

LANCASTER **GRAND** THEATRE

EST 1782

LANCASTER FOOTLIGHTS & GRAND THEATRE CIO SAFEGUARDING POLICY & PROCEEDURES



LANCASTER FOOTLIGHTS & GRAND THEATRE**SAFEGUARDING POLICY & PROCEDURES****CONTENTS**

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1 POLICY STATEMENT

Lancaster Footlights & Grand Theatre CIO (LF>) has a legal duty to safeguard everyone involved in its activities. This duty will be delivered in an open and safe environment where everyone is treated with respect and dignity. LF> takes pride in its work with Children, Young People, and Vulnerable Adults. This policy applies to all LF> staff, volunteers, and (where applicable) contractors who have been contracted to deliver services to LF> (e.g. technicians & stagehands).

The overarching aims of this policy are to ensure all staff, volunteers, and participants in LF> activities involving children, young people, and vulnerable adults, are confident about their own good practice, are aware how to distinguish good practice in those around them and are able to make reports to the relevant authorities in a timely manner when it is appropriate to do so.

This policy also sets out our commitment to the principles of safe recruitment to ensure that staff and volunteers are selected appropriately and (where necessary) vetted, have the relevant qualifications, and experience, and accept responsibility for helping to prevent the abuse of children, young people, and vulnerable adults. As well as focusing on preventing abuse, this policy also sets out our commitment to ensuring all suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately. To ensure that procedures are in place to address poor practice and help any child/young person/vulnerable adult who appears to be at risk, or to be a victim of abuse.

No personnel working or volunteering for LF> are trained to deal with situations of abuse or have the power to decide if abuse has occurred. The principal role is one of awareness, vigilance and onward reporting undertaken in a caring, confidential, and appropriate manner. Lancaster Footlights & Grand Theatre CIO, believes that:

- The welfare of the child and vulnerable person is paramount.
- All participants in our work, without exception, have the right to protection from abuse.
- All suspicions & allegations of abuse must be taken seriously & responded to swiftly & appropriately.
- All staff and volunteers have a responsibility to report concerns to the appropriate officer.

This Policy should be considered alongside others, including Bullying & Harassment, Privacy, Data Management, Health & Safety, Social Media, Whistleblowing, Recruitment of Ex-Offenders, and Equal Opportunities.

Safeguarding disclosure and incident reporting procedures are set out in this policy. Any concerns about poor practice must also be reported without delay. To discuss or report potential poor practice (or any other safeguarding query) please mail safeguarding@lancastergrand.co.uk Please do not put confidential and personal information in the email. A safeguarding officer will contact you to discuss the issue.



2. DEFINITIONS

Children/child: In law, a child is anyone who has not yet reached their 18th birthday.

Young person: A young person is anyone aged 16 or 17. The term has no legal status however might be the preferred term for people in this age group.

Vulnerable Adult: Defined by the Safeguarding Vulnerable Groups Act as a person who is aged 18 years or over and who is:

- Living in residential accommodation, such as a care home or residential special school
- Living in sheltered housing
- Receiving domiciliary care in their own home
- Receiving any form of healthcare
- Detained in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigrant and Asylum Act 1999
- Under the supervision of the probation services
- Receiving a specified welfare service, namely the provision of support, assistance, or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- Receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- An expectant or nursing mother living in residential care
- Receiving direct payments from a local authority or health and social care trust in lieu of social care services, and/or require assistance in the conduct of their own affairs.

Good Practice: Behaving in an appropriate manner with respect to the above groups.

Position of Trust: A position of trust is any position (paid or voluntary) that requires its holder to enjoy the trust of those around them. People in a position of trust must always carefully consider their relationships with Children, Young People, and Vulnerable Adults. It can be an offence for a person aged 18 or over to be involved in sexual activity with a person under the age of 18 if the older person holds a position of trust, as such sexual activity may be an abuse of that trust. This includes young people aged 16 and 17 who, despite reaching the age of consent of sexual activity, are still considered to be vulnerable to sexual abuse and exploitation in defined circumstances.

Who these guidelines cover:

These guidelines apply to ALL Children, Young People, and Vulnerable Adults regardless of why they are involved in the activities of LF>, on or off the main site, for example, in performances, rehearsals, and/or workshop spaces including but not limited to; audience members and customers, family friendly participation events, summer schools, learning disabled participants, professional acts, visiting companies, online (website/e-comms), and any other participation project.



3. ROLES AND RESPONSIBILITIES

Mark Hutton is the Chair of the Board of Trustees; and is the Designated Safeguarding Officer and lead trustee for safeguarding. Joye Heald is Deputy Safeguarding Officer and Lead Chaperone. The main objective for these roles is to ensure that:

- All staff, trustees, and volunteers are aware of what they should do and who they should go to if they have safeguarding concerns about a child/ young person/vulnerable adult.
- Any concerns are acted upon, clearly recorded, referred on where necessary, and followed up to ensure the issues are addressed.
- The designated officer(s) record any reported incidents in relation to children/young people/vulnerable adults or breach of Safeguarding Policies and Procedures.
- Records are kept in a secure place and contents are confidential.
- The designated officer(s) and everyone involved in LF> undertakes initial and refresher training which is applicable to their role and reflective of best practice.

All staff and volunteers must ensure that they:

- Recognise their personal responsibilities and report any concerns about suspected poor practice or possible abuse in accordance with the procedures in this policy.
- Respond to concerns expressed by a child, young person or vulnerable adult.
- Work safely and effectively with children, young people or vulnerable adults

The Designated Safeguarding Officer (DSO) will:

- Undertake training specific to their role and responsibilities.
- Lead on reviewing and updating the safeguarding policy and procedures on an annual basis or whenever necessary due to feedback/learning
- Ensure all staff and volunteers are aware of the importance of safeguarding and their responsibilities to keep children, young people, and vulnerable adults safe.
- Act as lead contact for the Local Authority Social Services (and Police in certain circumstances) in the event a child, young or otherwise vulnerable person is at risk of harm.
- Refer relevant safeguarding issues to the Board of Trustees for consideration.
- With the Board of Trustees, manage complaints about poor practice and allegations.
- With the Board of Trustees, ensure safe recruitment procedures across the organisation.
- With the Compliance & Learning Coordinator, ensure appropriate initial, refresher, and safer recruitment training is in place which is relevant to each individual role.
- Ensures accurate records of concerns about children, young people and vulnerable adults are made, stored and transmitted appropriately and appropriate actions taken.



A Deputy Safeguarding Officer/s will:

- Undertake the Lead Chaperone role
- Undertake training specific to their role and responsibilities.
- Deliver Safeguarding briefings to relevant staff and volunteers, including chaperones, volunteers, freelance staff, and cast members of productions where necessary.
- Stand in for the Designated Safeguarding Officer when necessary and undertake the responsibilities of this role in their absence.
- Maintain a current list of licensed and qualified chaperones
- Checking (alongside ID) that Chaperone licenses are up to date and current
- Make arrangements for chaperoning ensuring all guidance is followed regarding ratios etc
- Ensuring 'Body Of Persons Applications' are in place where required.

The Lead Trustee for Safeguarding will:

- Lead on policy and procedure oversight and assurance
- Be kept informed of all safeguarding incidents and issues
- Report to Trustees regarding observations and/or findings concerning safeguarding.
- Ensure the Safeguarding policy and its application meets the following insurance requirements:
 - Disclosing any allegations of abuse anywhere within LF> at time of renewal
 - Ensuring that where any staff or volunteers work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults there is:
 - A written safeguarding policy that is implemented and regularly reviewed
 - Someone appointed to deal with safeguarding matters and deal with allegations or concerns
 - Implemented safe recruitment procedures (including any necessary DBS)
 - Provided safeguarding training with regular refresher and procedural updates based on current best-practice for all staff staff and volunteers
 - Arrangements are in place for the reporting of concerns and allegations
 - Information is retained securely
 - A copy of the policy is available together with revisions of it
 - Training records are maintained
 - Employment and engagement applications, references, identity verifications and records of DBS checks are hold securely where these are required
 - Records of any abuse allegations or incidents including notifications to the appropriate authorities are held securely



4. SAFER RECRUITMENT OF STAFF & VOLUNTEERS

LF> believes that safe recruitment and selection practice is vital in safeguarding and protecting children, young people, and vulnerable adults. LF> recognises that anyone may have the potential to abuse children, young people, and vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them. LF> undertakes the following upon offer of employment and signing of contracts/volunteer agreements:

- The job / volunteering requirements and responsibilities are clearly explained.
- Safeguarding Policies explained, and the Designated Safeguarding Officer is introduced.
- Employees and volunteers are required, upon commencing activities, to complete the Safeguarding Policy declaration, which will be provided together with the Safeguarding Policy. Signing the declaration will become a condition of employment/volunteering and each line manager will ensure this is managed effectively.
- Further safeguarding policy updates will be circulated as necessary, and all staff and volunteers are expected to read updated policies and to raise any queries with the Designated Safeguarding Officer.
- If an applicant is applying for a role during which their normal duties would involve caring for, training, supervising or being in sole charge of children, young people and vulnerable adults, then they will be required to have an Enhanced Disclosure and Barring Service (DBS) with children barred list check, which satisfies LF>*.
- LF> policy is to follow best practice and to refresh DBS checks every three years or, where working with licencing authorities, apply their frequency, whichever is the shorter
(Lancashire County Council chaperone scheme requires a three yearly renewal).
- When undertaking reviews of DBS status we will ensure we have seen the original certificate, alongside I.D.. We will record the relevant information and store it securely.
- We will state words to the following effect in all recruitment adverts etc:
Lancaster Grand & Footlights Theatre CIO is an organisation that takes the safeguarding of children, young people, and vulnerable adults seriously.'
- We will ensure staff and volunteers are trained and refreshed relevant to their role.
- We will keep up to date with DBS service changes and advice.
- Shortlisted candidates will be interviewed by a panel of at least two staff and/or trustees, with some roles also having an independent HR advisor present.
- Selected candidates will be required to provide at least two written references.
- LF> will follow up references for employees & volunteers if their role is a position of trust.
- Newly appointed staff and volunteers will undergo relevant safeguarding training and will be required to complete a probationary period.

*For Chaperone roles; LF> will consider that safer recruitment principals have been achieved if the Local Authority Chaperone process has been successfully completed (i.e. interviews would not be duplicated, and references would not be required etc) however LF> reserves the right to verify licences are valid.



5. GOOD PRACTICE GUIDELINES FOR ALL STAFF & VOLUNTEERS:

ALL staff and volunteers are expected to work within these Good Practice guidelines and follow LF>'s Safeguarding Policy and procedures. The following guidelines simplify and summarise how we will work together to deliver our Safeguarding responsibilities.

To respect children, young people, and vulnerable adults, we will always:

- Treat all children, young people, and vulnerable adults with respect and dignity.
- Prioritise the welfare of children, young people, and vulnerable adults.
- Be aware of and cater for individual need/s.
- Promote relationships that are based on openness, honesty, trust, and respect.
- Model good behaviour for Children, Young People, and Vulnerable Adults to follow.
- Value and take children's contributions seriously.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, pronoun preference, and religious belief.
- Be aware of access needs of any children, young people, and vulnerable adults whether this be due to cultural, religious, physical, emotional, or other needs.
- Promote relationships that are based on openness, honesty, trust, and respect.
- Avoid favouritism.
- Be patient.
- Give enthusiastic and constructive feedback.
- Do not give negative criticism.
- Exercise caution when discussing sensitive issues
- Maintain healthy, positive, and professional relationships with participants.
- Do not engage, or attempt to engage, in any form of sexual relationship with children, young people, or vulnerable adults.

To work safely with children, young people, and vulnerable adults we will always:

- Provide safe buildings, spaces and environments ensuring all equipment and space is sufficient in size and used safely and for its intended purpose.
- Ensure a qualified first aider is present.
- Ensure appropriately stocked first aid kits are available.
- Ensure that trained (or competently supported) staff and volunteers undertake suitable risk assessments, risk is constantly monitored and control measures refined where necessary.
- Ensure telephone access for prompt contact with emergency services & emergency contacts
- Provide access to regular and appropriate food and drink
- Provide suitable toilet facilities
- Provide suitable evacuation procedures which reflect individual needs (including, where appropriate, Personal Emergency Evacuation Plans)
- Ensure all equipment meets relevant safety standards
- Record and report any near misses or accidents



- Consider staffing ratios appropriate to the age of participants and the nature of the project
- Ensure children under 8 years old are supervised at all times.
- Ensure that no child under 6 performs on stage (due to the fall from height hazard) unless a specific risk assessment and control measures are in place and agreed by theatre manager
- When managing bookings for Summer School Theatre performances make it clear that *'This show is for children and their accompanying adult/s. Adults with no connection to members of the cast will not be permitted entry'*

To adhere to Safe Touch guidelines, with children, young people, and vulnerable adults we will always:

- Avoid physical contact wherever possible
- Ensure any physical contact that does take place is necessary, permitted, appropriate, relevant, and contextual to the nature of the activity.
- Avoid private or unobserved situations.
- Encourage open communication with no secrets.

Where possible, physical contact should always be avoided and replaced with an activity that achieves the same outcome (e.g. asking a child to zip up their own costume). It is recognised that contact sometimes cannot be avoided due to the nature of the activity (e.g. costume fitting and dance move). To ensure it is proportionate and can be justified always consider whether contact is:

Necessary: are you sure that demonstration or verbal instruction is not adequate?

Permitted: permission for contact is sought by the adult and given by child, young person, or vulnerable adult. Ask if you can touch and accept that permission may be refused.

Clear: tell the child, young person, or vulnerable adult where and how you are going to touch

Contextual: explain why you are going to touch.

If physical contact is unavoidable:

Always make sure it is for as short a time as possible

Always ensure you remain accessible and visible to others

Always tell someone where you are going, what you are doing and why

Always move with the child/young person to areas where there are more people



General Good Practice guidelines when working or volunteering with children, young people, and vulnerable adults:

Never engage in rough or sexually provocative games, including horseplay

Never share a room or a dressing room with a child

Never allow or engage in any form of inappropriate touching

Never make sexually suggestive comments to a child, even in fun

Never reduce a child to tears as a form of control

Never do things of a personal nature for children or young people, that they can do themselves

Never spend excessive amounts of time alone with children away from others.

Never allow concerns or allegations to go unreported.

Never take unnecessary risks

Never smoke, consume alcohol, or use illegal substances

Never let Children, Young People, or Vulnerable Adults have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account.

Never take pictures or films of Children, Young People, or Vulnerable Adults on a personal device

Never act in a way that can be perceived as threatening or intrusive

Never patronise or belittle Children, Young People, or Vulnerable Adults.

Never make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of Children, Young People, or Vulnerable Adults.

Always ensure parents and carers understand LF> volunteers and staff do not provide intimate care, including toileting and changing. If a participant cannot use the toilet independently then their parent/carer must be present to support them at all times and take responsibility.

Always ensure that parents and carers understand that if a participant requires assistance or support, then they must remain present and available to provide what is needed



6. COMMUNICATION WITH CHILDREN, YOUNG PEOPLE, & VULNERABLE ADULTS

Voice communication by Telephone & Text Messaging

Staff and volunteers at LF> are not permitted to use their personal phone/s to contact children or young people by voice or text. If it is necessary to make a voice call or send a text, it must be with the explicit consent of both the designated person for safeguarding and the parent, guardian, or carer; for a specific and isolated purpose (e.g. in an emergency).

Email

Staff and volunteers at LF> will always email a named parent, guardian or carer as the default first point of contact, NOT the child, young or vulnerable person.

If a child, young or vulnerable person contacts staff and volunteers at LF> via email (eg a work experience request) advice should be sought from the DSO. If it is agreed that a reply is appropriate, the response should be made from a theatre e-mail address and the parent/carers and DSO must be carbon copied into all correspondence.

Formal language should be used to avoid any misunderstanding. Staff and volunteers at LF> who have concerns regarding content of an email that they send to or receive from a child, young or vulnerable person should consult the DSO.

Social Media

Contact with Children, Young People, and Vulnerable Adults through social media applications is permissible but only through **organisational accounts** approved by the DSO and administered by a member of staff or volunteers at LF>. This ensures that **all content is visible and is actively monitored**.

LF> is not responsible for systems, applications or tools that are designed by the social network and cannot take responsibility for the way in which participants engage with such platforms outside the guidance offered during LF> activities. LF> staff and volunteers must:

Never send or accept any friend requests on any personal social media platform from a child, young or vulnerable person involved in any LF> project.

Never send or respond to any private message/s on social media from a child, young or vulnerable person

If a child, young or vulnerable person contacts staff and volunteers at LF> via a social media platform (eg a work experience request) advice should be sought from the DSO. If it is agreed that a reply is appropriate, the response should be made from a theatre social media platform and the parent/carers and DSO must be included in all correspondence.

If a staff member becomes aware that they are already connected on social media to a child, young or vulnerable person who is now taking part in a production, they should contact the DSO who will offer advice and guidance as to next steps.



7. PHOTOGRAPHY, VIDEO AND ONLINE SAFETY

LF> use photography, video and sound recording within its work and sometimes shares this content online and in printed material for marketing and programs etc

Unless written permission has been granted by the parent/carer/guardian of the child, young or vulnerable person, LF> staff and volunteers are not permitted to take pictures of or film them. See Privacy Policy and Data Protection Policy for more information

Photographs and videos of Children, Young People, and Vulnerable Adults will be stored in a secure folder controlled by LF>.

Where deemed necessary for planning and preparation reasons, a Chaperone may be given permission to film, record or take photos during a rehearsal for a production, using a theatre supplied secure, password protected device. At the end of the rehearsal process, the tutor and safeguarding officer/s will ensure that all photos/ recordings from the rehearsal period are permanently deleted.

LF> will ensure that any professional freelance photographers or video-makers contracted to make photos/videos of children/young people involved in Footlights productions have a current Enhanced Disclosure and Barring Service (DBS) check, dated within the last 3 years, inclusive of their period of engagement (validated against two forms of ID).

For any freelance photographers or video-makers who do not have a DBS Enhanced Certificate, a DBS checked member of staff from LF> will accompany the person contracted, at all times.

The person leading the activity (eg Director etc) are responsible for informing others of any individuals who have not consented to have their work or images shared/uploaded and to respect the wishes of individuals who refuse consent.

If negative comments are posted against images of children by Footlights members, we will ensure these are removed through our member and volunteer conduct policy.

During all performances involving children, young or vulnerable persons LF> will announce that "Video and photography is not permitted during the performance"

Mobile phone usage for participants in rehearsals and backstage areas:

The recording, taking, and sharing of images, video and audio on any mobile phone in rehearsals and backstage areas is prohibited; except where it is explicitly agreed by the Director, Manager or designated person for safeguarding. Such authorised use must still be monitored must only be undertaken on a device owned and controlled by LF>.



All mobile phone/camera use is to be open to scrutiny and the designated person for safeguarding/child protection or manager should be able to withdraw or restrict authorisation for use at any time if necessary.

Chaperones will collect and securely store mobile devices belonging to children and young people whenever changing rooms are in use.

Over 18-year-olds can keep and use phones in their own dressing rooms but must not take pictures.

Participants can enjoy taking pictures and filming in the DESIGNATED Photo and Filming session but must respect the rules about not sharing these on social media.

All participants can enjoy sharing LF> **official** pictures on social media.

If there is an emergency, mobile phones are permitted backstage and during rehearsals.

If the timings for pick-up changes, then permission will be given for mobile phones to be used to contact a parent or guardian.

Participants may be given permission to film sections of choreography or make audio recordings for personal reference only (when instructed by the director / choreographer or lead artist) to support learning. Please note that these films are for personal reference and should never be shared on social media and must be deleted as soon as the learning has taken place.



8. PROCEDURES FOR LOST, UNACCOMPANIED AND UNCOLLECTED CHILDREN

Unexpected and unaccompanied children arriving at the theatre

As children are the legal responsibility of their parents or person with parental responsibility, children under 14 years should not attend the theatre without a responsible adult, and venue staff will accept no responsibility for any unaccompanied children.

However, **IF** young children do visit unaccompanied it is important staff and volunteers know what to do. Approach the child with a colleague (preferably one of whom should be DBS checked):

- Try to find out if their parents know that they are with us unaccompanied.
- Try to find out if they know how to get home.

Use judgment to decide if it is reasonable to expect the child to find their way home. Ask yourself:

- Does the child seem capable of finding their way home?
- Does the child appear to know clearly where he/she lives?
- Are there any busy roads on route?
- What is the child's age and understanding?

If unsure in any way, encourage the child to remain until the parent or carer can be contacted.

If attempts to contact parent or person with parental responsibility fail, contact: Lancashire Social Services on 0300 123 6720 or, out of hours 0300 123 6722.

The police should be contacted immediately on 999 if the child appears to be in immediate danger.

Always log your actions using the form in Appendix 3 and e-mail the theatre manager and Designated Safeguarding Officer.

Unaccompanied children at the theatre at closing time (audience member)

If a child is found to be unaccompanied at closing time, staff and volunteers must:

- Inform the duty manager.
- Approach child with a colleague (preferably one of whom should be DBS checked):
- Find out if they are waiting for parent or person with parental responsibility to collect them.
- If possible, ring the child's home to clarify the situation.
- Two members of staff / volunteers should wait for the parent /carer to arrive.

If attempts to contact parent or person with parental responsibility fail, staff should contact: Lancashire Social Services on 0300 123 6720 or, out of hours 0300 123 6722.



The police should be contacted immediately on 999 if the child appears to be in immediate danger. Always log your actions using the form in Appendix 3 and e-mail the theatre manager and Designated Safeguarding Officer.

A lost or Missing child is reported

If a child is **reported lost or missing**, the duty manager or person in charge (e.g. Directors during rehearsals) who should start to complete the Lost Child record form in Appendix 3 after a search has been commenced – the search is the priority.

The Duty Manager/Person in Charge should instigate a thorough and logical search of the theatre. Once a sufficient check is made of the theatre (appropriate to the circumstances), if the child is not found, the police should be contacted without delay.

Never announce a lost child over an intercom system and do not give out any personal details about the child publicly, if radio systems are used ensure that lines are blocked and secure.

- Contact another member of staff or volunteer to stay with you to help document your actions and co-ordinate the search
- Seek to establish how the child can best be identified – age, clothing, hairstyle etc
- Seek to establish identifying details – name, age, school.
- Establish place and time last seen and by whom

The member of staff who took the initial report should reassure parents that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.

Child presents to staff/volunteer and declares themselves lost

If a member of staff or volunteer is approached by a child who declares themselves to be lost:

Never announce a lost child over an intercom system and do not give out any personal details about the child publicly, if radio systems are used ensure that lines are blocked and secure.

- Contact another member of staff or volunteer to stay with you and ensure you are in an open environment (preferably one of whom should be DBS checked):
- Reassure the child.
- Seek to establish identifying details – name, age, school.
- Contact the named person with identifying details and other information that might help reunite the child with their parent or carer.
- In the unlikely event that the child is not claimed the named member of staff should contact the police.
- Check the identity of the person to whom the child is handed over to, these details should be kept on file in a lost child record.



Uncollected Children (cast or activity member)

If a child is uncollected at the end of a session, rehearsal, or performance:

- Contact another member of staff or volunteer to stay with you and ensure you are in an open environment (preferably one of whom should be DBS checked):
- Reassure the child.
- No member of staff or volunteer should attempt to take the child to their own home or offer to transport them to their home
- Stay in the rehearsal or performance space
- If this is not possible move to an appropriate public space (for example a Cafe) with the accompanying member of staff or volunteer.
- Always put the welfare of the child first and remember how scary this experience might be.
- Constantly try to contact parents & or emergency contacts.

If attempts to contact a parent or person with parental responsibility fail, staff should contact: Lancashire Social Services on 0300 123 6720 or, out of hours 0300 123 6722. The police should be contacted immediately on 999 if the child appears to be in immediate danger.

Parent / Carer running late

If a parent/carers calls to say they are running late:

- Approach the child with a colleague (preferably one of whom should be DBS checked) and advise them accordingly
- Never move from agreed collection point to meet parent/carers at alternate location.

Signing In / Out

For performances, and any activity covered by child performance license/s or Body of Persons Approval (BOPA) signing in / out arrangements must conform to license conditions.

For auditions, children and young people should remain in the care of the parent or guardian with whom they arrived.

For rehearsals; children who are year 6 and below (primary school age) must be signed in and out, from and back into the care of an appropriate adult. In a similar manner to youth groups and schools, children and young people who are year 7 and above are not required to be signed in and out. However, this approach can be varied by risk assessment. If the rehearsal venue, time of year, or time of day introduce additional hazards then the age of signing in and out can be raised. This should be agreed before rehearsals commence by the Producer in conjunction with the DSO or A/DSO. This policy has been carefully considered so as not to unintentionally exclude children and young people whose parents / guardians may be unwilling / unable to commit to the full rehearsal schedule.



9. COUNCIL LICENSING, CHAPERONES AND VENUE HIRE

Child performance licensing

A license is needed if a child performs on stage, in television, film or commercials or works in professional sport or as a model. This applies to children from birth to compulsory school leaving age. Lancashire County Council are the Licensing Authority in Lancashire. Other Councils offer licensing schemes and LF> may accept chaperones licensed under such schemes provided they meet the same standards as the Lancashire model.

To ensure that the Footlights meets licensing requirements at least **one** of the following must be in place for **all** productions:

- 1) 'Individual performance licences' for all children involved in the production **OR**
- 2) A '*Body Of Persons Approval (BOPA)*' covering all the children involved **OR**
- 3) A '*Notification of Non-Licensed Performances*' from the Licensing Authority

If a Footlights Director / Producer is considering a production involving children and/or young people, it is essential that the appropriate applications are made at the earliest possible opportunity. The Licensing Authority (Lancashire County Council) must be contacted to establish which approach they agree is appropriate for the production – see below for more guidance. Subsequently they enforce rules and place requirements which include the provision of trained chaperones. This introduces significant logistical issues which must be fully factored into the planning of the auditions and performances.

If individual license are to be used, the person responsible for the performance (usually the Producer) and the parent should both complete and sign the application form which is available [here](#).

Rather than grant individual licenses or exemptions, in certain circumstances Lancashire CC may grant what is known as Body of Persons Approval (BOPA). This type of approval may be appropriate providing no payment is being made to the child, the child will not be absent from school to take part, and the performance takes place within LCC boundaries. In general, Footlights productions such as Pantomimes, are usually covered by an application for BOPA approval and therefore individual child performance licenses are not required.

BOPA application forms are available [here](#).

Completed applications should be sent to: childlicensing@lancashire.gov.uk giving **at least 21 days' notice**, but ideally far more. Although LCC tend to progress forms in line with upcoming productions so early submission of applications does not always guarantee an early response. Approval will only be granted providing the criteria are met and the council is satisfied the applicant has clear, robust, and well embodied policies for safeguarding children.



Some performances may not require a license of any type. In certain circumstances an exemption from the licensing process may be possible and where this is confirmed a *Notification of Non-Licensed Performances* will be issued by the Licensing Authority. Where a child has not performed on more than four days, including the performance in the last 6 months, and is not being paid (providing there is no absence from school) the performance *may* be exempt. Other conditions apply and to be certain, the Producer should notify LCC and seek advice. The Producer should complete the appropriate [form](#) and email it **at least 28 days before** the performance takes place to childlicensing@lancashire.gov.uk (sooner is recommended in the event any issues are encountered).

Where issued, Licences are legal documents and any conditions that have been applied must be adhered to. For theatre productions the licence is issued for the part the child is playing.

Irrespective of license status, in all Footlights productions a child must be [chaperoned](#) by their own parent or by a chaperone approved by a local authority. Lancashire County Council provides a booklet to chaperones entitled [“Children in Entertainment - A Guide for Chaperones and Performance Licence Holders”](#).

The guidance in this booklet (including record keeping) and this policy will be followed during all Footlights performances involving children and young people

Venue Hires

When the CIO hires the theatre out as a venue to third parties such as dance and theatre schools, and amateur dramatic or operatic societies, the CIO is not responsible for applying for a child performance license, BOPA, or notification of non-licensed performance. As the hirer always has responsibility for children in their care (and has possession of all the necessary data in connection with these children and young people, the timings of the show, breaks etc to make the application) this duty, and any ongoing compliance with licensing conditions, rests with the hirer.

Footlights and the Grand Theatre CIO places safeguarding and the protection of children, young and vulnerable people at the heart of its decision making. Consequently, to ensure all performances put on at the venue by third party hirers have the appropriate license in place, it is a condition of the booking (and associated contract) that at least **one** of the following must be in place for **all** productions:

- 1) ‘Individual performance licences’ for all children involved in the production **OR**
- 2) A ‘Body Of Persons Approval (BOPA)’ covering all the children involved **OR**
- 3) A ‘Notification of Non-Licensed Performances’ from the Licensing Authority

AND Irrespective of the final position with respect to the requirements of the Licensing Authority established by the above, the CIO also requires a commitment that the [Chaperoning Children in Entertainment](#) guidance will be followed at all times at the Theatre.

This is the single Lancashire wide document that sets out nationally recognised good practice and thus ensures that whenever Chaperones come together to look after the needs of children and young people, they are doing so to a single consistent standard that everyone



understands. In this way, everyone involved can be assured that collectively we are protecting children and young people to recognised and easy to follow standards, and the performances are safe and joyful for everyone involved. A copy of 'Children, Young, & Vulnerable People in Performances - Venue Hire Self-Declaration' will be supplied when booking and a reference copy is available in Appendix 10.

Chaperones

Chaperoning of children in entertainment:

- When a child takes part in a performance which can include TV, filming, theatre or modelling they must be chaperoned by their own parent or an approved chaperone.
- A parent may only chaperone their own child. No one else may look after your child if you are named on your child's licence as chaperone. A grandparent or other family member (unless they have parental responsibility or they have a [chaperone licence](#)) cannot undertake this role on your behalf.
- A chaperone acts in "loco parentis" and should exercise the care which a good parent might be reasonably expected to give that child.
- The maximum number of children a chaperone can look after at any one time is 12. However in most cases this will be too many as age and gender need to be taken into account along with the limitations of the venue.

The duties and responsibilities of a chaperone

- A chaperones' first priority is always to the child
- A chaperone is the key person who the child looks to for guidance, protection, clarification and support
- A chaperone's duty is to look after the child therefore they cannot be involved in other activities such as dresser, make up or actor
- A chaperone must be strong enough to negotiate on behalf of the child. For example if a producer wants a child to remain at the place of performance beyond the permitted hours or to perform outside of that stated on the licence the chaperone must be confident enough to say no
- A chaperone must have a working knowledge of the performance regulations to carry out their duties confidently and effectively
- Production companies are required by law to keep certain records relating to the performance e.g. arrival and departure times, rest times etc. This duty often falls to the chaperone
- A chaperone must ensure that all children are handed over to their parent/carer at the end of the performance. No child must ever be allowed to go home alone
- A child's performance licence will tell you what the child is allowed to do, you should ask the producer for a copy of the child's licence and familiarise yourself with the terms of the licence.
- If a child is unwell they cannot perform, as a chaperone you have the right to stop them from performing until you are satisfied they are well enough to continue. Chaperones should contact the parent or named contact on the emergency contact register and ask them to collect the child if they are unwell.



- If you have suspicions that a child is being neglected or abused or if a child makes a disclosure of that nature you must immediately inform the designated person for child protection or contact [Children's Social Care](#).

The LF> DSO and A/DSO are responsible for ensuring Producers and Directors have access to a sufficient number of trained and certificated Chaperones. Although LF> will provide safeguarding training relevant to role this does not qualify the recipient to act in a chaperone role. Only courses provided or approved by Lancashire County Council are acceptable to the licensing authority.

10. IDENTIFYING TYPES AND INDICATORS OF ABUSE

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Abuse can also take place wholly online, or technology may be used to facilitate offline abuse. Staff and volunteers working for LF> have a responsibility to be vigilant when coming into contact with children, young people, their families and other carers. You may have to respond to concerns about the welfare of a child or young person, so it is important you familiarise yourself with the general indicators of abuse. You may observe or be a witness to any of the following during your contact with children and families:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Common signs include Bruising; Burns/scalds; Bite marks; Fractures/broken bones.

Emotional abuse is the **persistent emotional maltreatment** of a child such as to cause severe and persistent adverse effects on the child's emotional development. Common signs include: using language you wouldn't expect for their age; struggle to control strong emotions and feel overwhelmed; seem isolated from peers; have few friends; withdrawn and not communicating.

Sexual abuse and Child sexual exploitation involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Common signs may be staying away from certain people; seeming frightened of a person; avoid being alone with people; showing sexual behaviour inappropriate for their age.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Common signs include: Poor Appearance and Hygiene; unwashed clothes; inadequate clothing; hungry and not provided with adequate food/snacks; untreated injuries, medical and [dental issues](#).



11. PROCEDURE FOR ACTING UPON AND RESPONDING TO CONCERNS ABOUT THE WELFARE OF A CHILD OR YOUNG PERSON

Action if a child Discloses Information

It is not the responsibility of anyone working for LF>, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

If a child is suffering, or at risk of suffering significant harm, the law supports staff and volunteers to share the information with appropriate agencies or professionals without the child's or parent's consent.

Always try and seek advice from a theatre safeguarding officer before completing the reporting form. They will provide advice on the urgency of this and how best to do it. See Reporting flowchart (Appendix 1).

When a child or young person discloses (says) something to you that causes concern, it is important to clearly record this information. Any concerns about a child or young person should be recorded on the incident report form (Appendix 2) regardless of whether or not it will be ultimately passed on to the statutory authorities. Sometimes, disclosures can be made accidentally and not intentionally – be aware and vigilant. This can happen through drama games, improvisation, or you may overhear something someone has said. If you have ANY cause for concern, then take immediate, necessary action.

Be aware that some Children, Young People, and Vulnerable Adults may not be able to express themselves clearly verbally. Communication differences may mean that it is hard for them to complain or be understood. Sometimes abuse of disabled children has gone unrecognised because behavioural clues were interpreted as part of their disability.

If a child, young person, or vulnerable adult talks about possible abuse, the member of staff or volunteer **should**:

- Put arrangements in place to talk to the child/young person/vulnerable adult as soon as possible. Call another member of staff or volunteer to be present, move, if appropriate, to another location – never in a closed room – always in an open environment and with another member of staff.
- Listen carefully to what they're saying: Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.
- Give them the tools to talk: If they're struggling to talk to you, show them [Childline's letter builder tool](#). It uses simple prompts to help them share what's happening and how they're feeling.



- Let them know you want to be able to give them your full attention and you realise what they would like to tell you is important.
- Let them know they've done the right thing by telling you. Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
- Tell them it's not their fault. Abuse is never a child's fault. It's important they hear, and know, this.
- Say you'll take them seriously: They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.
- Be honest about outcomes.
- Reassure the child/young person/vulnerable adult but do not promise confidentiality.
- Explain that you will have to speak to someone else who can help.
- Don't confront the alleged abuser: Confronting the alleged abuser could make the situation worse for the child or vulnerable person.
- Don't investigate, repeatedly question, or ask the individual to repeat the disclosure.
- Do ask open questions
- Recognise the inherent difficulties interpreting what is said by young children.
- Don't ask leading questions. Do not prevent them from recalling events.

Record:

Make brief notes immediately onto the incident report form and pass this to the Designated Safeguarding Officer. Record the words used by the individual. Record impartially. Try and use the same words and phrases as them e.g. for body parts etc. rather than interpreting what they think they mean. Make a full written record of what had been said in their own words, heard and/or seen as soon as possible on the incident report form. Also make an accurate record of any questions that you ask.



Remember to share your concerns:

- Always call a theatre Safeguarding Officer to seek advice before completing the incident reporting form. They may be able to attend and assist the process.
- If a disclosure or incident takes place within office hours, a theatre Safeguarding Officer will try and talk to you face to face about the incident and be present while you record and finalise your notes on the incident reporting form.
- If a disclosure or incident takes place outside of normal working office hours, inform the Duty Manager who will telephone a theatre Safeguarding Officer. They will provide advice on how best to produce a written record and keep this in a safe and confidential place until you are able to personally deliver the statement to the Designated Safeguarding Officer.
- It is also good practice to email a written account of a disclosure or cause for concern that has taken place if it is not possible to hand deliver your notes to the DSO for longer than 48hrs from the disclosure taking place. If emailing, please anonymise names of the individuals.
- All Incident report forms are securely stored in a restricted and protected folder.

What to record in the case of a disclosure:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern via the Incident report form (Appendix 2) which should include the following:

- The **name**, **age**, and **date of birth** of the person making the disclosure.
- Their home **address** and **telephone** number.
- Whether or not the person making the disclosure is expressing their **own concerns** or those of **someone else**.
- The **nature** of the **allegation**. Include dates, times, any special factors, and other relevant information.
- Make a clear **distinction** between what is **fact**, **opinion**, or **hearsay**.
- A **description** of any visible bruising or other **injuries**. Also, any **indirect** signs, such as **behavioural** changes.
- Details of **witnesses** to the incidents.
- The person's **account**, if it can be given, of what has **happened** and how any bruising or other injuries occurred.



- Have the **parents** been contacted? If so, what has been **said**?
- Has **anyone else** been consulted? If so, **record details**.
- Has anyone been **alleged** to be the **abuser**? Record details.
- Where possible referral to the **police** or **social services** should be **confirmed in writing** within 24 hours and the name of the contact who took the referral should be recorded.

Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Designated Safeguarding Officer,
- the Deputy Safeguarding Officers
- the Chair of Trustees.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.

Information should be stored in a secure place with limited access to designated people, in line with the Privacy Policy and Data Management Policy (e.g. that information is accurate, regularly updated, relevant and secure).

Support to deal with the aftermath of abuse:

Consideration should be given to the kind of support that children, parents and members of staff/volunteers may themselves need. Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse:

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, LF> will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Making a referral (See flow-chart in Appendix 1)

If the disclosure indicates that the child is at risk of significant harm or radicalisation then Police should be contacted immediately.



If a decision is made to make a referral to Social Services it will be the responsibility of the Designated Safeguarding Officer (or Deputies if the DSO is unavailable) to formally report this concern within 24 hours.

NB. No member of LF> staff or volunteers is trained to assess whether abuse has occurred so the assumption is that a referral will be made. This ensures Social Services are able to receive a small piece of information which may (or may not) be part of wider pattern / case history.

When a referral is made, the Designated Safeguarding Officer will record the name and role of the person they spoke to, the date and time of passing on the concern.

If a decision is made not to share a concern with external agencies, details will still be recorded of the concern raised and information as to why a referral was not made.



12. ALLEGATIONS OF MISCONDUCT AGAINST STAFF AND FREELANCERS/VOLUNTEERS

Any suspicion that a child or young person has been abused, or is at risk of being abused, by either a member of staff, a volunteer should be reported **immediately** to the Designated Safeguarding Officer & Chair of Trustees who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Incidents that **MUST** be reported / recorded

For protection against false allegations and / or misconstrued behaviour, if any of the following occur staff and volunteers should report immediately to the Designated Safeguarding Officer and record the incident.

- If staff or volunteers accidentally hurt a participant.
- If participants seem distressed in any manner.
- If a participant seems to have developed an attraction towards you.
- If a participant misunderstands or misinterprets something you have done.

Concerns about Poor Practice by staff or volunteers:

Concerns about someone's 'Good Practice' (i.e. if someone is not following the Good Practice Guidelines) should be reported to Designated Safeguarding Officer. The DSO will consider the report and will inform the theatre manager and chair of trustees (or lead trustee for safeguarding if different) so that this may be dealt with appropriately via conduct or performance processes.

Concerns about suspected Abuse by staff or volunteers

Any suspicion that a child or adult at risk has been abused or is at risk of being abused should be reported to the Designated Safeguarding Officer immediately, who will take such steps as considered necessary to ensure the safety of the participant in question and any other person who may be at risk. The DSO will inform the theatre manager and chair of trustees (or lead trustee for safeguarding if different). Immediate suspension should be considered.

The DSO will complete an incident reporting form and will refer to social services. The Designated Safeguarding Officer has a duty to inform the Local Authority, who must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

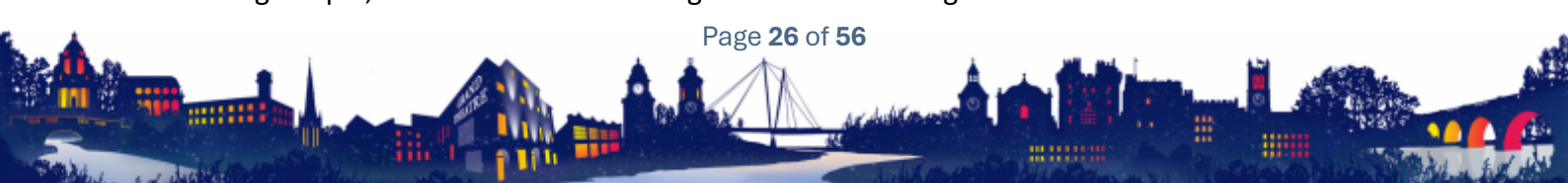
Social Services are then responsible for:

Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.

Managing and overseeing individual cases from all partner agencies.

Ensuring the child's voice is heard and that they are safeguarded.

Ensuring there is a consistent, fair and thorough process for all adults working with Children, Young People, and Vulnerable Adults against whom an allegation is made.



Monitoring the progress of cases to ensure they are dealt with as quickly as possible.

The parents or carers of the child will be contacted as soon as possible, dependant on advice from the social services department.

If the Designated Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Chair of Trustees of Lancaster Grand & Footlights Theatre who will complete the reporting form and make the referral.

External and Internal Enquiries and Suspension

If there is an allegation of abuse made against a staff member or volunteer then this will initially be dealt with as a misconduct issue through the relevant LF> Conduct Procedure. This may include a decision to suspend. Suspension should not be interpreted as inferring guilt but as a decisive means to protect vulnerable children, young people and adults from potential further harm, until an appropriate investigation is complete. Suspension also assists in the preservation of evidence.

The Designated Safeguarding Officer has a duty to make a referral to the Disclosure and Barring service regarding concerns about an individual who may have harmed a child or put them at risk of harm.

If a member of staff or volunteer has been suspended as the result of alleged misconduct in relation to a child protection/safeguarding issue, the terms of their suspension should also prevent access to the building or other locations where activities take place. Their MS365 log in should be suspended with immediate effect. Removal from social media accounts should only be undertaken following agreement from Police as doing so may remove evidence. Depending on the nature of the misconduct issue, designated members of the trustee/management team may be required by the Police to support the process of evidence e.g. granting access to folders. The Designated Safeguarding Officer will review and update the existing policy to ensure it is in line with what has occurred and make any relevant changes to procedures.

Irrespective of the findings of the social services or police inquiries, LG&FT's Chair of Trustees will seek the advice of the Local Safeguarding Children Board to assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there may eventually be insufficient evidence to uphold any action by the police. In such cases, LG&FT's Chair of Trustees, with advice from the Local Safeguarding Children Board, must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child, young person or vulnerable adult should remain of paramount importance throughout.



13. CONTACT INFORMATION FOR REPORTING / REFERRALS and SUPPORT:

Where there is a serious and immediate threat to a child: Call 999

Internal Support During office hours: If an incident occurs or you have concerns, you should contact the theatre manager immediately. If they're not available, contact one of theatres Safeguarding Officers:

Joye Heald, joye.heald@lancastergrand.co.uk
Mark Hutton, mark.hutton@lancastergrand.co.uk

Internal Support Outside office hours: If an incident occurs or you have concerns you should speak to the Duty Manager and seek guidance from one of the theatres Safeguarding Officers:

Joye Heald, joye.heald@lancastergrand.co.uk
Mark Hutton, mark.hutton@lancastergrand.co.uk



REPORTING & MAKING A SAFEGUARDING REFERRAL

As a theatre representative or even as a private individual: if someone has concerns about a child, young person or vulnerable adult they can report to Lancashire County Council Social Services by:

8am – 8pm Monday to Friday: **0300 123 6720**

8pm – 8am Monday to Friday and anytime weekends and bank holidays: **0300 123 6722**

CHILDREN: <https://www.lancashire.gov.uk/health-and-social-care/safeguarding-children/>

ADULTS: <https://www.lancashire.gov.uk/health-and-social-care/safeguarding-adults/>

NSPCC Helpline [0808 800 5000](tel:08088005000) or help@NSPCC.org.uk.

Childline 0800 1111

F.G.M ('Known 'cases must be reported to police) helpline on 0800 028 3550 or fgmhelp@nspcc.org.uk

Victim Support who have a specialist Young People's Service: 01924 369107 or National Line: 0845 303 0900.



RADICALISATION

Report radicalisation (Prevent) if you:

- become aware of an individual you feel is vulnerable to radicalisation.
- suspect someone is being radicalised or encouraged to support terrorism.
- or are experiencing pressure from others about this.

Immediate threat

- Call 999 in an emergency if you need police assistance.

For advice on preventing radicalisation or reporting concerns in Lancashire please email:

- concern@lancashire.pnn.police.uk
- Call the Prevent team on the number for advice or support: 01772 413398

Or

- The police non-emergency number 101
- Anti-terrorism hotline 0800 789 321

More information can be found on the [Lancashire Constabulary website](#)

[Counter Terrorism Policing safeguarding website](#) is aimed at family and friends to encourage them to share concerns that a friend or loved one might be vulnerable to radicalisation. The website aims to help increase Prevent referrals from family and friends into the police by increasing awareness, trust and understanding of the police's safeguarding role.

Reporting suspicious activity

- If anything gives you cause for concern, do not rely on someone else – ACT. Find out about what kind of activity and behavior you should report on the [Action Counters Terrorism \(ACT\) website](#).

Information found online.

- You can report illegal or harmful information, pictures, or videos you've found on the internet via the [gov.uk website](#). You can make your report anonymously.

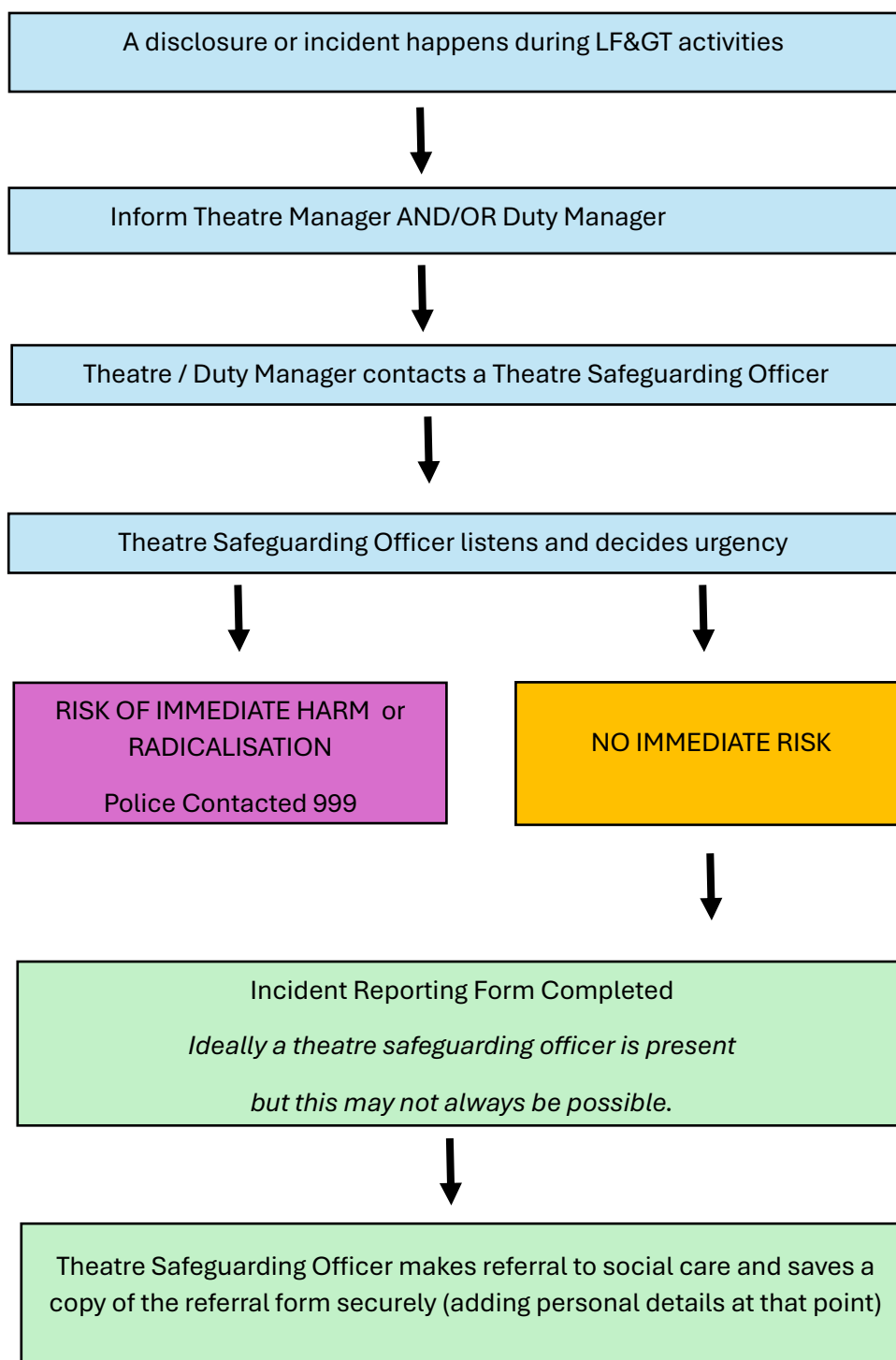


DOCUMENT CONTROL

Policy Created	Policy Creator	Policy for Review	Version
13-05-24	Mark Hutton	14-05-2026	1..0

Amendment	Revision By	Approved By	Date
Refined safe recruitment re Chaperone. Clarified signing out process & camera rules.	Mark Hutton	Mark Hutton	13-05-24
Updated BOPA information and contact details	Mark Hutton	Mark Hutton	13-05-24
Updated signing in / out arrangements	Mark Hutton	Mark Hutton	13-05-24
Appendix 6 - Table updated to include stage hands	Kris Williams	Mark Hutton	09-07-24
Moved to Corporate Template	Mark Hutton	Mark Hutton	30-08-24
Updated Appendix 6	Mark Hutton	Mark Hutton	30-08-24
Removing Kris Williams from DSO role	Mark Hutton	Mark Hutton	19-11-24
Adding Suzy Sutton to DSO role	Mark Hutton	Mark Hutton	19-11-24
Section 9 amended, & Appendix 10 added to clarify venue hire conditions	Mark Hutton	Suzy Sutton	08-05-25
Sections 3 & 13 amended due to trustee changes and new Deputy Theatre Manager role added	Mark Hutton	Mark Hutton	03-06-25



APPENDIX 1**REPORTING A SAFEGUARDING INCIDENT OR DISCLOSURE - FLOWCHART.**

APPENDIX 2**SAFEGUARDING INCIDENT REPORT FORM (CONFIDENTIAL ONCE COMPLETE)**

Type of incident: A DISCLOSURE or A SAFEGUARDING EVENT DURING LF> ACTIVITIES

Name of person completing this form: _____

Name of child, young person, or vulnerable adult involved:

**PERSONAL DETAILS SHOULD BE ADDED BY THE THEATRE SAFEGUARDING OFFICER WHEN SAVING
THIS FORM INTO THE SECURE FOLDER – NEVER E-MAIL A CHILDS NAME. PERSONAL DETAILS CAN BE
PASSED TO THE THEATRE SAFEGUARDING OFFICER VERBALLY**

Age/ date of birth: **AS ABOVE**

Home address: **AS ABOVE**

Phone number **AS ABOVE**

Date of incident: _____ Time of incident: _____

Venue and context in which the incident took place:



Details of anyone else present:

Name:	Young person / adult:	Relationship to young person:

Who was this incident reported to: _____



The Incident

Please use this section to record details, considering the following areas where possible:

- Whether or not the person is expressing their own concerns or those of someone else.
- The nature of the allegation and who they are against
- What form did the alleged abuse take? (Physical, sexual, neglect or emotional.)
- Include dates, times, any special factors, and other relevant information.
- Make a clear distinction between what is fact, opinion, or hearsay.
- Where relevant, include a description of any visible bruising or other injuries.
- Have there been any indirect signs, such as behavioural changes.
- Details of witnesses to the incident/s.
- The person's account, if it can be given, of what has happened and how any bruising or other injuries occurred using their words
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details.

Print Name: _____ Sign: _____ Date: _____

Use more sheets if necessary. Please ensure you number, sign and date the bottom of each sheet as necessary. Make sure that the record is kept in a safe and confidential place until such time as you contact the Designated Safeguarding Officer.

This form is confidential once complete.

This form should be sent by e-mail under confidential cover to safeguarding@lancastergrand.co.uk where it will be stored securely and confidentially.



APPENDIX 3

LOST / UNACCOMPANIED / MISSING CHILD REPORT FORM

(confidential once complete)

If a child is reported lost or missing inform the Duty Manager or Director immediately with the following information, giving as much detail as possible:

- Name of child _____
- Age of child _____
- Address/name of school _____
- Physical description of child (height, colour of hair, clothing)

- Where the child was last seen _____
- The time the child was last seen _____

Use the rest of this form to keep a record the steps that were taken (include whether police were contacted and if so what the outcome was, or if the child was handed over to a parent / guardian or teacher then what their name and their number is).

Use more sheets if necessary. Please ensure you number, sign and date the bottom of each sheet as necessary. Make sure that the record is kept in a safe and confidential place until such time as you contact the Designated Safeguarding Officer.

This form is confidential once complete.

This form should be sent by e-mail under confidential cover to safeguarding@lancastergrand.co.uk where it will be stored securely and confidentially.



APPENDIX 4- TYPES AND INDICATORS OF ABUSE

Physical abuse, may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Common signs of physical abuse:

Bruising:

- commonly on the head but also on the ear or neck or soft areas - the abdomen, back and buttocks
- defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet
- clusters of bruises on the upper arm, outside of the thigh or on the body
- bruises with dots of blood under the skin
- a bruised scalp and swollen eyes from hair being pulled violently
- bruises in the shape of a hand or object

Burns and Scalds

- can be from hot liquids, hot objects, flames, chemicals or electricity on the hands, back, shoulders or buttocks; scalds may be on lower limbs, both arms and/or both legs
- a clear edge to the burn or scald
- sometimes in the shape of an implement for example, a circular cigarette burn
- multiple burns or scalds

Bite Marks

- usually oval or circular in shape
- visible wounds, indentations or bruising from individual teeth

Fractures and Broken bones

- multiple fractures or breaks at different stages of healing

Emotional abuse is the **persistent emotional maltreatment** of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.



Signs and symptoms of emotional abuse It can prove difficult to tell if a child is being emotionally abused. Children and young people may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends.
- eating disorders – sudden weight loss
- self-harming

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs and Symptoms of possible sexual abuse

Children who are sexually abused may:

- Stay away from certain people
- Avoid being alone with people, such as family members or friends
- Could seem frightened of a person or reluctant to socialise with them
- Show sexual behaviour that's inappropriate for their age
- Might become sexually active at a young age
- Might be promiscuous
- Could use sexual language or know information that you wouldn't expect them to.

Child sexual exploitation is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. Child sexual exploitation is never the victim's fault, even if there is some form of exchange: all children and young people under the age of 18 (including 16 and 17 year olds) have a right to be safe and should be protected from harm. The abuse may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example) and can still be abuse even if the sexual activity appears consensual;

Signs and Symptoms of Child Sexual Exploitation:

- Acquisition of money, clothes, mobile phones etc without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation & persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;



- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours
- Self-harm or significant changes in emotional well-being

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and Symptoms of Neglect

- poor appearance and hygiene
- unwashed clothes
- inadequate clothing
- Hungry and not provided with adequate food/snacks
- untreated injuries, medical and dental issues
- repeated accidental injuries caused by lack of supervision
- recurring illnesses or infections
- not been given appropriate medicines
- poor muscle tone or prominent joints
- skin sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- tiredness
- faltering weight or growth and not reaching developmental milestones
- poor language, communication, or social skills
- Housing and family issues

Cultural practices:

LF> is an equal opportunities organisation and would not discriminate on the grounds of race or religion. Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. LF> does not condone practices that are illegal or harmful to children. Examples of particular practices are:

Forced Marriages: No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.

Under-age Marriages: In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.

Female Genital Mutilation: This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.



Signs and Symptoms of FGM

- have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear.

Ritualistic Abuse: Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

Radicalisation of children and young people

Children, young people and vulnerable adults can be at risk of radicalisation particularly (but not exclusively) those with low self-esteem and victims of bullying as they can be groomed in person or on-line by people offering to help solve their problems.

Radicalisation can be hard to recognise and can present itself in a number of different ways. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use



APPENDIX 6

GUIDELINES FOR AUDITIONS, REHEARSALS AND PERFORMANCES

Directors and Producers of any performance and event where children, young people and vulnerable adults may be involved should seek guidance, at the earliest possible opportunity, from one of the theatres safeguarding officers. Taking this approach will enable the early provision of timely and suitable advice to ensure the performance, event or production complies with this policy, and the law, and that first and foremost everyone has a safe and enjoyable time. The following paragraphs give a summary of potential advice that will be given:

SUB-GROUPS & EVENTS

- Safety / Fire procedure briefings will be a core part of the activity
 - Parents / guardians of those under 16 should be present at all times
 - Activities should be limited to the auditorium or audition space*
 - Changing rooms should not be in use. No changing should take place.
 - Changing limited to removing outer layers to reveal costume used to dance / perform in
 - No notification is required to Lancashire County Council Licensing Authority
 - A minimum of one chaperones (in addition to the sub-group leader) is required if parents / guardians are not present
- * If off-site spaces are used then Sub-Group leaders must consider the potential safeguarding risk that could arise from other building users and put in place suitable control measures if required e.g. accompaniment to toilet (must be a trained and licensed chaperone).*

AUDITIONS

- Safety / Fire procedure briefings will be a core part of the activity
 - Parents / guardians of those under 16 should be present at all times
 - Activities should be limited to the auditorium or audition space*
 - Changing rooms should not be in use. No changing should take place.
 - Changing limited to removing outer layers to reveal costume used to dance / perform in
 - No notification is required to Lancashire County Council Licensing Authority
 - Chaperones are advised but not required
- * If off-site audition spaces are used then Directors must consider the potential safeguarding risk that could arise from other building users and put in place suitable control measures if required e.g. accompaniment to toilet (must be a trained and licensed chaperone).*



REHEARSALS

- Safety / Fire procedure briefings will be a core part of the activity
- Children and young people may be left in the care of LF> members
- Changing rooms should not be in use. No changing should take place.
- Changing limited to removing outer layers to reveal costume used to dance / perform in
- Activities should be limited to the auditorium or rehearsal space*
- Notification may be required to Lancashire County Council Licensing Authority (BOPA)
- A minimum of one trained and licensed chaperone should be present in the auditorium or rehearsal space* NB. This can be increased as necessary based on risk assessment

** If off-site rehearsal spaces are used then Directors must consider the potential safeguarding risk that could arise from other building users and put in place suitable control measures if required e.g. accompaniment to toilet (must be a trained and licensed chaperone).*

PERFORMANCES

- Safety / Fire procedure briefings will be a core part of the activity
- Children and young people will be left in the care of LF> members
- Parents and guardians will generally not be permitted backstage
- Separate changing rooms will be in use and will have an allocated chaperone
- Notification will be required to Lancashire County Council Licensing Authority (BOPA)
- Trained & licensed chaperone must be present in the ratios prescribed by licensing authority

** If off-site studio spaces are used then Directors must consider the potential safeguarding risk that could arise from other building users and put in place suitable control measures if required e.g. accompaniment to toilet (must be a trained and licensed chaperone).*



**CHILDREN IN ENTERTAINMENT
RESTRICTIONS IN RELATION TO ALL PERFORMANCES**

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



APPENDIX 6

TRAINING, DBS & OFSTED REQUIREMENTS

TRAINING

LF> have been given permission to use on-line training resources provided by Blackburn with Darwen Council (BwDC). As BwDC are the recognised provider for the County wide chaperone licensing training this helps ensure consistency between LF> training and that provided separately to Chaperones on behalf of Lancashire County Council (the licensing authority). The online courses offered by BwDC and utilised by LF> currently are (this will change over time as courses and roles evolve):

Safeguarding Children and Adults Awareness	01 hours 30 minutes
Safeguarding Children - Levels 1 and 2 Combined	04 hours 15 minutes
Safeguarding Adults - Level 1	02 hours
Safeguarding Adults - Level 2	01 hours 30 minutes
Safeguarding Children with Disabilities (OPTIONAL)	30 minutes
Safeguarding Against Radicalisation - The Prevent Duty (OPTIONAL)	01 hours 30 minutes



SELF DECLARATION, DBS & TRAINING OBJECTIVES BY ROLE:

Role	Self-Declaration	Basic DBS	Enhanced DBS with barred list	BwD Safeguarding Awareness	BwD Safeguarding Level 1 & 2 Combined	BwD Safeguarding Adults 1 & 2	BwD Safer Recruitment
Trustees	Charity Commission declaration			✓			
Lead Trustee for SG	✓	✓		✓			✓
Designated SO	✓	✓		✓	✓	✓	✓
A/Designated SO	✓	✓		✓	✓		
Theatre Manager	✓	✓		✓			✓
Deputy Theatre Mngr	✓	✓		✓			
Ops Mngt Team	✓	✓		✓			
Contracted Technicians	✓	✓		✓			
Stagehands	✓	✓		*LGT Aide Memoires			
Cleaners							
Box Office							
Duty Managers	✓	✓		✓			
FOH Co-ordinators	✓	✓		✓			
Stage Managers	✓	✓		✓			
FOH Volunteers				*LGT Aide Memoires			
Sub-Group leaders		✓		✓			
Chaperones	Via LCC		Via LCC	✓	Via LCC		
Theatre Hires	Societies, touring companies, summer & dance schools etc, who hire the theatre, are responsible for their own DBS, training, chaperone and associated regulatory compliance. LF> will take all reasonably practicable steps to ensure these are in place when forming contracts. During performances LF> will provide suitably trained Duty & Front of House Managers & Front of House volunteers						

Notes:

1. Ticked boxes indicate mandatory requirements. Box Office, Stagehands and FOH volunteers will have the option to complete the BwD Safeguarding Awareness training as part of their own personal development.
2. Members who volunteer backstage as stagehands (props etc) will be provided with Aide-Memoires setting out Good Practice expectations.
3. Volunteers in FOH roles will be provided with Safeguarding Awareness training as part of their induction. They will also be provided with Aide-Memoires setting out Good Practice expectations.



DBS CHECK & OFSTED REGISTRATION REQUIREMENTS

OFSTED

LF> carefully considers and regularly reviews its activities to ensure it complies with all legislation. LF> does not conduct activities that would require it to register as a provider of childcare services. See [Registration exemptions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/registration-exemptions-for-childcare-providers) for the relevant registration exemption, which states:

“You do not have to register if you provide tutoring or coaching in either one or two of the following activities to children aged 3 and over: school study support or homework support, sports, performing arts, arts and crafts, religious, cultural or language studies. This exemption does not apply if children under the age of 5 attend the childcare, including the activity for more than 4 hours in any one day. If the children are all aged 5 and over, the activity can last for longer than 4 hours”.

REGULATED ACTIVITY WITH CHILDREN IN ENGLAND

On occasions LF> provides activities, or facilities for activities (e.g. theatre rentals) that are classed as regulated activity from a disclosure and barring services perspective and therefore required to have staff or volunteers present who are ‘Enhanced DBS with a children’s barred list check’.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA). LF> does not itself request Enhanced DBS checks. Instead, where volunteers or staff with this level of check are required, because the activity is regulated, LF> will utilise chaperones who have been trained and certified via the Lancashire County Council chaperone training scheme which incorporates the appropriate level of DBS check. See:

https://assets.publishing.service.gov.uk/media/5b92b7f7e5274a424a8ef20b/Regulated_Activity_with_Children_in_England.pdf

Basic check

Basic checks just give information about unspent cautions or convictions. There’s no legislation on them so anyone can be asked to complete one. They can be requested by the person themselves, or by the organisation that employs or works with them, or intends to (as a staff or volunteer). There’s a fee for a basic check, which also applies to volunteers.

Standard check

Standard checks give information about spent and unspent convictions, cautions, reprimands and final warnings. These can only be carried out for certain eligible roles. They can’t be requested by the person themselves; only an employer or a recruiter. There’s a fee for a standard check, but it doesn’t apply to all volunteers. For more information read the [eligibility guidance for standard DBS checks](#).

Enhanced check

Enhanced checks give the same information as a standard check, plus any information held by the local police force for their current address and any previous addresses that is relevant to the role. These can



only be carried out for certain eligible roles. They can't be requested by the person themselves; only an employer or a recruiter. There's a fee for an enhanced check but it doesn't apply to all volunteers. For more information read the [eligibility guidance for enhanced DBS checks](#).

Enhanced check with barred lists

These give the same information as an enhanced check, but they also disclose whether the applicant is on the DBS list of people barred from carrying out certain activities with children or adults (depending on which group the person will be working with). These checks can only be carried out for eligible roles. If someone is on a barred list they must not carry out regulated activity they're barred from. It's an offence to employ a staff member or allow a volunteer to do so. These checks can't be requested by the person themselves; only an employer or a recruiter.



APPENDIX 7**SELF-DISCLOSURE FORM FOR ROLES REQUIRING A BASIC DISCLOSURE CHECK**

You are being asked to complete this form because the role you are applying for is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Name:

Previous name(s):

Address with postcode:

Telephone/mobile number:

Date of birth:

Criminal record declaration This role is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore only required to declare unspent conditional cautions or convictions.

Do you have any unspent conditional cautions or convictions in the UK or overseas? Find out more about unspent convictions from the criminal justice charity Nacro

YES NO

If yes, please provide further information:

Conduct declaration

Have you ever been known to any children's services department or police as being a risk or potential risk to children?

YES NO

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you?

YES NO

If yes, please provide further information:



Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment?

YES NO

If yes, please provide further information:

Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable)

Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration.

YES NO N/A

If yes, please provide further information:

Confirmation of declaration

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:

Print name:

Date:



APPENDIX 8

SELF-DISCLOSURE FORM FOR ROLES INVOLVING REGULATED WORK/ACTIVITY OR REQUIRING STANDARD OR ENHANCED DISCLOSURE CHECKS

You are being asked to complete this form because the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves work with children, you will also be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Personal details

Name:

Previous name(s):

Address with postcode:

Telephone/mobile number:

Date of birth:

Criminal record declaration The role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).

Do you have any unspent conditional cautions or convictions in the UK or overseas? Find out more about unspent convictions from the criminal justice charity Nacro

YES NO

If yes, please provide further information:

Do you have any spent adult cautions (simple or conditional) or convictions in the UK or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978?

YES NO

If yes, please provide further information:



Barred list declaration

If this role has been defined as regulated activity or work it will also be subject to an enhanced with barred list check in England, Northern Ireland and Wales or checks under the Protecting Vulnerable Groups scheme in Scotland. It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.

Are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children?

YES NO

If yes, please provide further information:

If you are not currently barred from working with children, have you been referred to the Disclosure and Baring Service (DBS) or Disclosure Scotland for consideration to be added to one of the lists?

If yes, please provide further information:

Conduct declaration

Have you ever been known to any children's services department or police as being a risk or potential risk to children?

YES NO

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you?

YES NO

If yes, please provide further information:

Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment?

YES NO

If yes, please provide further information:

Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable)

YES NO N/A

If yes, please provide further information:



Confirmation of declaration

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:

Print name:

Date:

APPENDIX 9

SAFEGUARDING AIDE-MEMOIRE



GOOD PRACTICE GUIDELINES FOR ALL STAFF & VOLUNTEERS:

ALL staff and volunteers are expected to work within these Good Practice guidelines and follow LF>'s Safeguarding Policy and procedures. The following guidelines simplify and summarise how we will work together to deliver our Safeguarding responsibilities.

To respect children, young people, and vulnerable adults, we will always:

- Treat all children, young people, and vulnerable adults with respect and dignity.
- Prioritise the welfare of children, young people, and vulnerable adults.
- Be aware of and cater for individual need/s.
- Promote relationships that are based on openness, honesty, trust, and respect.
- Model good behaviour for Children, Young People, and Vulnerable Adults to follow.
- Value and take children's contributions seriously.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, pronoun preference, and religious belief.
- Be aware of access needs of any children, young people, and vulnerable adults whether this be due to cultural, religious, physical, emotional, or other needs.
- Promote relationships that are based on openness, honesty, trust, and respect.
- Avoid favouritism.
- Be patient.
- Give enthusiastic and constructive feedback.
- Do not give negative criticism.
- Exercise caution when discussing sensitive issues
- Maintain healthy, positive, and professional relationships with participants.
- Do not engage, or attempt to engage, in any form of sexual relationship with children, young people, or vulnerable adults.

SAFEGUARDING AIDE-MEMOIRE:



GUIDELINES WHEN WORKING OR VOLUNTEERING WITH CHILDREN, YOUNG PEOPLE, AND VULNERABLE ADULTS:

- Never** engage in rough or sexually provocative games, including horseplay
 - Never** share a room or a dressing room with a child
 - Never** allow or engage in any form of inappropriate touching
 - Never** make sexually suggestive comments to a child, even in fun
 - Never** reduce a child to tears as a form of control
 - Never** do things of a personal nature for children or young people, that they can do themselves
 - Never** spend excessive amounts of time alone with children away from others.
 - Never** allow concerns or allegations to go unreported
 - Never** take unnecessary risks
 - Never** smoke, consume alcohol, or use illegal substances
 - Never** let Children, Young People, or Vulnerable Adults have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account
 - Never** take pictures or films of Children, Young People, or Vulnerable Adults on a personal device
 - Never** act in a way that can be perceived as threatening or intrusive
 - Never** patronise or belittle Children, Young People, or Vulnerable Adults
 - Never** make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of Children, Young People, or Vulnerable Adults
- Always** ensure parents and carers understand LF> volunteers and staff do not provide intimate care, including toileting and changing. If a participant cannot use the toilet independently then their parent/carer must be present to support them at all times and take responsibility.
- Always** ensure that parents and carers understand that if a participant requires assistance or support, then they must remain present and available to provide what is needed

SAFEGUARDING AIDE-MEMOIRE:



SAFE TOUCH GUIDELINES, CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS:

- Avoid physical contact wherever possible
- Ensure any physical contact that does take place is necessary, permitted, appropriate, relevant, and contextual to the nature of the activity.
- Avoid private or unobserved situations
- Encourage open communication with no secrets

Where possible, physical contact should always be avoided and replaced with an activity that achieves the same outcome (e.g. asking a child to zip up their own costume). It is recognised that contact sometimes cannot be avoided due to the nature of the activity (e.g. costume fitting and dance moves). To ensure it is proportionate and can be justified always consider whether contact is:

Necessary: are you sure that demonstration or verbal instruction is not adequate?

Permitted: permission for contact is sought by the adult and given by child, young person, or vulnerable adult. Ask if you can touch and accept that permission may be refused.

Clear: tell the child, young person, or vulnerable adult where and how you are going to touch

Contextual: explain why you are going to touch.

If physical contact is unavoidable:

Always make sure it is for as short a time as possible

Always ensure you remain accessible and visible to others

Always tell someone where you are going, what you are doing and why

Always move with the child/young person to areas where there are more people

APPENDIX 10 - VENUE HIRE SELF-DECLARATION



Lancaster Footlights & Grand Theatre CIO

Children, Young, & Vulnerable People in Performances - Venue Hire Self-Declaration

Purpose of this self-declaration

Lancaster Footlights & Grand Theatre CIO (the CIO) places Safeguarding, and the safety of children, young, and vulnerable people at the absolute centre of its decision making. This declaration will be used when rental agreements are being discussed, to enable the CIO to be assured (so far as it is reasonable and practical to do so) that any organisation intending to rent the theatre as a venue for performance/s involving children and young & vulnerable people, has suitable arrangements in place to meet **Safeguarding requirements & Licensing Authority Regulations**.

NB1. Failure to return a fully completed form & associated information from the Licensing authority in the timescale requested (no later than 28 days before a performance, **but ideally months before to avoid the distress of cancelled performances**) may cause the CIO to decline the rental request. Providing an inaccurate or incomplete form, or failing to provide evidence of liaison with the Licensing Authority, or failing to provide suitable child protection arrangements during a performance, may cause the CIO to cancel performance/s, and/or decline future venue rental requests.

NB2. The CIO is not a regulator. Decisions about whether to support a venue rental are predicated simply on the applicant demonstrating (via this form) that they **have liaised with the Licensing Authority** and have been granted **suitable approval for their performance/s AND intend to follow Chaperoning Children in Entertainment guidance**.

Reference Material

This self-declaration has been compiled using reference material readily available at:

[Lancashire County Council – Child Performance Licenses](#)

[Lancashire County Council – Chaperoning Children in Entertainment](#)

[Lancaster Footlights & Grand Theatre CIO Safeguarding Policy & Procedures](#)

[NSPCC Safeguarding & Child Protection](#)

Self-Declaration

Your Organisation Name	
Name of the Performance & anticipated Performance date/s	
Number of Performances (in total and per day)	
Approximate Number of Children and Age Range of Children	
Name & Contact details of your Designated Safeguarding Lead	
Will all children have current individual performance licenses?	Y / N
If children are not individually licensed: Will a 'Body Of Persons' Approval be sought? (Please supply a copy once this has been obtained)	Y / N
If a Body of Persons Approval is not being sought: Has a 'Notification of Non-Licensed Performances' been obtained? (Please supply a copy)	Y / N
Does your organisation have a current Safeguarding Policy in place (Please supply a copy)	Y / N
Number of Licensed Chaperones to be in place at each performance	
Number of non-licensed helpers	
I declare that Lancashire County Council Chaperoning Children in Entertainment guidance will be followed at all times.	Y / N

When complete, this form should be returned to the Theatre Manager Ellie@lancastergrand.co.uk

Name and role of person completing this form:

Date of form completion:

