL RISK ASSESSMENT no later than 2 weeks before rehearsals begin.  
All parents should be provided with a copy of the safeguarding trifold – copies available upon request.

No further action is required unless children or vulnerable adults join the production at a later date. In this case, updated paperwork will be required.

Society to complete and return a SAFEGUARDING PRODUCTION RISK ASSESSMENT no later than 2 weeks before the first rehearsal on stage.  
Please note that this risk assessment is in addition to the standard production risk assessment usually carried out by the SM.  
Any Additional helpers who are not HCA volunteers must be recorded on a visitor list and this list must be passed to the safeguarding team. All additional helpers must be identified for example with either a lanyard, badge or tee.

During the rehearsal period the society should ensure that a production safeguarding folder is put together containing the following information:

- Parent emergency contact information.
- Completed photo consent forms for those under 18.
- Copies of child performance licenses.
- Information regarding any exempt children.
- Safeguarding and production risk assessments.
- First aider information.
- Details of any medical needs.
- Chaperone/Responsible Adult contact information.
- Chaperone rota.
- Details of dressing room arrangements

All paperwork should be returned to the safeguarding team either by placing in the safeguarding post box or by secure email to [admin@hcasafeguarding.co.uk](mailto:admin@hcasafeguarding.co.uk)

The Safeguarding team are always available should you require further support.  
Please don't hesitate to contact us if you have any questions.

## 18. 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 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	
<p><b>I understand that ALL images/recordings taken of my child during the activity detailed above will only be used for the following purposes:</b></p> <ul style="list-style-type: none"> <li>• Electronic and printed information, displays and exhibitions publicising and/or related to the activity of the Concordia Theatre</li> <li>• By the Local Media for covering the above activity and that show your child and the Concordia Theatre in a positive light.</li> <li>• By the Concordia Theatre in fundraising activities for future productions and projects.</li> <li>• Use of photos/video on the Concordia website/social media for the sole purpose of publicising the activity.</li> <li>• 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.</li> <li>• If applicable, recordings of the performance may be available to members of the production cast and crew.</li> </ul> <p><b>I also understand that any images/recordings:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Will NOT be passed to any second party other than for those detailed above.</li> <li>• Will NOT be used in any new publication more than one year after the date the image was taken.</li> </ul>	
<p><b>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)</b></p>	
<p><b>YES</b> I give my consent</p>	<p><b>NO</b> I do <b>NOT</b> give my consent</p>
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 0722



# 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 an 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:

<b>Section 1 – Who is involved</b>	
Name of society:	
Title of production:	
Date of auditions (please specify if children's dates are different to the adult):	
Date rehearsals begin:	
Dates society are on stage (pre show week):	
Dates of production (show week):	
<b>Are there children (under the age of 18) involved in your production?</b> (if yes complete all sections, if no complete section 1, 2, 4 and 5)	YES / NO
<b>Are there vulnerable adults involved in your production?</b> (if yes complete all sections, if no complete section 1, 2, 4 and 5)	YES / NO
<b>Section 2 – Policy and Risk Assessments</b>	
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
<b>Section 3 - Please tick one of the below options where children or vulnerable adults are involved with your production</b>	
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
<b>Section 4 – Safeguarding Contact for your society</b>	
Name:	
Phone Number:	
Email address:	
<b>Section 5 – Confirmation</b>	
Name:	
Signature:	Date:

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

# 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 <a href="mailto:admin@hcasafeguarding.co.uk">admin@hcasafeguarding.co.uk</a> 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:			
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.