



## **SAFEGUARDING POLICY**

**GALLERY PLAYERS**

**GALLERY STUDIO THEATRE**

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**Written and Adopted March 2020**  
**Reviewed January 2024**



## 1. Safeguarding Policy

### 1.1 Introduction

Everyone who participates in Gallery Players or who performs at the Gallery Studio theatres is entitled to do so in an enjoyable and safe environment. The organisation recognises it has a moral and legal obligation to ensure that, when given responsibility for young people, Directors, Drama Facilitators, fellow performers and volunteers provide them with the highest possible standard of care.

Gallery Players is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and reporting any concerns about their welfare to the persons designated as Safeguarding Leads (**Steve Wooldridge and Helen Clarke**) who may then pass any concerns on to the Trustees and to appropriate authorities. The Safeguarding Leads will endeavour to keep themselves up to date on developments. They will report any concerns through MASH (SCC Multi Agency Safeguarding Hub).

**The Gallery Studio Theatre recognises that the theatre /entertainment world can be a very “adult” environment and we expect anybody active there artistically or otherwise ,chaperones, parents/legal guardians, volunteers and anyone else who comes into contact with children to behave in an appropriate manner at all times, and to remember that the welfare of the child is paramount.**

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Gallery Players /Studio and to allow members and volunteers to make informed and confident responses to specific child protection issues.

#### **A child/young person is defined as a person under the age of 18 (Children’s Act 1989)**

The main legislation underpinning this document is the Children’s Act 2004. Guidance and requirements for theatre and other performing activity is contained in *The Children (Performances and Activities) (England) Regulations 2014*, which came into effect on 6th February 2015. These regulations replaced the *Children Performances Regulations 1968* as amended which were repealed in their entirety together with all guidance that related to them.

National guidance on the consistent implementation of the 2014 regulations was issued in May 2016, (*National Network for Child Employment and Entertainment – A guide to Child Performance Licensing in England; Lancs CC*) and this guidance has been incorporated into the policy, practice and procedures of The Gallery Studio Theatre.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child safeguarding guidelines through procedures and a code of conduct for members and volunteers in the Theatre's Safeguarding Leaflet (appendix 1)
- sharing information about child safeguarding and good practice where applicable with parents and volunteers
- sharing information about concerns with agencies who need to know, involving parents and children appropriately
- providing effective advice for volunteers through supervision, support and training if deemed necessary

### **Application of Policy**

This policy applies to all staff and volunteers directly engaged by Gallery players. Gallery Players will adhere to the relevant legislation when working with children and young people under the age of 18 years as outlined in the following:

- Children Act, 1989
- Children Act, 2004
- Working Together to Safeguard Children, 2018
- The Children (Performances and Activities) (England) Regulations 2014
- Licencing Act 2003

This policy is not directly applicable to hirers, who are required to make their own compliant arrangements in accordance with legislation and best practice, and procedures will be put into place to check that hiring organisations have taken the appropriate action. The Gallery Studio Theatre does not provide chaperones to hirers, and will make that clear in all cases.

**A child is defined as anyone up to the age of 18 years. The regulations relating to children taking part in performances, activities (including modelling) applies up to statutory school leaving age, which is the last Friday in June of the school year in which they become 16.**

**Organisations have a duty of care towards young people from statutory school leaving age until they are 18. They may not be required to be supervised by chaperones, but they still need to be protected by Child Protection policies and procedures**

### **Responsibility for Safeguarding**

Overall responsibility for safeguarding rests with the Trustees. The responsibility for implementing and monitoring the policy has been delegated to **Steve Wooldridge** and **Helen Clarke**.

Please note that it is NOT the role of The Gallery Players to decide whether a child has been abused or not. This is the role of the Local Authority Children's Social Care. It is however everybody's responsibility to ensure that concerns are shared and action is taken. Referrals should be made to Social Care via the Nominated Persons if it is thought that a child is being abused or at risk of abuse.

### **In House Directors and Guest Directors will be expected to:**

- liaise with the Nominated Persons and get the necessary paperwork and licences completed in a timely manner.
- develop a rehearsal and performance pattern that takes into account the ages of the children and young people involved.
- acknowledge the individual needs of the child. e.g. recognising when a child may be tired and may need a break.
- establish and maintain an ethos where children feel welcome and familiar with their environment and are informed of personal matters (toilets, dressing rooms etc) and emergency arrangements (fire exits, meeting points etc) and any Health and Safety Procedures (Dangerous equipment, First Aid etc). Inform each child who the appropriate person to speak to if they have any questions, problems or concerns.
- ensure that all children are treated with respect and dignity and are treated as individuals and offered equality of opportunities.
- always work in an open environment (e.g. avoiding private or unobserved situations and unnecessary physical contact with children) and involve/allow parents/chaperones wherever possible, to take responsibility for the child/children they are responsible for. (Parents must only have responsibility for their own child).

- ensure that children are supervised appropriately during rehearsals and performances. ensure that all Chaperones are registered with the local authority in which they reside and have a current enhanced DBS check.
  - ensure that all staff and crew who don't necessarily have close contact with children but who are assisting in the production are aware of their conduct around children.
  - as part of the process for a production, ensure that each young person or their parent is invited to give consent to the use of photographic or visual material in advertising or front of house display.
- i. a child may not perform on more than 6 consecutive days
  - ii. the technical and dress rehearsals count as part of the 6 consecutive days

### **Guest Directors and Event Facilitators**

Where the trustees have invited a Director for a specific production or Facilitator for an Event involving children under the age of 16, it is expected that they will be in possession of a valid DBS check.

### **Safety during Rehearsals and Productions involving Under 16's**

The Designated Persons will liaise with the Director or Event Leader and ensure that in these cases that there is appropriate supervision by parents or Licensed Chaperones during rehearsals and during production.

The Designated Persons will also ensure that the relevant licenses are in place. They will keep a list of registered chaperones.

### **Volunteers**

Volunteers may be active in all aspects of Gallery Players and the Gallery Studio Theatre. When volunteers are being recruited, GP will satisfy themselves as to their suitability and their contact details will be kept on a database with controlled access.

Volunteers must be over the age of 16 and will be given a copy of

## **Safeguarding – Keeping Ourselves Safe Leaflet, attached as Appendix 1.**

They may also be involved in some brief awareness training from the Designated Persons.

### **The Gallery Studio Bar**

The Gallery Studio Theatre provides a licensed bar facility within the venue,

Gallery Players will ensure that the bar is staffed with competent volunteers. Those volunteers do not themselves have to be personal license holders.

Gallery Players will ensure that all volunteers involved in bar work understand their duty to protect children and young people from harm by having a clear understanding regarding the sale of alcohol to minors.

### **Review of Policy**

The policy will be reviewed at least annually by the Trustees, with a summary of any proposed changes occasioned by revision in legislation, guidance or learning from practical application of the policy being prepared by the Nominated Person.

### **Policy Statement**

Gallery Players is committed to the following:

- the welfare of the child is paramount
- **all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in activities in a fun and safe environment**
- **taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings**
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- Gallery Players volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be

provided with guidance and/or training in good practice and child protection procedures

- Being aware of the possible dangers of abuse of Social Media

### **E-SAFETY**

Most young people will use mobile phones and computers. They are a source of fun, entertainment and education.

However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and e-mails, to enticing children to engage in sexually harmful conversations, webcam photography or face to face meetings.

Performers, Directors or volunteers active within/for The Gallery Studio Theatre must not communicate with children who are 16 or under via their phone or on social media.

Communication should be with the parent/carer.

Adult volunteers and performers should seriously consider the risk and appropriateness of becoming 'friends' on social media with any under 16's involved in any Gallery Studio Theatre activity.

#### Children obtaining indecent images or 'sexting'

If a child reports to a member of staff or volunteer that they have sent, or been sent, indecent images (sometimes referred to as 'sexting'), they should discuss the concern with the Designated Safeguard Lead/ Nominated person.

The police and Children's Social Care should always be contacted if:

- somebody involved is over the age of 18 or under the age of 13
- there are concerns about the ability to give consent
- the images are extreme or show violence
- the incident is intended to cause physical or emotional harm
- there is reason to believe that the young person has been blackmailed, coerced or groomed.
- Details of the incident and the actions taken must be recorded in writing.
- Care should be taken not to scrutinise the image, video or message in question.

### **Monitoring and reviewing the policy and procedures**

The implementation of procedures should be regularly monitored and reviewed. The Nominated Person should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the Trustees.

The policy should be reviewed annually or whenever there is a major change in the organisation or in relevant legislation.

## **2.Promoting Good Practice**

### **Introduction**

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of members or participants of Gallery Players productions to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help identify what is meant by good practice and poor practice.

### **2.1 Good Practice**

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Always ensure that the young person is comfortable with what they are being asked to do in a performance or rehearsal situation
- treat all young people equally and with respect and dignity
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- where young people need to be supervised in changing rooms, ensure parents or qualified chaperones are present. encourage parents to take responsibility for their own child if they are present. If groups have to be supervised in changing rooms always ensure chaperones or parents, etc work in pairs

- request written parental consent if anybody is required to transport young people in their cars
- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- secure written parental consent to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises

## **2.2 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with young people away from others
- taking young people alone in a car on journeys, however short
- taking young people to your home where they will be alone with you
- allow or engage in inappropriate touching of any form
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a young person, even in fun
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the young person can do for themselves
- sending individual texts or whats app messages other than by a group production chat

### 3. Defining Child Abuse

#### Introduction

This section is for informational purposes for all who are involved in the Gallery Studio Theatre, Gallery members and Volunteers.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

#### 3.1 Types and Definitions of Abuse and Neglect

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.

- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in a theatre may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and Bullying.

### **Bullying**

The **Anti Bullying Alliance** defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion

- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

### **3.2 Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason

- becoming increasingly dirty or unkempt

Signs of Bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food,
- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working in Gallery Players to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

## **4.Responding to Suspicions and Allegation**

### **Introduction**

It is not the responsibility of anyone working in or for Gallery Players in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within Gallery Players and to allegations/suspicions that abuse is taking place elsewhere.

In the event of a disclosure this section explains how to respond to allegations/suspicions.

### **4.1 Receiving Evidence of Possible Abuse**

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident or concerns **ASAP** to the Gallery Designated Persons **Steve Wooldridge and Helen Clarke**.

### **DISCLOSURE OF ABUSE**

If a child confides in you that what seems to be abuse has taken place:

- remain calm and in control, (easier said than done!) but do not delay in taking action
  - listen carefully to what has been said.
  - allow the child to tell you at their own pace and ask questions only for clarification.  
don't ask questions that suggest a particular answer. Use the following approach:
1. **T**–Tell me
  2. **E** – Explain that to me
  3. **D** – Describe that to me
- don't promise to keep it a secret.
  - reassure the child that they 'did the right thing' in telling someone.

- tell the child what you will do next. Make it clear to the child that you will need to share the information with others and that you will only tell the people who need to know and who should be able to help.
- use the first opportunity you have to share the information with the Nominated Safeguarding Lead, (the person with responsibility for child protection). It is that person's responsibility to liaise with the relevant authorities, usually Children's Social Care or the Police
- never investigate or take sole responsibility for a situation where a child makes a disclosure as soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Be careful to record facts. If you are recording hearsay (someone else said...) or opinion, make this clear. note the date, time, any names that were involved or mentioned, and who you gave information to. Make sure you sign and date your record.
- The Nominated Safeguarding Lead would discuss concerns with a parent/carer if this was thought not to place the child at further risk.
- When the disclosure is about something a parent/carer has done, the Designated Safeguarding Lead should always seek advice from Children's Social Care

## 4.2

### • **Recording Information**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents

- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record details

### • 5.3 Reporting the Concern

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with any judgement about any action to take.

Gallery Players expects its members and volunteers to discuss any concerns they may have about the welfare of a child immediately with the Nominated Persons and subsequently to check that appropriate action has been taken.

If the Nominated Persons are not available you should take the concern to one of the Trustees

Where there is a complaint against a member or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection in** which case the social services (and possibly) the police will be involved

As mentioned previously in this document Gallery Players are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations will be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child has been abused by a member or a volunteer should be reported to the Nominated Persons who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Gallery Players will refer the matter to social services department
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department
- the Trustees should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, the same procedures should be followed and have the matter reported to social services.

### **4.3 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated sensitively and on a need to know basis only. This includes the following people:

- The parents of the child
- The person making the allegation
- Social Services/police

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

## **5. Controlling Access to Children**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. The Nominated Persons should be kept aware of approaches outside of the organisation and will satisfy themselves as to their suitability (e.g. workshop leaders, visiting Directors etc.). This may be through an interview or checking on qualifications or DBS status

### **5.1. Training**

Where appropriate members may be asked to attend Safeguarding Training.

Volunteers will be given the leaflet in Appendix 1

## **Declaration**

On behalf of Gallery Players we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

**Signed: Steve Wooldridge**

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One of the signatories should be the Nominated Person

**Name: Helen Clarke**

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**Position within Gallery Players:  
Steering group Members and  
Trustees**

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**Date: 20<sup>th</sup> February 2024**

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**APPENDIX (i)**



**A Code of  
Volunteers  
Undertaking Front  
incidental tasks at The Gallery Studio Theatre.**

**Conduct for  
of House, Bar Duty or**

### KEEPING CHILDREN SAFE

We can all play a part in keeping children safe whilst we are working/volunteering in or visiting The Gallery Studio Theatre.

### KEEPING OURSELVES SAFE

We must take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. At the Gallery Studio Theatre we want to promote safe working practices for everyone who comes into the theatre, whatever your role.

#### THINGS TO DO

- ✓ Do wear your form of identity at all times
- ✓ Do maintain confidentiality about the young people you may come into contact with
- ✓ Do be aware that verbal interaction with children and young people may be interpreted by them as offensive or harassment even if this was not your intention.
- ✓ Do report any unacceptable behaviour from a child or young person
- ✓ Do report any observation involving a child that concerns you to someone else on the premises
- ✓ Do report any incidences of indecent images or 'sexting'

In the unlikely event of a disclosure:

#### DO NOT

- Promise confidentiality
- Ask any leading questions
- Investigate in any way

#### DO

- ❖ Listen
- ❖ Reassure

- ❖ Tell them you will have to tell someone else
- ❖ Write a true and accurate account of the disclosure

### **Please remember:**

Any group that uses the theatre for a performance involving children is required to have a licence from Suffolk County Council for that performance and to have chaperones in attendance. This applies even if the tickets are sold direct to parents rather than through our box office. Some areas of the theatre building may be restricted to other users if children are using rooms as changing areas.

The Gallery Studio Theatre has its own procedures and Safeguarding Policy, for any event that is organised through Gallery Players or The Gallery Studio Theatre.

The full Safeguarding Policy document is available on the Gallery Studio Theatre website under Venue Hire/Auditorium/Contracts and Policies

Any concern regarding the welfare of a child within the theatre should be highlighted with the Duty Manager. Where the issue relates to a hiring group, they should be advised of the concern at the time. If there is no-one on site then please make prompt contact with:

Steve Wooldridge (Nominated Safeguarding Lead) 07812147025

Or if he is not available Helen Clarke 07887 357817

Do be aware that contact made outside the theatre as a result of you coming into contact with a child whilst you are involved in activity at the theatre may be misinterpreted.

### **Things to Avoid**

- Do not instigate verbal or physical contact with a child/young person, unless it is appropriate and part of an agreed plan (such as measuring for costume)
- Do not respond to verbal or physical contact from a child or young person that you consider inappropriate, but discuss it with another adult on site
- Do not give personal information to any child/young person – for example your full name, address, telephone or mobile number
- Do not accept or respond to a child or young person attempting to give you personal information
- Do not confront an alleged abuser
- Do not instigate investigation into alleged abuse

- Do not be in an unsupervised one to one situation with a child/young person whenever possible
- Do not accept friendship requests on social media
- Do not take photographs on Gallery Studio premises which include children participating in any form of activity without parental consent.

The responsibility for children who are performing as part of a hiring group rests with the hirer. In establishing a contract for performance, safeguarding arrangements will be dealt with in the contracting process.

## **APPENDIX (ii) - Gallery Players POLICY ON USE OF PHOTOGRAPHIC MATERIAL**

### **Use of Photographic/Filming Equipment**

All parents and performers should be made aware when anyone uses video equipment or is taking photographs. This may be for publicity purposes or for Social Media.

The Gallery Players reserve the right to store and publish photos and other recorded media of individuals participating in Gallery Productions . Only photographs /recordings taken during rehearsals or for publicity purposes will be used and stored by The Gallery Players.

Any children participating in a production will be asked to sign a general consent for use of photographic material form at the commencement of the rehearsal schedule.

This material will only be used by Gallery to promote the aims of the production. This may include

- use in advertising forms such as programmes and posters
- photographs or information reproduced in newspaper articles
- photographs used on the Gallery website or Facebook page

Gallery will nominate a production photographer as part of the production risk assessment.

The production Director will be responsible for selecting photographic material for foyer display. Where the production photographer is a third party business, the copyright of the photographs will remain with that business. Where production photographs are taken by a staff member or volunteer, the copyright will remain with the Gallery Players.

Where children are involved in a production:

- Permission from a parent/guardian will be sought, and if it is obtained, the parent/guardian will be asked to countersign a relevant declaration
- The production photographer will be asked to ensure that no image is released which could negatively reflect on any individual within the picture, or Gallery Players
- Gallery Players will use all reasonable endeavours to ensure that no children under 16 are identified by name in photographs without the express consent of the child and their parent/guardian.