



Everyman Theatre Cardiff Limited

Child Protection and Safeguarding Policy

Key details

Policy prepared by: Everyman Theatre Cardiff - Paul Fanning

Approved by management on: 14 June 2017

Policy became operational on: 14 June 2017

Reviewed on 07 June 2021

Next review date: June 2023

1. Everyman Theatre Cardiff Ltd Child Protection and Safeguarding Policy.

This Child Protection Policy has been reviewed by the Everyman Designated Child Protection Officer – Paul Fanning.

Everyman Theatre believes that it is unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to safe child centred practice.

The purpose of the policy:

- To provide protection for the children and young people involved with Everyman Theatre, including the children of adult members or users.
- To provide members, staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all members and staff, including the board of trustees, paid staff, volunteers and students or anyone working on behalf of Everyman Theatre.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004

- Protection of Freedoms Act 2012
- Social Services and Well-being Act (Wales) 2014
- Relevant government guidance on safeguarding children

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- sharing information about child protection and good practice with children, parents, trustees, staff, members and volunteers.
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

1.1 1. Definitions

Child: A child is any person up to his or her eighteenth birthday.

Abuse: A child has been abused when he or she suffers significant harm in relation to their physical, emotional or social wellbeing. This is determined according to the effect on the child and *not* the intention of the caregiver.

- *Physical abuse* involves inflicting any physical injury or pain on a child e.g. hitting, slapping or burning.
- *Sexual abuse* is the inappropriate exposure of children to sexual material or experiences.
- *Emotional abuse* refers to the psychological mistreatment of a child, for example by bullying, scape-goating, embarrassing or undermining.
- *Neglect* is the omission of reasonably acceptable standards of care, such as providing food, drink and rest, suitable child care arrangements and so on.

1.2 2. Signs and Symptoms

A child may be experiencing abuse if he or she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents / carers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence

- living with parents or carers involved in serious drug or alcohol abuse.

Remember, this list does not cover every possible type of child abuse. You may have seen other things in the child's behaviour or circumstances that worry you.

1.3 3. Response to a disclosure of abuse

- It is not your role to investigate or assess whether abuse has occurred - you have a responsibility to pass on your concerns to those who can investigate them, so that action to protect the child can be taken if necessary.
- Take it seriously.
- It is good practice to ask the child why they are upset or how a cut/bruise etc was caused. This may clarify any vague concerns and may result in you taking action as a result.
- Document what the child says – do not ask *leading* questions, but attempt to clarify what the child has said, and pass on information as soon as possible to the Everyman board (see below) and/or to the appropriate authority.
- You cannot promise to keep secret what he or she tells you, but you can promise that any information will be treated with care and sensitivity.
- Please refer to Appendix 3 in relation to allegations against Everyman members, volunteers or staff.

You should contact:

If you think that a child is in immediate danger of significant harm, you should contact South Wales Police directly on 999.

If your concern does not present an immediate risk of danger you should speak promptly with Everyman Theatre's Designated Safeguarding Person (DSP) who is responsible for safeguarding children in the organisation.

That person is Paul Fanning, Designated Safeguarding Person on the Everyman board. His phone numbers are 029 20225121 and 07752 023796.

Alternatively if the DSP is unavailable please contact Sarah Bawler: her phone numbers are 029 20564218 and 0753 1951101.

If neither of them is available please report your concerns to Cardiff Social Services' Children's Services Common Access Point on 029 20536400 and 029 20536490 between 8.30am and 5.00pm from Mondays to Fridays.

From 5.00pm to 8.30am on weekdays and at all times during weekends and on public holidays please contact the Emergency Duty Team

02920 788570

You can also discuss any concerns you may have with the **NSPCC**. Their helpline is: 0808 800 5000

Details to note include:

- (i)** The reasons for your concerns
- (ii)** Any verifying evidence
- (iii)** The name, age, date of birth and address of the child
- (iv)** Any knowledge of surrounding circumstances

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Change Record

Date of Change:	Changed By:	Comments:
25/05/2021	Matty	Updated www.smallcharitysupport.uk standard template to Everyman Theatre Cardiff specification.
	Matty	Textural & spelling changes only
07/06/2021	XX	Policy approved by the Trustees

Appendix 1: Protection of Vulnerable Adults

Protection of Vulnerable Adults

All adults have the right to live a life free from abuse and exploitation. Everyman Theatre is aware that as well as working with children, we may also work with Vulnerable Adults. Many of the procedures in the Child Protection document also apply to Vulnerable Adults, but this appendix gives some additional information and guidelines.

Who is a Vulnerable Adult?

Any person aged 18 or over who is or may be in need of a community care service by reason of mental, physical or learning disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation. Those who are physically, mentally or emotionally dependent upon others are the most vulnerable.

What is Abuse?

It is the abuse of an individual's civil and human rights by others who have influence over them. Such violation may be intentional or unintentional and may be a single or repeated act(s) over a period. Forms of abuse include:

Physical abuse: hitting, pushing, shaking or withholding care or medication.

Sexual abuse: any sexual act carried out to which the vulnerable adult did not or could not consent and / or was pressured in to consenting to.

Emotional abuse: verbal threats, offensive or belittling remarks or other behaviour that causes distress or concern to another person.

Financial or Material Abuse: another person uses the resources of the vulnerable person for their own advantage. This can range from not getting change from their shopping to property transfer.

Neglect: failure to meet someone's care needs, either deliberate or unintentionally. This results in risk to the well-being of the vulnerable person.

Discriminatory abuse: based on race or sexuality or a person's disability, and other forms of harassment or slurs.

Institutional abuse: by an organisation imposing rigid and insensitive routines, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort.

Who Might Be Causing the Abuse?

The abuser is usually known to the vulnerable person and may well be:

- A family member.
- A friend or neighbour.
- A paid or volunteer care worker.
- A health, social work or other professional.

- Another resident or service user.
- Someone who deliberately exploits vulnerable people.

Abuse can happen in any setting.

What to do With Your Concerns?

If you are being abused or think someone else is being abused, you must tell someone.

If you believe someone is in immediate danger and you need to do something straight away to stop them being hurt, you should ring 999 and tell the operator what is happening.

Contact the Cardiff Social Services Protection of Vulnerable Adults (POVA) team: 029 2053 6436

Monday - Thursday 8.30am - 5pm

Friday - 8.30am - 4.30pm

If it is outside of those hours please call the out-of-hours emergency duty team on 029 2078 8570

2. Appendix 2

Chaperoning Children in Theatre Productions

Please note that (unlike child protection procedures) performance licensing and chaperone arrangements apply only to children of mandatory school age i.e. up to and including 16 years.

Directors (or prospective directors) wishing to cast children who are 16 and under in Everyman productions must be made aware of the Child Protection and Safeguarding Policy and particularly this appendix relating to the required chaperone and child licensing arrangements.

Details of the Director's responsibilities with regards to cast members who are of compulsory school age can also be found in the Everyman Director's Pack. Essentially the Director is ultimately responsible for ensuring that there are adequate chaperone arrangements in place and must at least provide the Everyman Board with all the information required to secure adequate chaperoning arrangements and to apply for child performance licences where necessary.

2.1 Casting procedures

Normal casting rules regarding fairness, appropriateness, duration and so on equally apply to children. Audition pictures should be subject to rules for all images: see below.

As with adults, those 16 and under who are cast in Everyman productions must become an Everyman member and fill out the standard Everyman membership form, which must be passed to the Membership Secretary.

2.2 Rehearsals

Must be held at reasonable times of the day and include regular meal and comfort breaks (children cannot go as long without food or rest as adults).

Directorial style – directors must not humiliate or bully the children, young people or adults in their care. Discipline must not involve physical chastisement in any form under any circumstances.

2.3 Licensing

The Children (Performances and Activities) (Wales) Regulations 2015 came into force in October 2015. Anyone directing an Everyman production involving children has the responsibility to understand their responsibilities in respect of these regulations. You may access the Welsh Assembly Government's guidance on the regulations (including an easy read guide for young people) on their website: www.gov.wales/educationandskills

The main factors involved in whether or not a licence is required are whether payments are made (by the audience) or received (by the child); the place where the performance takes place; and whether it is filmed or recorded for television, radio, the internet or a film. These include:

- any performance for which a charge is made for admission or for another reason;
- any performance on premises licensed to sell alcohol (even if the bar is closed during the performance);
- any live broadcast performance (including television, radio and internet streaming);

- any performance recorded to use in a broadcast or film that will be seen by the public (including sound or audio recording placed on a website or a performance recorded for a cinema screening or part of a film);

NB Please note that Everyman club night performances (i.e. in-house and non-paying) do not contribute to the number of performing days that a child is permitted to undertake before a licence is required, provided there is no absence from school.

There are some situations which are exempt from these licensing arrangements, however, even if someone organising a performance thinks that they may be able to use one of the exemptions, they should first talk to their local authority to discuss the details and to let them know of the planned event. This will help organisers to be better assured that they do – or do not – need to apply for a licence, and help local authorities to make sure that all children involved are properly safeguarded.

Even if a licence is not required, there are rules that apply to all performances involving children on how long they can take part in a performance or activity, how long they can stay there, and how long their breaks must be (see Welsh Government guidelines as mentioned above).

A child can take part in performances (including rehearsals) for no more than six days in a row (in a typical Everyman run, this may mean a child performer will have to miss the technical rehearsal on the Sunday night to attend the dress rehearsal and the following 5 performances on Tuesday to Saturday).

If a licence is required for an individual child, it must be obtained from the Local Authority *in which the child ordinarily resides*. Therefore, if the child lives outside Cardiff, then an application must be made to their local council and not to Cardiff City Council.

The producer of the performance (i.e. Everyman Theatre) applies for all the relevant performance licences. They are the licence holder. However, sections of the licence application form must be completed by the director and by the child's parent or legal guardian.

2.4 Keeping records of time spent by the child

The Licence holder must maintain records of the days and the amount of time that children spend, including:

- at the place of performance or rehearsal;
- performing, rehearsing (this includes time taken to warm up and warm down);
- performing or rehearsing continuously;
- resting or at meal breaks;
- performing after the latest time set in the licence;
- performing at night
- start and finish times for each day;
- records of any injuries and illnesses;
- the dates of any breaks in performances (when a child is performing for the maximum number of days); and
- a list of all money earned by the child, whether paid to the child or another person, and (if required by the licence) how this has been managed.

2.5 Chaperoning (mandatory)

Even if children do not require a licence to perform, when performing they will need to be accompanied by a registered chaperone at times when their parent or full-time carer is not present. This rule applies no matter how many days the performance runs for.

Chaperones are required to supervise children and to ensure that appearing in a production is not detrimental to their education, health or welfare. Parents can act in this role without registering as chaperones, but only in respect of their own child.

Chaperones should have a good knowledge of the relevant regulations and must be able to intervene if a child's health, welfare or safety is likely to suffer either in rehearsals or during the production run. They must keep a record of times when children arrive and leave.

There must be a sufficient number of chaperones for the number of children involved (maximum of 1:12, but 1:8 is recommended) and their sexes (i.e. if boys and girls in production, there must be at least 2 chaperones, one of each gender).

Chaperones are required to cover separate changing rooms, to escort children to the toilet and to move the children between changing rooms, backstage areas and their entrances and exits.

Chaperones must be registered with the local authority along with having had suitable identity and advanced DBS checks.

Everyman undertakes to ensure that the director of the production makes the necessary chaperone arrangements in relation to shows involving children under 16.

If the Director is also a registered chaperone, it is Everyman's policy that they are *not* to act as a chaperone in relation to their own production. There could be a potential conflict of interest risk if this were not the case.

2.6 Images of children

Theatre is a visual medium, and an evanescent one – photographs of productions are often the only tangible evidence of what a show was like.

Pictures may be taken during auditions, rehearsals, backstage or during the production itself. Most parents will be pleased to have reminders of their children's performances but consent must be explicitly sought and explained.

'Audition mug-shot' taken by directors – should be explained verbally to parents at the time and verbally consented to; photos should be deleted immediately after casting procedures are complete. Photographs should be eventually destroyed at the same time as the audition forms (refer to Data Protection policy).

Good practice when photographing children:

1. Ensure that parents and carers of young people have signed and returned the consent form for general photography.
2. Any images for 'widespread' use need additional specific consent.
3. Ensure that the child is content to have their photograph taken.
4. Ensure that all children are appropriately dressed and are in an appropriate setting.
5. Avoid images that only show a single child with no surrounding context of what he or she is doing.
6. Do not use images that are likely to cause distress, upset or embarrassment

7. The Press will generally not use photographs unless the names of all participants are available – but other identifying details such as addresses or dates of birth should not be given out.
8. Report any concerns relating to any inappropriate or intrusive photography to a member of the Everyman board.
9. Remember the duty of care and challenge any inappropriate behaviour or language.

Consent

Make sure that parents or carers understand what type of use is anticipated of the images:

Internal use may include inclusion on the Everyman website archive, on posters and on display boards within Chapter Arts Centre.

External use may include publication in the newspaper press and online with Media Wales. It may also be included in Social media such as Facebook and Twitter and in DVDs made available to cast members.

3. Appendix 3 Allegations against Everyman members, volunteers or staff

The priority must always be to ensure that any child protection concerns or concerns about a vulnerable adult are promptly reported in keeping with instructions given above.

If the reported concern has led to a referral to Children's Services or the POVA Team and South Wales Police, consultation with them will determine what (if any) further action is necessary.

The appropriate officers in Cardiff Children's Services and Adult Services and South Wales Police may instruct Everyman Theatre that when an allegation has been made against a member, volunteer or other person who is engaged in Everyman's activities that the person should be withdrawn from involvement in a production, service or setting. The alleged perpetrator's membership may need to be suspended during the investigation period.

It is always preferable to remove the alleged perpetrator to avoid the removal of a child or vulnerable adult as that may seem like a punishment for being a victim. The views of the child and their parents or the vulnerable adult should be considered in this instance.

All interviews, discussions or telephone conversations with the alleged perpetrator and the child or vulnerable adult, parents etc should be accurately documented as soon as possible and those notes kept securely. Everyman Theatre must be mindful that when serious allegations have been made that they are not responsible for investigating them and must report the concerns to Social Services and the South Wales Police.

It is not necessary to immediately alert the individual member against whom an allegation has been made, in case of a possible police investigation.

The role of the Social Services.

Cardiff Social Services should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, may have harmed or may harm a child.
- possibly committed a criminal offence against children, or related to a child.
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

After an allegation or suspicion about a child protection concern has been investigated, there are likely to be strong feelings from staff, parents and children and possibly within the wider community, which will need to be addressed by the Everyman Board. Everyman Theatre will plan opportunities for sharing information, support and debriefing, including responding to possible media enquiries.

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Change Record

Date of Change:	Changed By:	Comments:
25/05/2021	Matty	Updated from original to include textural and formatting changes only.
07/06/2021	N/A	Policy approved by the Trustees