

## **BANBURY CROSS PLAYERS CHILD PROTECTION POLICY**

Banbury Cross Players recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968,

The definition of a child for Child[protection purposes is anyone under the age of 18 yrs. and in education/training- ( for licence purpose it is up to age of 16 yrs.)

[Download 2014 Legislation click here](#)

### **The society believes and will ensure that:**

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members of the society should be clear on their responsibilities
- It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

. The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to.

that person's name for 2023-24 is ..... **Chrissie Garrett**

she can be contacted on ..... **07557023144**

( In the event of either this being inappropriate or unable to contact the role will be fulfilled by the chair of BCP

This policy will be annually monitored by the Executive Committee of the society

### **CHILD PROTECTION PROCEDURES**

At the outset of any production involving children the society will:

- Ensure the Production risk assessment covers safeguarding where applicable .
- . • Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority) if needed.
- Ensure that children are appropriately supervised at all times.
- 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. The chaperone will take responsibility where a parent is not available

### **Unsupervised Contact**

- The society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

- Adults will only touch children when it is absolutely necessary in relation to the particular activity and seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes, as per membership form

## Chaperones

If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures. A DBS will be required for anyone with unsupervised access.

- Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, **unless already well known to the society**. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures by the CP officer
- During performances, chaperones will be responsible for meeting children at the stage door, signing them into the building and communicating to the Stage Manager
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms, whilst dressing in progress
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home

## LICENCES

From birth to the statutory school leaving age children will come under Performance Licence legislation. A child ceases to be of compulsory school age on the last Friday of June in the academic year in which they turn 16. Production still have a duty of care for all children until they are 18 years of age.

Children (under 16) may perform for 4 **days** in 6 months without needing licences.

**‘BODY OF PERSONS’ approval** – ( needed if licence appropriate- e.g. any child 16 yrs. and under)

- 4) **The rehearsal period** (prior to performance dates) is NOT covered by regulations.
  - a) Chaperones are NOT required (but recommended),
  - b) A suitable adult can chaperone the children.
  - c) It is good practice to have parent details and ensure safety of children at all times. Any rehearsals during the performance period (show week) are covered by Child Performance Regulations.
  
- 5) **If no children need licenses** then they are not covered by the regulations.
  - a) Chaperones are NOT required (but recommended),
  - b) A suitable adult can chaperone the children.However it is good practice to follow the Guidelines set out in the Children in Entertainment booklet \*\*. This is for the protection of the child and the Group.

### **Body of persons application form**

A Body of Persons Application (BOPA) can be issued for an organisation - known as a ‘body of persons’ for these purposes - for a specific performance or, for a limited period of time as set out in the approval, to put on performances involving children.

### **What you will need to complete the on line form**

- Copy of Banbury Cross Players child protection policy
- The names, addresses and birth dates of children taking part in the production or event
- The names and addresses of licensed and unlicensed chaperones and other DBS checked personnel
- Information about their licences, expiry dates, and which local authorities approved them
- Application Form for Child Performing Licence and Chaperone Licence from Oxfordshire County Council Administrative Office (Specialist) on: Tel: 01865 323513

**POLICY APPROVED:**