

# Kingsley Players & Kingsley Players Youth Theatre

## Safeguarding Policy

### 1.Aim:-

1.1 KP will make every effort to protect children, young people and adults that engage with KP. This document highlights KPs policy on identifying and responding to concerns regarding the protection of young people and adults.

1.2 'Safeguarding' is defined as "protecting a person's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect." (NHS England) A child/young person is defined as a person under the age of 18 (Children's Act 1989)

1.3 KP believes that safeguarding is everyone's responsibility and everyone must promote the welfare of all children, young people and adults, to keep them safe and to practise in a way that protects them. We believe in giving equal priority to keep everyone safe, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

1.4 All volunteers, visiting creatives, performers, technicians, committee members of KP who encounter children or vulnerable adults have a duty of care to safeguard and protect them , and to report neglect and abuse. This policy applies to all young people (young people defined as those under the age of 18), volunteers, visiting creatives, performers, technicians, committee members and organisations KP commissions to provide a service on their behalf.

### 2.Definitions and Signs of Abuse:-

2.1 KP acknowledges that Children, Young People & Adults can be harmed physically, emotionally, sexually or by neglect. It is our duty to report any concerns that we have of young person and/or adult abuse as the health, safety and protection of all Children & Young People is paramount. The signs of abuse can be viewed by clicking here:-

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

### 3. Legislation:-

In order to meet legislative obligations KP aims to carry out activities in such a way that when Children and Young People are involved their safety and welfare will be treated as a first priority.

KP expects anyone working with young people to:-

3.1 Have a conversation with SL/DSL early to get advice on safeguarding requirements for specific production or workshops.

3.2. Work with the chaperone lead to ensure arrangements for rehearsals and performances are in place

3.3 Support chaperone lead in recruiting parents to join the chaperone team for the production

3.4 Ensure all chaperones are properly introduced to the cast and care and can provide any safeguarding briefings as required

3.5 Support chaperones in maintaining and enforcing the safeguarding arrangements for the production.

3.5 Ensure for each activity that a sufficient number of responsible DBS certified volunteers are present at all times to supervise and safeguard young people. **We will ensure no adult is ever left alone with a young person.** Any new youth theatre leaders must display their DBS to the Youth Theatre Director prior to undertaking work.

3.6 Ensure for each activity that a registration process for the young people is conducted by a designated person. Initials must be taken of parent for sign-in and sign-out. If a young person under age of 13 would like to walk home or arrive to a session, a letter of consent must be sent to Youth Theatre Director in advance of this taking place.

3.7 Ensure for each activity that sufficient and accurate information is provided to parents, so that parents can make informed decisions concerning their young person's involvement.

3.8 Ensure that for each activity welfare information (medical information and emergency contacts) is obtained and stored securely.

3.9 Ensure that the necessary volunteers, who have responsibility for supervision of young people, have received safeguarding training and are aware of the reporting procedure.

#### **4. Roles and Responsibilities:**

**4.1 Every volunteer**, visiting creatives, performers, technicians, committee members have a responsibility to adhere to the guidance set out within this policy.

**4.2 The Designated and Deputy Safeguarding Leads, Tom Hayes and Hannah Horton**, have the general responsibility for ensuring that there is an effective safeguarding policy and procedure.





**Tom Hayes (KPYT, Designated Safeguarding Lead)**

**Hannah Horton (KP Designated Safeguarding Lead & Chaperone Lead)**

**4.3** All volunteers working with KP must bring issues of concern regarding the safety and welfare of children to the Designated Safeguarding Lead. It is not an individual's responsibility to decide whether a person has been abused or not.

## 5. Reporting Procedure:

5.1 If a volunteer, visiting creative, performer, technician, committee member of KP receives a concern/disclosure, the following procedure must take place.

1. A young person/adult discloses information or you recognise signs of abuse. You are concerned about the young person's welfare.  

2. Undertake an immediate phone call with the Designated Safeguarding Lead. This should immediately follow the concern. (If the DSL is unavailable, the Deputy Safeguarding Lead should be contacted)  

3. Record and document the concern using the safeguarding reporting form. Use full names, and to use verbatim quotes where possible. The concern must also be time-stamped and secured in a protected, digital file  

4. The DSL should acknowledge receipt of the safeguarding report form to the person that has submitted it  

5. Concern will then be taken and dealt with by DSL. The DSL will then be able to make a relevant referral to the appropriate organisation.

5.2 If you have any concern directly with the DSL, the KPYT Chair or KP Chair must be contacted. If you are still unhappy with how the concern has been dealt with, Chester and Cheshire West Council or the police must be contacted.

**5.3 The Police must be contacted on 999 immediately if the child or adult is in danger.**

**If you need to contact Cheshire West and Cheshire Children's Social Care, they can be contacted by telephone:-**

- Contact and Referral Team: 0300 123 7047
- Emergency Duty Team (for emergencies outside of office hours): 01244 977277.

If you have made a verbal referral to local children's services you should follow this up with a written referral as soon as possible, ideally within 48 hours.

In all cases, if you are not sure what to do you can gain help from NSPCC help line (24 /7). NSPCC Help Line:- Tel No: 0800 800 500

#### **5.4 KP volunteers must:-**

- Raise all concerns as soon as a problem, suspicion about a child or adult becomes apparent and certainly within 24 hours following the disclosure. This will ensure risks are managed and appropriate action taken. It's not an option to wait and see or to dismiss the concern
- Not investigate or ask leading questions. (Alternatively, to use the TED technique of Tell me what happened, Describe it to me, Explain to me)
- Not agree to keep it a secret or promise confidentiality, but give assurance that this information will be shared on a need-to-know-basis only.
- Not make assumptions or offer alternative explanations.
- Not contact the alleged abuser
- Not talk to other members of KP, young people, friends, councillors about the information that has been shared with you.

#### **6.Supporting Documents:**

This policy should be read alongside other KP organisational policies and viewable within the Appendix.

- Digital Safeguarding Guidance
- Chaperone Guidance Document
- Children in Entertainment Restrictions in Relation to All Performances
- Production Risk Assessment

#### **7.Contact Details:**

- KPYT - DSL:- Tom Hayes, 07857 [123923](tel:123923) [hayestom@hotmail.co.uk](mailto:hayestom@hotmail.co.uk)
- KP - DSL & Chaperone Lead:- Hannah Horton, [hannaehorton@gmail.com](mailto:hannaehorton@gmail.com)

#### **8.Monitoring:**

The DSL's and KP & KPYT Chair will undertake review of the procedures and policy. This Safeguarding Policy will be reviewed annually or if any legislative amendments occur or changes in working practices which may stem from incidents or allegations.

Tom Hayes

Hannah Horton

Designated Safeguarding Leads

**Date of Next Review:** December 2025

# Appendix

## **KP Digital Safeguarding Guidance:**

In order to preserve digital privacy KP have the following rules:

- General Data. All personal data of the group is stored electronically and password protected OR in hard copy by the director. This is restricted to one person only and will only be used in emergency situations.
- Contact within the cast/production team: KP will not publicise details amongst the group or a cast unless permission is granted by the owner of the details.
- Kingsley Players directors, production staff and anyone else in a position of authority in a production or acting on behalf of KP will not set up or endorse social media, text, WhatsApp or similar groups which share personal contact details. Emails will be written to numbers of participants such as the cast using the BCC function, unless permission has been obtained from participants. Youths' email addresses will never be shared with adult participants. The director must have access to communication channels with everyone and may need to give access to the producer. We would prefer to have parental emails for youth members of a cast.
- Participants who choose to share their contact details with other members of the group do so at their own risk and KP will not be responsible for misuse of contact details.
- Participants may not use the need for communication to pressurise any other person to share contact details.
- No-one may take photographs during rehearsals except the KP publicity officer who will, with permission, use some photographs for social media and journalistic publicity. Cast should not take photos of others without the knowledge of the people being photographed, for example, during the show week.

## **KP Chaperone Guidance:**

**DO:**

- Check the child is comfortable – you are the person to whom the child looks to guidance , protection, clarification and protect
- Stand up for the child above production pressures – one of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say no when what is being requested of the child is contrary or detrimental to the child's health, well-being and/or education
- Be the child's champion
- Report any concerns and know who to report them to and know what to do in each case – chaperones should keep a note of important contacts e.g. the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian
- Ask to see a copy of the licence
- Exercise discretion (only when regulation allows) where that is in the best interests of the child
- Be alert to all possible risks to the child
- Challenge people and/or behaviours

**DO NOT:**

- Let the child perform if they are unwell
- Leave the child alone with another adult (unless it's their parent or teacher)
- Ignore or downplay questionable behaviour from adults or other children
- Allow the child to be pushed into things that they don't want to do
- Take photos of the child
- Seek autographs from performers or become star struck
- Use inappropriate language or smoke whilst on duty
- Consume alcohol or be under the influence of alcohol whilst on duty
- Wear inappropriate clothing

**Children In Entertainment Restrictions in Relation To All Performances:**

<b>Topic</b>	<b>Age 0 to 4</b>	<b>Age 5 to 8</b>	<b>Age 9 and over</b>
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.