



Safeguarding Policy and Procedures

(for children and vulnerable adults)

Last Reviewed and Updated: August 2026

Wharf Theatre Management Committee and Board of Trustees

Contents

Purpose and Scope.....	3
Safeguarding Objectives	3
Definitions.....	3
Safeguarding Principles	3
Legal Framework	4
Roles and Responsibilities	4
Recruitment and Training.....	4
Safeguarding Practices	5
Responding to Safeguarding Concerns	5
Reporting Incidents	5
Allegations made against a member of staff or volunteer	5
Communication	6
Designated Safeguarding Lead.....	6
Appendix 1 The Designated Safeguarding Lead - Roles and Responsibilities	7
Appendix 2 Code of Conduct	9
Appendix 3 Different types of child abuse	11
Appendix 4 Different types of adult abuse.....	13
Appendix 5 Responding to a Disclosure.....	14
Appendix 6 Reporting Procedures	15
Appendix 7 Information Sharing Seven Golden Rules	16
Appendix 8 What to do if you are worried about a child.....	17
Appendix 9 What to do if you are worried about an adult	18
Appendix 10 Allegations against adults who work or volunteer with children	19
Appendix 11 Chaperoning	20

Purpose and Scope

The Wharf Theatre is committed to protecting children and vulnerable adults who participate in or use our services. We recognise our responsibility to safeguard welfare and well-being, ensuring that all participants feel valued, respected, and protected from all forms of harm and/or abuse. This policy applies to:

- Staff
- Trustees
- Management Committee
- Volunteers
- Contractors
- Audience members
- Participants in workshops, classes, and productions
- Visiting productions

Safeguarding Objectives

1. Prevent abuse, neglect, and exploitation
2. Protect vulnerable individuals
3. Promote safe practices
4. Respond appropriately to concerns
5. Maintain transparency and accountability

Definitions

Child: Anyone under the age of 18.

Vulnerable Adult: Anyone aged 18 or over who may be at risk of harm due to age, illness, disability, or other factors.

Safeguarding Concerns: Any suspicion or disclosure of abuse, neglect, or exploitation.

Safeguarding Principles

- **Respect:** Treat all individuals with dignity and respect.
- **Inclusivity:** Ensure equal opportunities and accessibility.
- **Confidentiality:** Maintain confidentiality.
- **Accountability:** Take responsibility for actions.

Legal Framework

This document has been drawn up based on the laws and guidance that protect children and vulnerable adults:

- Children Act 1989 - gives duties to local authorities, courts, parents, and other agencies to ensure that children are safeguarded, and their welfare is promoted.
- Children Act 2004 - places a duty on a wide range of agencies to cooperate with a view to improving the wellbeing of children within the local authority's area.
- Working Together to Safeguard Children 2023 – statutory guidance promoting the welfare of children.
- The Mental Capacity Act 2005 - applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves.
- The Care Act 2014 - sets out the law relating to safeguarding adults from abuse or neglect. It has six principles Empowerment, Protection, Prevention, Proportionality, Partnership and Accountability
- Care and Support Statutory Guidance 2024 - provides guidance on adult safeguarding, including what it is, why it matters, understanding abuse and neglect and how to spot the signs, adult safeguarding procedures, advice about information sharing and confidentiality.

Roles and Responsibilities

- Appoint a Designated Safeguarding Lead (DSL).
- Ensure that all Trustees, Management Committee, Volunteers and Staff understand their responsibilities in safeguarding and report any concerns immediately.

Recruitment and Training

Stage Managers, in-house Directors involved in productions featuring children or vulnerable adults, Chaperones, Front of House Duty Managers, and any volunteers or staff working with these groups must undergo DBS background checks. This requirement applies whenever they are leading or running drama groups, workshops or rehearsals; directing or supervising children or vulnerable adults; or having any unsupervised contact backstage or during performances.

The DSL will provide safeguarding training and keep everyone informed about safeguarding issues and practices.

Safeguarding Practices

- **Code of Conduct:** Establish clear behavioural expectations.
- **Supervision:** Ensure adequate supervision of children and vulnerable adults.
- **Risk Assessments:** Conduct regular risk assessments.
- **Photography/Filming:** Obtain consent for image capture.

Responding to Safeguarding Concerns

- **Reporting:** Inform the Designated Safeguarding Lead (DSL) of concerns.
- **Confidentiality:** Maintain confidentiality.
- **Investigation:** Cooperate with investigations.
- **Support:** Provide support to affected individuals.

Reporting Incidents

- **Immediate Action:** Inform the DSL/Police/Social Care, as necessary.
- **Incident Report:** Complete a safeguarding incident report.
- **Review:** Review incidents to improve practices.
- **Update:** Regularly revise the safeguarding policy to reflect changes in legislation, best practices, and feedback from Trustees, Management Committee, Volunteers, Staff, and participants.

Allegations made against a member of staff or volunteer

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working or volunteering within the Theatre, will inform the DSL who will act accordingly. Where a child is at immediate risk, the information must be passed to Children's Social Care or the Police as soon as possible.

An allegation is defined where:

It is alleged that a person who works or volunteers with children has:

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

See Appendix 10 for details of the Local Designated Officer for Allegations (LADO).

Communication

Ensure that this policy is communicated effectively to Trustees, Management Committee, Volunteers, Staff, participants, and parents/guardians.

Designated Safeguarding Lead

- **Appointment:** Sue Nash is our DSL
- **Responsibilities:** See Appendix 1

Appendix 1 The Designated Safeguarding Lead - Roles and Responsibilities

Leadership and Oversight

- Provide leadership on safeguarding issues within the theatre.
- Ensure that safeguarding policies and procedures are implemented effectively.

Training and Support

- Organise and deliver safeguarding training for all Trustees, Management Committee, Volunteers and Staff.
- Offer ongoing support and guidance regarding safeguarding concerns and allegations.

Reporting and Documentation

- Serve as the primary point of contact for reporting safeguarding concerns or allegations.
- Maintain accurate and confidential records of all safeguarding concerns and actions taken.

Liaison with External Agencies

- Act as a liaison with the local safeguarding board, social care, and law enforcement when necessary.
- Ensure that the theatre complies with local safeguarding regulations and practices.

Risk Assessment

- Conduct risk assessments for activities involving children and vulnerable adults to identify potential safeguarding issues.
- Implement measures to mitigate risks and enhance safety.

Policy Review and Development

- Regularly review and update the safeguarding policy to ensure it remains relevant and effective.
- Involve staff and stakeholders in the review process to gather feedback.

Promoting a Safe Environment

- Foster a culture of safeguarding within the theatre, encouraging an environment where everyone feels safe to raise concerns.
- Promote awareness of safeguarding issues among Trustees, Management Committee, Volunteers, Staff and Participants.

Responding to Allegations

- Take appropriate action in response to allegations of abuse, following established procedures.
- Ensure that the wellbeing of the child or vulnerable adult is prioritised.

By fulfilling these responsibilities, the DSL plays a crucial role in protecting children and vulnerable adults within the theatre.

The Designated Safeguarding Lead for The Wharf Theatre is:

Sue Nash (DipSW) Social Work England registration number SW56332.

Telephone: 07917345255 Email: youth@wharftheatre.co.uk

Appendix 2 Code of Conduct

This code of conduct serves to ensure a positive and safe environment for everyone involved in the theatre.

Commitment to Safeguarding

All individuals must prioritise the safety and well-being of children and vulnerable adults involved in theatre activities.

Professionalism and Integrity

All individuals conduct themselves with honesty, integrity, and respect in all interactions. Avoid any behaviour that could be perceived as inappropriate or unprofessional.

Respect and Inclusion

Foster an inclusive environment that respects diversity. Treat all individuals fairly and without discrimination.

Clear Communication

Maintain open and transparent communication with all stakeholders. Ensure that all interactions are respectful and constructive.

Confidentiality

Respect the confidentiality of sensitive information. Do not disclose personal information about Trustees, Management Committee, Volunteers, Staff, or participants without proper consent.

Conflict of Interest

Declare any potential conflicts of interest and avoid situations where personal interests may conflict with the interests of the theatre.

Health and Safety

Adhere to all health and safety regulations. Report any hazards or incidents promptly and take appropriate action to ensure a safe environment.

Training and Development

Engage in ongoing training and professional development to enhance skills and knowledge relevant to the role.

Reporting Concerns

Report any safeguarding concerns or breaches of this code of conduct to the DSL.

Consequences of Misconduct

Understand that breached of this code may result in disciplinary action, including possible termination of involvement with the theatre.

Appendix 3 Different types of child abuse

Physical - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional - Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

Sexual - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Neglect - Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing, and shelter (including exclusion from home or abandonment).

Protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers).

Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other types of child abuse:

Bullying and cyberbullying – intentional behaviour that hurts someone else, name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child sexual exploitation – CSE is a type of sexual abuse when a child is coerced, manipulated, or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status or affection. Children are often tricked into believing that they are in a loving and consensual relationship. CSE does not always involve physical contact and can occur through the use of technology.

Child trafficking – This is where children are tricked, forced, or persuaded to leave their homes and then exploited, forced to work, or sold.

Criminal exploitation – Criminal exploitation is where children are manipulated and coerced into committing crimes. This can involve County Lines where gangs exploit children into moving drugs from a hub, like a large city, into suburban areas and market and coastal towns. They use dedicated mobile phone lines to exploit children into carrying drugs for gangs. It can involve children being trafficked away from their home area.

Domestic abuse – This is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. Children being exposed to domestic abuse can have serious consequences on how they feel, think, and behave in harmful ways. Domestic abuse is also recognised where 16- and 17-year-olds experience abuse in their relationships.

Female genital mutilation – FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting.'

Grooming – Grooming is where someone builds a relationship, trust, and emotional connection with a child so they can manipulate, exploit, and abuse them. Anybody can be a groomer, no matter their age, gender, or race. Grooming can take place over a short or long period of time, from weeks to years. This can also occur online.

Appendix 4 Different types of adult abuse

Physical - assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Emotional/Psychological - emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Sexual - rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Neglect and acts of omission - ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

Financial or material - theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Modern Slavery - encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Discriminatory - forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, or religion.

Organisational - neglect or poor care practice within an organisation or specific care setting, such as a hospital or care home. It can also be in relation to care provided in your own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.

Self-Neglect – this is when a person is unable or unwilling to care for their own essential needs which can include personal hygiene, health, or surroundings, refusal of necessary support and obsessive hoarding.

Digital – this can happen on the internet, through social media or mobile phones and can include trolling, stealing someone else's identity, cyber stalking, or cyberbullying.

Appendix 5 Responding to a Disclosure

This guidance aims to ensure that safeguarding disclosures are handled sensitively and appropriately, prioritising the safety and wellbeing of the individual involved.

Stay Calm and Listen

Remain calm and attentive. Allow the person to express themselves without interruption. Show that you are listening by nodding or using affirming words.

Reassure the Individual

Offer reassurance that they are safe and it was brave of them to share this information. Let them know that you take their disclosure seriously.

Avoid Leading Questions

Ask open-ended questions to gather more information but avoid leading or suggestive questions that could influence their account. Focus on what they want to share.

Do not Promise Confidentiality

Explain that you cannot keep the information confidential if someone is at risk of harm. Let them know that you will need to share this information with the appropriate authorities.

Document the Disclosure

Make detailed notes as soon as possible of what was said, including dates, times, and any relevant observations. Record the exact words used by the individual as much as possible.

Report the Disclosure

Report the disclosure to the DSL or relevant authority promptly.

Support the Individual

Offer support and ensure that they know where to access further help if needed.

Support for You

Support is available for you from the DSL.

Appendix 6 Reporting Procedures

These procedures are vital to ensure a safe environment for everyone involved in the theatre.

- 1) If anyone is concerned about a child or vulnerable adult, they must inform the Designated Safeguarding Lead (DSL).
- 2) Information regarding the concerns should be recorded by the person reporting on the same day and given to the DSL, to be stored in the designated space on the Wharf Theatre Management Shared Drive.
- 3) The DSL will discuss the concerns with the person reporting and agree a plan of action.
- 4) If required, the DSL will contact the relevant Multi-Agency Safeguarding Hub for children or adults for advice or the Emergency Duty Service Adults out of office hours or the Out of Hours Team for children.
- 5) Where a person needs urgent medical attention, this must be sought immediately.

Appendix 7 Information Sharing Seven Golden Rules

The General Data Protection Regulation (GDPR), Data Protection Act 2018 and any subsequent updates or amendments to those legal regulations are not a barrier – the regulations help us to share the **right** information, in the **right** way for the **right** reasons.

- 1) Be open and honest – it is important right from the start to be clear with people what information we hold, why we might share it and who might need to know.
- 2) Try and get informed consent from the beginning, where possible.
- 3) Seek advice – if in doubt, ask! Talk to the DSL.
- 4) Share with consent, where appropriate – respect the wish of adults who don't consent, where they have mental capacity to make that decision.
However, you may still decide to share the information without consent, where you can evidence that the need is:
 - in the public interest (e.g. other adults at risk, staff are implicated)
 - the adult, or someone else, is at very serious risk of harm
 - a serious crime has been committed
 - you suspect coercion or duress is involved in their decision
 - the person lacks the mental capacity to make the decision
- 5) Consider safety and well-being - What is the risk of **not** sharing the information? What will be the impact of sharing / not sharing – on the person, on anyone else involved.
- 6) Necessity, proportionality, relevance, accuracy - Is it the right information for the purpose? Is it being shared in the right format, with the right people? Is it accurate and up to date? Are you sharing promptly enough for the purpose intended? Think “need-to-know.”
- 7) Keep a record - Be clear what you have shared or chosen not to share. Why have you shared the information? Evidence how you came to that decision, and who you shared what with.

Appendix 8 What to do if you are worried about a child

What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings

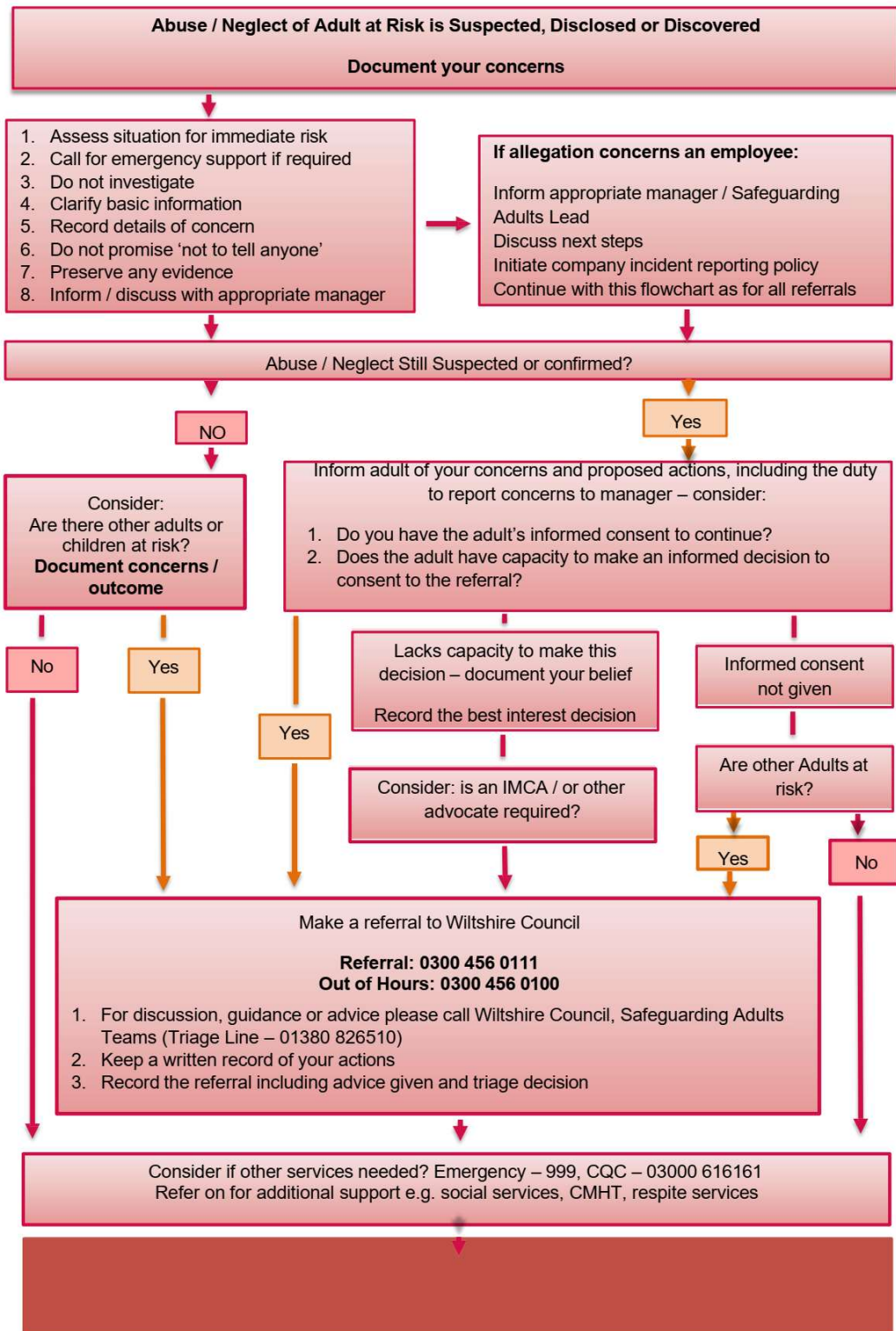


This flowchart is intended for use as a brief guide. Refer to the DfE Guidance [What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).

SVPP website: www.wiltshiresvpp.org.uk

Reviewed: May 2024

Appendix 9 What to do if you are worried about an adult



Appendix 10 Allegations against adults who work or volunteer with children



Allegations against adults who work with children

If you become aware that a member of staff/volunteer may have:

- behaved in a way that **has harmed** a child, or **may have harmed** a child;
- possibly committed a **criminal offence** against or related to a child or
- behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.



Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser



Report immediately to your /a senior manager/safeguarding lead.

Unless there is clear evidence to prove that the allegation is incorrect the manager/safeguarding lead must:



Report the allegation within one working day to the Local Authority Designated Officer (LADO):

- Contact the Integrated Front Door (IFD): **0300 456 0108** and Select Option 3 then Option 4
- Or email lado@wiltshire.gov.uk
- Out of Hours Emergency Duty Service (5.00pm to 9.45am Weekdays, 4:00pm Friday to 8:45am Monday): **0300 456 0100**



The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.



If the allegation threshold is **NOT met**, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).



If the allegation threshold is **met** a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

Appendix 11 Chaperoning



CHILDREN IN ENTERTAINMENT RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days

Note: Local authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks etc. and place additional conditions on the licence if this would be in the best interests of the individual child.

CHILD PERFORMERS' CHECKLIST

Note:

We operate under a BOPA (Body of Persons Approval) agreement with the council, which entrusts us to uphold standard safeguarding procedures. While licensed chaperones are preferred, they are not mandatory under BOPA. The BOPA must be renewed annually (see Appendix 11 for forms). Although it currently runs from early February, it's advisable to renew in early January to allow sufficient processing time.

Pre-Audition

- Confirm the length of the show and the extent of children's involvement.
- Remind the director of legal performance limits (e.g. no dress rehearsal on Sunday if the show opens Monday—this would breach the 6-day rule).
- Review and reinforce changing room protocols.
- Avoid having children move around the outside of the theatre during performances where possible.
- Aim to exclude children under 9 years old.
- Establish clear sign-in and sign-out procedures for rehearsals.

Immediately After Auditions/Casting

- **Obtain a list of all cast members in Year 11 and below as soon as possible.** *Note: The cut-off is school year, not age—some 16-year-olds may still be in Year 11.*
- Provide the director with hard copies of medical, consent, and contact forms to distribute to parents, with a clear return deadline.
- Review the rehearsal schedule to ensure compliance with the 6-day rule.
- Distribute the adult cast Code of Conduct or direct them to an online version.

Two Months Before the Show

- Assign chaperones for each dress rehearsal and performance.
Council requires chaperone details at least 3 weeks before opening night.
- Chaperone criteria (under BOPA):
 - Known to the organisation
 - Experience working with children
 - DBS certificate issued within the last 3 years
- Verify photo ID and DBS certificates for all chaperones.

- Ideally, attend the first dress rehearsal yourself to:
 - Inspect changing facilities
 - Observe procedures
 - Create a show plot to brief other chaperones

At Least 3 Weeks Before Opening Night

- Submit the council's performance notification form (requires chaperone details—see Appendix 11).
- Coordinate with the Director to ensure accurate completion.
- Submit the form no later than 21 days before the first performance.

Approx. 2 Weeks Before Opening Night

- Distribute the “Duties of a Chaperone” letter and obtain written acknowledgment from all chaperones.
- Contact parents to confirm who will collect their children after each chaperoned rehearsal or performance.
- Brief the cast (or ask the director to do so) on:
 - Chaperoning arrangements
 - Changing room expectations
 - General conduct during performances
- Prepare a chaperone folder containing:
 - Copy of the current BOPA
 - Sign-in and sign-out sheets
 - Medical, consent, and contact forms
 - Accident report form
 - Safeguarding incident form

INDIVIDUAL PERFORMANCE NOTIFICATION FORM

To be completed and submitted for each performance

Name of Performance:

Date of Performance(s)

Time(s) of Performance(s): Evenings: Matinees

Address of Venue: Wharf Theatre, The Wharf, Devizes, Wiltshire SN10 1EB

Lead Person responsible for the Performance:

Details of children participating below Compulsory School Leaving Age

	Male	Female	Special Educational Needs	Role
	Please enter total numbers in each column			
Age 0 - 4 years				
Age 5 - 8 years				
Age 9 - 16 years				

If you have been issued with a BOPA and any of the above children are additional to the number quoted on your BOPA, please state the number of new children here	
---	--

A full register of all children and their emergency contact details including any medical issues or additional needs must be held securely and be available at the place of performance at all times.

Chaperone Details (continue on an additional sheet if required)

Names of Approved Chaperones	Address	Registration Expiry Date	Name of Authority who Approved Registration

Number of Approved Chaperones present per Performance

Applicant Signature:

Date:

Print Name:

Once completed, please return this form to childemployment@wiltshire.gov.uk

APPLICATION FOR A BODY OF PERSONS EXEMPTION

Taking place within the Wiltshire Council Boundary

Children and Young Persons Act 1963 S.37(3)(b)

Section 1 – Organisation Details

Name of Organisation	Wharf Theatre, Devizes
Registered Address of organisation <i>inc. postcode</i>	Wharf Theatre The Wharf Devizes Wiltshire SN10 1EB
Tel. No(s)	01380 829743 (answerphone, not manned fulltime)
Email address	info@wharftheatre.co.uk

Name of Applicant*	
Position in Organisation	Lead chaperone/Child licensing
Address if different <i>Inc. postcode</i>	
Tel. No(s)	
Email address	

**N.B. The Applicant must have the authority to agree on behalf of the organisation, to any terms and conditions set out by the Local Authority. You must inform the Local Authority should the named Applicant change during the period of authorisation.*

Section 2 - Details of Performance

If your application is for a yearly term and you have not arranged any performances, please continue to section 3.

Performance Title	Yearly term
Address of Venue <i>inc. postcode</i>	Wharf Theatre The Wharf Devizes Wiltshire SN10 1EB
Date(s) and Times of Rehearsal(s)	<i>n/a</i>
Date(s) and Time(s) of performance(s)	
Description of the performance in respect of which the approval is requested.	Yearly term
Please provide details of the Children, Chaperone and Lead Person etc. for each performance on the Individual Performance Notification Form	

Section 3 – Safeguarding Arrangements

Name of Person responsible for Child Protection and Safeguarding	Sue Nash
Position in Organisation	Child Protection Lead/Designated Safeguarding Lead
Address <i>Inc. postcode</i>	18 Estcourt Crescent Devizes SN10 1LR
Tel. No(s)	07917 345255
Email address	youth@wharftheatre.co.uk

How do you ensure your child protection policy is followed throughout your organisation?	When a show is scheduled that requires children in the cast, the chief chaperone, or child protection lead, immediately liaises with the director to make sure that he/she is aware of all the child protection issues and conditions of our Body of Persons Approval. This includes the following: • We make sure that we always have one or two council-licensed chaperones on board as part of the theatre team. • We have nominated first aiders and keep accident books for every performance. • Parents are consulted regarding their children's medical details and fitness to perform. • Parents are asked to give permission for their children to be photographed or videoed. • Children are always appropriately supervised at rehearsals and performances. (Supervision of children is dealt with further below.) • We ensure that children do not rehearse or perform beyond the times, the number of hours and the number of consecutive days that the law stipulates. • We always separate dressing areas in terms of children/adults and male/female.
--	--

	• Emergency contact numbers and medical information for each child are kept in case of need during rehearsals and performances. • Signing in and out sheets for children are kept during performances. • We ensure that children are not released from the theatre until a responsible adult arrives to collect them.
What safeguarding training do you provide to those in your organisation who come in to contact with children?	As detailed above, the child protection lead or lead chaperone will always liaise with the director of a show involving children to make sure that he/she is aware of all the child protection and licensing issues. Trained council-approved chaperones are used where possible, or we appoint chaperones who have a DBS check no older than 3 years and who we have previously observed working with children at the theatre or who work professionally with children (eg schoolteachers). These non-licensed chaperones are briefed by a licensed chaperone before they assume their role.
What arrangements do you have in place for the supervision of the children at rehearsals and performances?	Children are always supervised by adults at rehearsals and performances. We strive to ensure that single adults are not left unsupervised in sole charge of children, and that no child is ever alone with a single adult. During performances, children are always supervised backstage by chaperones, abiding by the council guidelines of not having more than 12 children in the care of a single chaperone.

Have BOPA applications been made to other local authorities? <i>If yes, which authorities and dates?</i>	No
Has your organisation ever had a BOPA refused? <i>If yes, which authorities?</i>	No

Declaration of compliance with *The Children (Performances and Activities) (England) Regulations 2014*

I confirm that no payment in respect of taking part in the performance(s), other than for offsetting expenses, will be made to any young persons or to anyone on their behalf such as a parent/carer/agent.

I confirm that the child protection policy for the Organisation is attached.

I confirm that all the young people's parents/carers have confirmed that they are fit and that their health will not suffer by taking part in the performance(s).

I confirm that the Organisation agrees to the terms as set out in the "Contract of Agreement".

I confirm that no child of compulsory school age requires any absence from school to take part in the production.

Applicant Signature: _____

Date: _____

Print Name: _____

CONTRACT OF AGREEMENT

EXEMPTION FROM CHILDREN'S LICENSING

BODY OF PERSONS APPROVAL

S.37(3)(b) Children & Young Persons Act 1963

Name of Organisation	Wharf Theatre, Devizes
Address of Organisation (inc. postcode)	Wharf Theatre The Wharf Devizes Wiltshire SN10 1EB
Telephone No.	01380 829743 (answerphone, not manned fulltime)
Email Address	info@wharftheatre.co.uk
Name and Address of person responsible for the production(s)	
Position in Organisation	Head chaperone/Child licensing

The above Organisation has applied to Wiltshire Council to be approved as a Body of Persons under s.37 Children & Young Persons Act 1963. If approved, the Organisation would be exempted from the need to apply for individual licences for children to perform within the Wiltshire Council boundary.

If approved, the Organisation agrees to adhere to the following conditions: -

- No payment will be made to the child or anyone else, on behalf of the child, other than for reasonable expenses.
- No child will be absent from school to take part in a performance given under the Body of Persons approval.
- No child taking part in a performance is employed on the day of that performance or the following day.
- The Organisation will provide the Local Authority with details of each performance/rehearsal including the dates, times and location, together with the details (i.e. total number performing, ages, gender, special needs and role) of all children taking part, at least 21 days in advance of the first performance. Notifications of changes to the performance schedule must be sent to the PNLO, Wiltshire Council in advance. The Organisation will also provide the name and contact details of the lead person responsible for each performance.
- The Organisation will ensure the lead person responsible for each performance will have available at the place of performance a full register of all children performing and their emergency contact details including any medical issues or additional needs.
- The Organisation agrees to comply with Regulation 11 and Regulations 15 to 29 of The Children (Performances and Activities) (England) Regulations 2014
- To ensure a risk assessment is carried out in respect of each place of performance and provided to a member of the Local Authority upon request.
- A First Aider is present at each place of performance.
- The Organisation will ensure that an appropriate number of DBS checked adults are employed to care for the children (see Reg.15), having specific regard to their gender and age, ensuring that each child is supervised at all times at each performance and appropriate rehearsals.
- The Organisation provides details of the chaperones appointed.
- The Organisation agrees to any authorised officer of the Local Authority having unrestricted access whilst any dress or technical rehearsal or performance is taking place at any venue that the Organisation uses for such purposes.
- The Organisation provides a written Child Protection Policy to the Child Employment Team, Wiltshire Council when the application is made. A statement of the Organisation's commitment to protecting children must be displayed prominently at each venue.
- The Organisation will obtain an up-to-date confirmation of fitness from the parent of each child.
- The Organisation ensures that a list of emergency contact details in respect of each child including any medical issues or additional needs is securely held and is available at the place of performance.

- The Organisation will ensure signing in and out sheets and daily record sheets are completed for each performance.

Failure to comply with any of the above agreements or conditions is likely to result in the Local Authority revoking the Body of Persons exemption with immediate effect.

Failure to comply with Children & Young Persons Act 1963 s.37 and The Children (Performances and Activities) (England) Regulations 2014 is a criminal offence, which on conviction carries a maximum penalty of £1,000 or three months imprisonment or both, for each offence.

In signing this declaration you agree to the terms and conditions above.

Signed

Print Name

Position in Organisation Lead chaperone/Child licensing

Date

Tel. No. _____

Email _____

Please send the completed Application Form and signed Contract to:

childemployment@wiltshire.gov.uk

CHAPERONING RESPONSIBILITIES

Chaperones need to:

- be at the theatre at 1.30pm or 6.30pm as appropriate. Children will be told to arrive just after these times.
- sign in each child as they arrive by noting down their arrival time on the documentation of hours form – ensure there is a name of who is collecting them after the performance. There will be a Chaperones folder with relevant daily forms for this. If anyone doesn't turn up, chase them up via the contact numbers in the folder.
- accompany children onstage for the warm-up after they first arrive. They will get into costume after this.
- ensure that the children are kept separate from the adult actors the entire time backstage, using the dedicated, separate changing and waiting areas, as defined by the Director and production team. Please keep the children away from the adults' dressing room. Girls and Boys must have separate changing areas, but once in costume they can all sit together. Any changes of costume mid-show must be facilitated privately. At the end of the show they get changed separately again. Please keep changing and waiting areas uncluttered and free of trip/slip hazards at all times.
- always keep all children in your sight when they are not actually onstage. They must never be left unsupervised. When they go through the door into the wings, the stage manager will always have eyes on the children, so you don't need to follow them through there, unless requested by the production team.
- be aware of any medical condition that might affect a child (this will be in the folder, nothing major). If a child appears unwell, keep them offstage and phone one of their contact numbers to come and collect them. Tell someone in the cast what is happening. Record any accidents on the accident form in the folder. There is always a first aider in the building, if the need arises.
- refer straight away to Sue Nash, the Wharf's safeguarding officer, if any child makes a disclosure of abuse to you. Her number and an incident form (which should be filled in later) will be in the folder.
- ensure children do not go outside or around to the bar during the interval.

- note down on the documentation of performing hours form when the interval begins and ends.
- make sure children leave the dressing room, and costumes tidy at the end of the performance.
- sign each child out when an adult comes to collect them at the end of the performance. The signing-out sheet ought to specify who will be collecting them each night, and adults will be asked to physically come to the stage door to introduce themselves. All children must be handed over to an adult at the door, and none of them are allowed to leave on their own into the car park. If nobody arrives to collect their child, please phone the contact numbers provided for them in the Chaperones folder and wait at the theatre with the child for as long as it takes. If there are any complications about this, call Sue Nash on the number in the Chaperones folder.
- ensure that children must leave the theatre between a matinee and evening performance, but they must not be allowed out without being collected by an adult. Parents sometimes think it's OK to give you permission to release their child into town on their own after a matinee, but that isn't appropriate.
- ensure that on the final evening children are signed out by an adult and accompanied to the after-show party. All children must leave the theatre by 11pm.

The Wharf Theatre
Devizes
Wiltshire
SN10 1EB



Date: _____

Dear Parent/Guardian,

As your son/daughter will be taking part in the _____ production at the Wharf Theatre, I'd like to take this opportunity to make you aware of some child protection procedures.

If your child is in school Year 11 or below (even if they are 16) it is a requirement from Wiltshire Council that we ask you for the attached information.

During each performance your child will be under the care of a council-approved chaperone backstage and they will be expected to follow the chaperone's instructions at all times.

Please note that Wiltshire Council also require that children taking part in performances should not be employed to do work on the day of a performance or the day after.

The Wharf Theatre's Child Protection policy is available to view and to download at <https://www.wharftheatre.co.uk/wharf-youth-theatre/>

Under 'Wharf Theatre Safeguarding Policies' at the bottom of the page.

Could you kindly fill in the attached form and give it to the director by
Date _____

With many thanks

Sue Nash
Youth Manager, Child Licensing and Chaperones
Designated Safeguarding Lead

Any queries, contact: youth@wharftheatre.co.uk

CHILD ACTOR REGISTRATION FORM

Name of Production _____

Please return this form **by Date** _____ many thanks!

Child's name:

Child's date of birth:

Parent's/Guardian's full name:

Parent's/Guardian's email:

Parent's/Guardian's mobile number:

Second emergency contact number:

Does the child have any allergies? YES / NO

Details:

Does the child have any medical conditions or needs that the Wharf Theatre ought to be made aware of? YES / NO

Details:

.....

.....

I confirm that, to my knowledge, this child is fit and well enough to perform in:

Name of production _____ at the Wharf Theatre.

Signed:

PRINT NAME:

Relationship to child:

Photography/Media Consent

Do you give permission for this child to be photographed and/or videoed during rehearsals and performances for the purposes of publicising *the production* at the Wharf Theatre?

YES / NO

Signed:

Date:

Please note that photos and videos may be used on The Wharf Theatre's social media accounts, but we ensure that only children's first names will be used in such publicity, if at all. Please indicate if you would prefer your child not to be named at all.

NB: There is a Media Release Form for actors (including child actors) that must be completed in addition to this standard photography consent.

DOCUMENTED PERFORMANCE HOURS

[illegible]

Recording Form for Safeguarding Concerns

Call the Wharf Theatre Designated Safeguarding Lead (Sue Nash: 07917 345255) if you have a safeguarding concern about a child in a Wharf Theatre production. After reporting, please complete this form and pass it to Sue.

Information Required	Enter Information Here
Full name of child	
Date of birth	
Chaperone's name	
Nature of concern/disclosure <i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. Please continue on the rear of the form, if needed.</i> <i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i> <i>[Make it clear if you have raised a concern about a similar issue previously]</i>	
Time & date of incident:	
Name and position of the person you are passing this information to	
Your Signature	
Time and date form completed	
Parents Informed? [yes/no, date and time]	

