

WOODCHURCH PLAYERS POLICY FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND ADULTS.

Woodchurch Players Amateur Dramatic group provides a duty of care to all those who wish to perform or take part in any performance. The welfare of the children and young people is paramount, and we are committed to ensuring that our safeguarding policy, procedures and practice reflects statutory responsibility, government guidance and complies with best practice and performing arts requirements.

The Players aim to ensure that regardless of age, gender, religious beliefs, ethnicity, disability, sexual orientation or socio-economic background all are welcome and will be respected. Discrimination will not be tolerated. The Players committee reserves the right to respectfully request anybody not agreeing to the policy to leave.

It is important that all those taking part in performances have a positive and enjoyable experience and that the children and young people will experience a safe child-centred environment. Likewise, it is equally important that adults feel safe and any disability respected. Risk assessments will take place to ensure all possible action is taken to minimise potential risks before rehearsals and performances.

Licensed chaperones are the only people who are allowed to cover safeguarding of children and young people. They will be responsible in making sure that all safeguarding procedures, as set out in their training with Kent County Council, are adhered to. They will report any concerns to the lead safeguarding officer. Chaperones must renew their licences every three years and DBS checks are part of the renewal process. Chaperones are expected to have a copy of the KCC Chaperone licence pack and their badges together with the Woodchurch Players policy always at hand.

Any form of abuse will not be tolerated, and the players reserve the right to dismiss anybody who causes harm to another person or persons.

Any concern raised should not be investigated by anyone but taken to the lead safeguarding officer who will decide whether to

report it to a statutory agency or not. Concerns will be recorded in a safeguarding book in case further action should be necessary. All disclosures/complaints will be treated seriously and acted on appropriately.

There are trained first Aiders on site at all rehearsals and performances and any first aid incidents will be recorded in the accident book.

The technical crew will carry out their own risk assessments to ensure that caballing, special effects, lighting and all other equipment are fit for purpose and safe for members of the players and the audience.

At no time will photographs or video recordings be allowed. Members of the cast and crew are no exception. Permission from Parents will be obtained before photographs are used for promotional purposes. The Players reserve the right to video performances for the players' own use and these will not be shared with social media or anybody outside the group. The recordings are used to allow performers to view their performances.

The only phones that will remain on are chaperones and first aiders on duty for each performance. KCC guidelines state that under 18years of age should hand in their phones on arrival and have them handed back at the end of the performance. From now on there will be no exceptions. It will be the responsibility of the chaperones on duty to make sure this happens. Chaperones are requested not to use their phones while chaperoning unless there is an emergency as it can distract them from concentrating on the young people. A young person is deemed to be a child until 18 years of age.

The toilets are at the back of the annex hall. This hall is used as the children's dressing room so there is no need for chaperones to escort to and from toilets in this area. If someone needs the toilet in the kitchen area, situated in the main hall, when waiting to go onto stage two chaperones are to escort to the toilet area. This is to protect staff and children from any allegations. Chaperones need to be assured of their own safety in this respect.

On arrival and at the end of rehearsals and performances parents will be asked to sign their children in and out. Unless it has been arranged by a parent beforehand, no child will be handed over to

somebody we don't know. Chaperones must have the name and contact number of the person acting in loco parentis.

Dressing Room etiquette

Children and young people will have their own dressing room with screened areas for boys. They will not leave the dressing room for anything other than going on stage.

Under no circumstances will anybody other than chaperones on duty be allowed into the dressing room. There are no exceptions.

The Adults dressing room will be screened off when the younger performers join them to go onto the stage.

In order that everybody has a wonderful experience Woodchurch Players ask that all performers always behave in a respectful and courteous manner and that adults are mindful of their language and actions at all times.

Ann Tiplady
Safeguarding Lead
18th June 2025