



Gatton Community Theatre

Safeguarding of Children and Young People Policy

The Designated Safeguarding Lead (DSL) for Gatton Community Theatre

is Louise Miller (Tel: 07908 823183)

And the Deputy Designated Safeguarding Lead (DDSL)

Is Paul Seldon (Tel: 07596 168000)

This policy was originated by Sue Weakley

**Approved by trustees 29 April 2025
It is next due for review during April 2026**

Policy for Safeguarding of Children and Young People

Policy statement

The aim of the policy is to protect children and young people from harm, to aid their development and to provide support for those working with them during workshops, rehearsals and performances remembering that:

- The child or young person's welfare is paramount.
- All children and young people of whatever age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, a child remains subject to child protection regulations until the last Friday in June of the academic year in which they attain the age of 16 years. The academic year runs from the 1st September until 31st August inclusive.
- Young people are defined as anyone under the age of 18 years at the time of the event.

This policy will be implemented by a set of processes, procedures and guidelines to ensure compliance.

The Trustees of Gatton Community Theatre (GCT) will appoint a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

The role of the DSL is:

- to undertake Safeguarding training.
- to ensure that this policy and associated procedures are kept under periodic review.
- to ensure that the associated processes and procedures and guidelines are appropriate.
- to ensure that the procedures are understood and put into practice.
- to receive reports of any concerns or allegations.
- in conjunction with the Chairman and DDSL to decide on the appropriate action to be taken following any such report.
- In the event of further action to notify the LA Child Employment Office and/or police of any allegations.
- to notify the Chairman of Trustees of the outcome of complaints or allegations.

The role of the DDSL is:

- to undertake Safeguarding training
- to support the DSL
- stand in should the DSL be unavailable.

Policy and procedures

1. In accordance with the Children Act 1989 and subsequent directions from the Home Office and Surrey County Council, the Trustees of GCT recognise the need for ensuring the safe environment of children and young people involved with productions of the company and for the observation of best practice in working with children and young people. Further information is available from the DSL. Training is available.
2. The DSL will keep a record of any concern or allegations involving children or young people that may arise while they are the responsibility of the staff and volunteers.
3. It is to be noted that the health and safety of children and young people are the responsibility of the whole Theatre Company. A copy of the Safeguarding Policy will be given to all adults involved.
4. All Trustees, Management Committee and Artistic Director of GCT will have full enhanced Disclosure and Barring Service (DBS) clearance.
5. A list of the Chaperones who have full enhanced DBS clearance and local authority training in accordance with requirements will be maintained.
6. A list of all paid workers and volunteers who have regular direct contact with children will be maintained.
7. No child will be left alone with one adult except with a registered chaperone or DBS checked adult. There will always be registered chaperones in attendance at performances as per local authority requirements. In other situations, no child or young person should be left unattended and should always be in the presence of at least two responsible adults.
8. A register of all children and young people attending should be kept at all activities. This should include their names, dates of birth, addresses, telephone numbers and the names of parents or the persons with parental responsibility.
9. A Risk Assessment will be undertaken regarding rehearsal and performance spaces from a safeguarding perspective.
10. Photographs, films or web-based materials of children or young people participating in any GCT project will only be taken with the consent of the parents/guardians/carers and in consultation with the children or young people involved. Where permission is sought, the GCT permissions form will follow data protection guidelines.
11. GCT will not pass on details of children, bearing in mind the provisions of the GDPR 2018 and the Children Act 2004, and will follow the requirements and guidelines of these Acts when employing staff or volunteers who will have access to children's records.
12. Parents/guardians/carers will be required to inform the duty chaperone of the identity of the person who will be escorting their child(ren) from GCT activities on each occasion.

13. Where parents/guardians/carers wish to allow their child(ren) to travel home from GCT activities without adult supervision, GCT will require that authorisation in writing before the event.

Accidents and injuries

GCT will maintain an accident/incident report and will require chaperones to enter a record of the accident when a child or young person is injured whilst under GCT's supervision. The record will be countersigned by the person responsible for the child or in the absence of that person, by a responsible member of GCT. The accident/incident report will be kept for 3 years.

If a child arrives at a GCT group with an obvious physical injury, a record will be made on an injury report form or a previous injury report form should one exist, and the person with responsibility for that individual will be required to counter-sign. This record will be used if a formal allegation is made later as a record that the individual did not sustain the injury whilst working with GCT.

The procedures for reporting suspected abuse are, except in an emergency:

- Do not “interview” the child or young person since perceived undue pressure might affect subsequent legal proceedings.
- Take the child or young person seriously and make notes immediately after listening to the complaint.
- Report the matter immediately to the appointed DSL (or where this is not appropriate, or the DSL is unavailable, the DDSL or the Chairman). They will be responsible for contacting the Social Services and the Police as appropriate.
- Do not speak to anyone else, about the matter unless requested to do so by the Police or Local Authority officer.

If urgent attention is needed, the emergency services should be called before following the above procedures.

Reporting Procedure

If you receive an allegation, complaint or concern regarding sexual or physical abuse, bullying, emotional abuse or neglect at a workshop, rehearsal, performance or event:

- If there is immediate danger or need for emergency medical treatment, call 999 following the Emergency and Incident Procedures
- Make notes, immediately after listening to the complaint, of what was said and any other relevant facts (do not include opinions)
- Immediately report the incident to the Designated Safeguarding Lead (DSL). If it is inappropriate to do so, or they are not available, report to the Deputy Designated Safeguarding Lead (DDSL) or Chairman.
- The DSL, DDSL or Chairman will determine the appropriate initial response, which may include notifying the Police or Local Authority Officials
- The DSL, DDSL or Chairman, with the assistance of the person who received the initial allegation, complaint or concern, will raise a Safeguarding Incident Report completing as much information as possible. Other information may be added as it becomes available. This document is confidential and should be kept as part of the Company's Safeguarding records.

Contact Details:

- Designated Safeguarding Lead - Louise Miller, Tel: 07908 823183
- Deputy Designated Safeguarding Lead - Paul Seldon, Tel: 07596 168000
- Chairman - Maggie Kippen, Tel: 07929 832757
- Sexual/physical abuse
 - Local police
 - Surrey Safeguarding Children's Board, Tel: 01737 833330
- Bullying, emotional abuse or neglect
 - Child Employment Manager, Tel: 0300 200 1006
 - Local Authority Designated Officer (Surrey CC LADO), Tel: 0300 200 1006

Advice or support may be obtained from:

- NSPCC Helpline on 0808 800 5000
- Local Citizens' Advice Bureau on 0808 278 7945