

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 performances. 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 comply 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 ensure that all possible action is taken to minimise potential risks before and during rehearsals and performances.

Licenced chaperones are the only people who are permitted 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 are to be recorded in the accident book.

The technical crew will conduct their own risk assessments to ensure that all cables, special effects, lighting, and all other equipment are checked regularly and safe for members of the players and the audience. Photographs or video recordings are not allowed for personal use. 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 film performances for the players' archive; these will not be shared with social media or anybody outside the group. The recordings are to allow performers to view their performances.

During performances the only phones that remain on are the chaperones and first aiders on duty. KCC guidelines state that all under 18 years 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 should not use their phones while chaperoning unless there is an emergency as it can distract them from concentrating on the young people and does not give good example.

A young person under the age of 18 is, under government guidance, not an adult.

The toilets are at the back of the hall in the annex. When the annex 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, ideally, two chaperones are to escort them to the toilet area. This is for the protection of the young person and adults with them. Chaperones need to be assured of their own safety in this respect.

On arrival and at the end of rehearsals and performances parents will sign their children in and out. Unless a parent has arranged it beforehand, no child will be handed over to somebody we do not

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 in the dressing room. There are no exceptions.

The Adults dressing room will be curtained off so that when the younger performers have to go onto the stage they cannot see in

In order that everybody has a wonderful experience Woodchurch Players ask that all performers behave in a respectful and courteous manner and that adults are always mindful of their language and actions. Any inappropriate language or behaviour by **anybody** will be challenged by the chaperones on duty. Please remember that Safeguarding is everybody's responsibility.

Ann Tiplady
Safeguarding Lead
12th June 2026