

# SOUTHPORT DRAMATIC CLUB

## SAFEGUARDING AND CHILD PROTECTION POLICY

Hard and Electronic copies of  
this document are held by the  
Theatre Administration Manager

Revised:- February 2025

Next Review:- February 2026

Approved by:- Trustees

*Tunde K. Hirsch*  
*P. D. Unsworth*

Date:-

*28/02/25*

The accompanying policy has been written with close reference to the information provided by the **Little Theatre Guild of Great Britain and in accordance with SEFTON 'CHILDREN IN ENTERTAINMENT'**.

Members will do their best to ensure that young people engaged in our theatre are protected. Procedures need to be in place to protect both young people, and adults within the theatre setting.

This policy will be displayed on the members notice board, in rehearsal spaces and backstage. A copy will also be provided for the director/ stage manager of productions involving young members.

A registered chaperone will be present during rehearsals/ performances in accordance with rules, regulations and ratio and age guidelines from 'Sefton Safeguarding and Children in Entertainment'. Emergency contact and medical information details of the young persons to be held by the chaperone, as a reference, should this be required. All confidential data will be destroyed at the end of the Body of Persons license period. A copy of the BOP\* application, certificate and list of chaperones will be retained for the required period after the performance by the Theatre Administration Manager.

Directors should keep young members and parents informed of dates and times of rehearsals and support the chaperones in ensuring that those young people are safely collected at the end of rehearsals and performances.

### **Definition of a child:**

A young person under the age of 18.

A young person under 17 and still in full time primary/ secondary education will appear on a BOPA\* and require a chaperone.

### **Policy Statement**

All members within the SDC have a responsibility to be aware of and adhere to the 'SDC Child Protection Policy' and procedures in place at the theatre.

Young persons have the right to be protected from abuse and harm whilst in the care of the SDC. They also have the right to express their views on any issues or decisions affecting them. Everyone in the SDC and Youth Theatre should be treated with respect at all times.

We should always recognise that some issues are confidential and should be treated as such.

All members must be aware that we may need to take time to listen and assure that young person that confidentiality is important. We should respect a young persons

right to privacy whilst making them aware that we may need to pass on information to the appropriate authorities through the safeguarding team.

All members and young people should be encouraged to respect and care for others.

Sufficient and appropriate action should be taken to stop any behaviour considered inappropriate (verbal or physical).

Any adult/ youth member having concerns about the vulnerability of a young person should report their concerns to the safeguarding team.

**Codes of Conduct.** *(Please refer to the SDC Code of Conduct Policy)*

The Club does not condone, and no one should use, profanity, derogatory, or discriminatory language to or in the earshot of a young person at any time on Club premises and/or whilst undertaking Club activities.

No derogatory, discriminatory or prejudicial reference should be made to or about a young person in respect of their size, physical characteristics, gender, sexual orientation, ethnicity or any other Protected Characteristic.

The Club does not condone, and will take action against any bullying, or harassment directed towards any young person of which it becomes aware. Any such behaviour should be reported to the chaperone at rehearsals / performances who will then report the matter to the safeguarding team.

**Best Practice Guidelines**

Always be conscious that you are working with a young person and temper your language accordingly. Never use profanity, derogatory or discriminatory language towards the young person.

Respect all young persons at all times as befits the age of the young person.

Be aware of speech, tone of voice and body language.

Always control and maintain discipline without physical contact.

Do not play rough, physical or sexually provocative games.

Do not be sexually suggestive about or to any young person, even in jest.

Do not touch inappropriately or intrusively.

Do not ridicule.

Do not show favouritism to any one young person.

Do not allow young persons to involve you in excessive attention seeking that is overtly physical or sexual in nature.

Ensure that there is another adult in the room during workshops / rehearsals / backstage. **Never** leave yourself in a one-to-one situation.

A registered chaperone is required for any young person under 17 and still in primary/ secondary education.

Each young person should be aware of who the chaperone is and that they can speak in confidence to that person should the need arise.

Do not invade a young person's privacy whilst washing, changing or toileting.

Youth members and adults should not enter a dressing room other than their own without permission from a chaperone.

Do not take photographs during workshops/ rehearsals/performances involving young persons, Only use the SDC specified designated SDC Photographer, or a member nominated by the Marketing Committee, with their prior approval, for the sole purpose of marketing the Production

**Never** give a lift to a young person.

**Never** invite a young person back to your house.

Do not allow unknown persons access to a young person in your care.

If you have any worries or concerns, contact a member of the SDC Safeguarding Team. They will then, if required, contact Sefton Safeguarding and Children in Entertainment.

Safeguarding Co-ordinator	Bernie Howat -	07762 571003
Youth Leader	Diane Mackley -	07876 363779
Safeguarding Trustee	Sandra Unsworth -	07710 512932

### **Reacting and Listening**

***The following is advice for adults working with young people, who may be taken into a young persons confidence about abuse suffered or may involve allegations of abuse.***

Acknowledge the age of the young person.

Never trivialise or exaggerate young person abuse issues raised.

Allow the young person to speak and do not interrupt or make suggestions to them that could imply making an investigation.

Do not interrogate or question other than to clarify your understanding - if the matter is to be taken further it will be done by professionals.

Do not ask the young person to repeat themselves over and over.

Reassure the young person that you are glad they have spoken to someone.

Be honest and tell the young person that you will need to talk to someone else in order for them to help.

Remain calm no matter how difficult it may be to listen. Remain neutral and do not show emotion such as shock/ disgust/ disbelief, as the young person may stop talking for fear of upsetting you further. Remember how hard it is for that young person to disclose their abuse.

Listen to the young person and reassure them that they have done the right thing.

As soon as it is practical, alert the designated person (usually the safeguarding team). You may be required to write down everything the young person has told you. All the above must remain totally confidential.

This policy will be regularly amended in accordance with the most current COVID 19 safety rules and regulations for Amateur Theatre rehearsals and performances.

**\*BOPA**

*Body of Persons Application*