

# Acton A.O.S

## Safeguarding Procedures

### Responsibilities of the Society

- Undertake a risk assessment and monitor risk throughout the production process
- Identify at the outset the designated child protection officer.
- Ensure that there are sufficient licensed chaperones and other individuals with responsibility for children, including appropriate vetting.
- Know how to get in touch with the local authority in case it needs to report a concern.

### Parents

The society encourages parents to be involved in the activities of the society and to share responsibility for the care of the children.

Any production involving children the society will:

- Undertake a risk assessment and monitor risk throughout the production process;
- Identify the person with designated responsibilities for child protection;
- Engage sufficient chaperones and other individuals with responsibility for children, including appropriate vetting.
- Ensure the children are supervised at all time
- All parents will be given a copy of the child protection policy and procedures.(available on website)
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

### Unsupervised contact

- The society will attempt to ensure that no adult has unsupervised contact with children.
- Normally there will always be two adults in the room working with children.
- Where unsupervised contact is unavoidable then steps will be taken to minimise the risk. For example, work will be carried out in public areas or in a designated room with the door open.

- Any unsupervised contact will be carried out by a person with an enhanced criminal record disclosure.

### **Managing Sensitive information**

- Parental consent will be sought for the use of photographic material featuring children for promotional and other purposes.
- The society web -based material will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including safe handling, storage and disposal of any sensitive information.

### **Criminal Record Disclosures.**

- All Production team members and chaperones will be required to obtain an enhanced criminal record disclosure as their role may include unsupervised contact with children.
- Other members may be required to obtain a standard criminal record disclosure if they have supervised contact with children.

### **Concerns and complaints**

If any person has cause or concern about other individuals' behaviour this should be made known to the person responsible for safeguarding. If the person responsible for safe guarding is the source of the problem, concerns should be made known to the society Chair Person.

These procedures will be regularly monitored by the executive committee of the society and will be subject to annual review