



Dursley Operatic and Dramatic Society
Child Protection and safeguarding policy

The Dursley Operatic and Dramatic Society (The Society) has implemented a safeguarding and child protection policy which is in line with the guidance and procedures of the Local Safeguarding Children Board (LSCB). The society recognises its duty of care under the relevant legislation and is also aware of the Government's statutory guidance 'Working Together To Safeguard Children' 2013.

The Society recognises that abuse can take many forms, whether it is physical abuse, sexual abuse, emotional abuse or neglect. The society is committed to practise that protects children from harm.

The principal objectives of the Society's policy on Child Protection and Safeguarding are:

- To protect children in any activity within the Society from any kind of abuse.
- Keep all children safe and free from any physical, emotional, sexual harm and neglect.
- To protect members from false allegations.
- Any reports to be handled confidentially under the Data Protection Act 1998

The Society believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously. Delay is not in the child's interest and should be avoided.
- All members of the society and chaperones of the society should understand how to respond appropriately.
- To protect the Society's reputation and standing in the community

The Society will ensure that:

- All children will be treated equally and with respect and dignity.
- A balanced relationship based on mutual trust will be built
- Children will be empowered to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Every effort will be made to ensure the building of the child's/children's confidence and to bring out their full potential on stage.
- Bullying will not be accepted or condoned.

- All adult members of the Society will provide a positive role model when dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- Up to date information concerning health and safety legislation is maintained.
- All relevant members are informed of any changes in legislation
- This policy is kept updated for the protection of the children.

Dursley Operatic and Dramatic Society's Child Protection Procedures

The responsibilities of the Society

At the beginning of any production involving children the Society will:

- Obtain written consent forms from Parents/Carers for child/children to perform in the production, retaining contact numbers and numbers for use in an emergency.
- Assist parents/carers, where necessary, to complete performing licence application forms from the County Council.
- Undertake a risk assessment which will be monitored throughout the rehearsal and production process.
- Introduce the chaperones to the children and parents/carers,
- Ensure all chaperones undergo a Disclosure and Barring Service check (DBS) and have been vetted and interviewed by an appropriate licencing authority.
- Introduce the Child Protection Officer.
- Ensure that the children are supervised at all times.
- Ensure that the designated Child Protection Officer knows whom to contact within the local social services department in case of the need to report a concern.

The responsibilities of Parent/Carers

- The Society believes it to be important that there is a partnership between parents/carers and the society. Parents/Carers are encouraged to be involved in the activities of the Society The Society's Child Protection Policy and Procedures will be accessible to all parents/carers via the Society's website.
- All parents/carers have the responsibility to collect (or arrange collection of) their child/children after rehearsals or performances.

Physical Contact

- All adults will maintain a safe and appropriate distance from the children.
- Adults will only have physical contact with children when it is necessary in relation to the particular activity/part in the production.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- The society has procedures in place for taking photographs and storage of images of the children.
- Permission will be sought from the parents/carers for use of photographic material featuring children for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure that all members' sensitive information regarding their Disclosure and Barring Service Records are safely stored and are confidential.

Suspicion of abuse

- If any members sees or suspects abuse of a child, then they must inform the designated Child Protection Officer within the Society or the Chairman. If the source of the suspicion is with the Child Protection Officer, then the Chairman is the point of contact.
- All information must be documented stating date, time, place and who.
- If a serious allegation is made against a chaperone or another member of the Society, then that individual will be suspended with immediate effect while an investigation is being carried out.
- That person will be excluded from the theatre/rehearsal rooms while the investigation is taking place.

Accidents

- To avoid accidents, chaperones and children will be advised of acceptable behaviours and fire evacuation procedures in rehearsal areas and at performance venues.
- Appropriate clothing to be worn around the dressing rooms/rehearsal rooms, this also includes footwear.
- All members to be familiar with who the First Aid Officer is within the society, and where the First Aid box is kept.
- A record to be kept inside the First Aid box of regular checks of the equipment, and in date contents, such as: bandages, ice packs, eye solution.
- Any accidents must be recorded and kept confidentially in a cupboard of safe keeping.

Chaperones

The required number of Chaperones will be present at each performance and during rehearsals.

- All Chaperones will have completed their Disclosure and Barring Check, and hold a current Chaperone licence.
- All Chaperones will be aware of the Child Protection Policy and Procedures of the Society.
- Where Chaperones are not satisfied with the conditions for the children, they should bring this up with the Child Protection Officer and Director.
- Chaperones will be aware of where the children are at all times.

- During the performances the chaperones will be responsible for ensuring that each child is signed in/out at the stage door.
- Chaperones must not leave the children on their own at any point. When escorting a child to the toilet, the chaperone will stand outside.
- All chaperones must record any accidents/incidents as stated in the Child Protection Policy.
- All chaperones must be aware of arrangements for the children after the performances.
- After a rehearsal/performance, if a child has not been collected by a parent/carer or their nominee, it is the duty of the chaperone to stay with that child or make arrangements to telephone the parent/carer to arrange to take the child back to their home.

Complaints Procedure

If a parent/carer wishes to make a formal complaint about the way an incident affecting their child/children has been dealt with by the Society, they should in the first instance put the complaint in writing to The Society's Child Protection Officer. If the subsequent response is regarded as unsatisfactory they can then refer it to the Society Chairman for further investigation. The matter will be dealt with swiftly and in the strictest confidence.

Contact Details

Child Protection Officer: Amanda Voss

Email: Amanda@the-dods.com

Telephone number: 01453 861673

Chairman: Frankie Telford

Email: Frankie@the-dods.com

Telephone: 01453 842695

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