



# The Chipstead Players' Child Protection Policy and Procedures

Revised July 2022

To be reviewed June 2023

## **Summary**

This policy is designed to protect both young people under 18 and adults who are involved in any capacity with children whilst carrying out activities in connection with The Chipstead Players whilst at the Courtyard Theatre or elsewhere.

The Chipstead Players' Executive Committee recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013

The Chipstead Players Executive Committee is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. The Chipstead Players Executive Committee acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Any member or parent who has any concern in this respect should alert the Child Protection Officer (currently Anne Thorn 07798 812719) or any other member of the Executive Committee who will take immediate and appropriate action.

### **The Chipstead Players believes that:**

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All volunteers & members of the organisation should be clear on how to respond appropriately to a disclosure or allegation of abuse.

### **The Chipstead Players Executive Committee will ensure that:**

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the organisation provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;
- it will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

The Chipstead Players has Child Protection procedures which form part of this policy.

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

Child Welfare Officer

Anne Thorn 07798 812719

In implementing this Child Protection policy, The Chipstead Players will:

- Communicate to all members and volunteers their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all members and volunteers their responsibility to work to the standards that are detailed in the Surrey Safeguarding Children Board and the need at all times to work towards maintaining high standards of practice in protection of children
- Ensure that all members and volunteers understand their duty to report concerns that may arise about a child or young person, or a member/volunteer's conduct towards a child/young person, to The Chipstead Players' named person for child protection
- Ensure that The Chipstead Players' named person for child protection understands her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of members and volunteers are implemented in a consistent and equitable manner
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them

## Creating a safe organisation

### Photographs and images of children

- There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, 'this is X who goes to such-and-such a school and who likes playing football'. This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites. The Chipstead Players will minimise risk by using only images of children in suitable dress which may reduce the risk of inappropriate use. Parental permission to use an image of a young person must be sought in advance.
- If parents or other members of the audience are intending to photograph or video an event they must be made aware of the organisation's policy (see The Chipstead Players' Photographic guidelines.)
- The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments must be expressly forbidden.

### E-Safety

- Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.
- The Chipstead Players will try to keep children safe by not communicating with children via their phone, but with their parents when children are under the age of 16.
- There may be 'Group Chats' set up by the Production Team to communicate with cast members. Where a cast member is under 16, the child's parent will be invited to join the group instead of the child. The Group Chat will be monitored by the Production Manager.
- Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

### Parents

- The Chipstead Players believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.
- All parents will be given a copy of the organisation's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances.
- At the end of a rehearsal period parents will be required to collect their children (cast or crew) in person from a nominated area within the building. However, the production team have discretion to allow older Youth Theatre members (14 years and older) to leave the theatre/go home unaccompanied if they have written permission from the parents.

### Unsupervised Contact

- The Chipstead Players will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open.

- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a criminal record disclosure from the Disclosure and Barring Service
- All children will be chaperoned at all times (during the dress rehearsal and performance period only) by registered chaperones.
- At all other times, a member of the supervisory team (who will have been DBS checked within the last 3 years and trained in safeguarding) will be present at all rehearsals.

### **Gifts made to the children**

- Gifts of any sort, including sweets and chocolates given to the children must be made via the supervisory team/chaperone and with consent of the parents
- The supervisory team and the chaperones will be mindful of any allergies/food intolerances in the group before accepting gifts for the children
- Favouritism of any child(ren) is not appropriate
- All gifts should be made to all the children rather than any specific child(ren)

### **Physical Contact**

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### **Managing sensitive information**

- The organisation has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The Chipstead Players' web-based materials and activities will be carefully monitored for inappropriate use.
- The Chipstead Players will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

### **Rights & Confidentiality**

- If a complaint is made against a member of the Chipstead Players, he or she will be made aware of his rights under the Chipstead Players' disciplinary procedures.
- No matter how people may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. It is also important to remember that any possible criminal investigation could be compromised through inappropriate information being released.

### **Accidents**

- To avoid accidents, chaperones and children will be advised of 'house rules' regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of The Chipstead Players, a designated first-aider will administer first aid and the injury will be recorded in the Chipstead Players' accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child

protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

## Chaperones

- Chaperones registered with their local authority, will be appointed by the organisation for the care of children during dress rehearsals and performances. The chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to The Chipstead Players Child Protection Officer once the local authority has approved them as a chaperone.
- Chaperones will be made aware of The Chipstead Players' Child Protection Policy and Procedures.
- Chaperones may have unsupervised access to children in their care consequently a criminal record disclosure will be sought as a requirement of the local authority, before approval for the chaperone is granted.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Production Manager. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the Production Manager and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances and should contact the local authority.
- During performances, chaperones will be responsible for meeting children in the rehearsal room and signing them in.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents or if over 14, written permission has been received by the parents/carers.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to parents/carers and recorded by the organisation.
- Chaperones should have written arrangements for children after performances.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child until arrangements have been made to take the child home.

## Adults in cast or crew in productions involving children:

A list of 'Good Practice Guidelines for Working with Children' is displayed on the members' noticeboard at The Courtyard Theatre. This will be distributed to adult cast and crew in productions involving children under 18.

## **Covid 19 arrangements**

**If deemed necessary at the time of the production, all or some of the measures below will be implemented:**

- All cast members will be made aware of the theatre's Covid 19 protection measures
- Cast members will be reminded about the necessity to inform the Production Assistant if they develop symptoms of Covid 19 or have a positive lateral flow/PCR test
- The production assistant will inform other cast members that they have been in contact with someone who has tested positive for Covid 19
- Parents will be asked not to enter the theatre during rehearsals and will be encouraged to wait outside when collecting their children
- All rooms in use will be well ventilated to allow air to circulate
- Children will be encouraged to bring their own drinks' bottles
- Before and after each rehearsal, chairs and equipment will be sanitised
- Stage makeup and hair accessories will not be shared
- Children will be encouraged to spread out as much as possible during rehearsals
- Vocal warmups will be kept to a minimum and where these are necessary, social distance will be observed
- While it is light, Directors may decide to hold rehearsals/warm ups outside

## **Surrey CC regulations:**

The Chipstead Players will adhere to the Surrey CC licensing regulations, the main points being:

- We will send details of children in shows at least 21 days in advance as required in our Body of Persons agreement
- Girls and Boys will have separate dressing areas.
- The restrictions on rehearsal/performing times and days stipulated will be adhered to.
- The children will be looked after by licensed chaperones with at least one chaperone to 12 children and a list will be sent to Surrey CC.
- After dress rehearsals and shows, children will only be released from the dressing room to a parent or other nominated adult.
- Emergency contacts, medical info and an accident log will be kept.
- A list of licensed chaperones who can offer their help will be maintained by the Child Protection Officer.

**Equality:** No child will be treated less favourably than another on grounds of race, gender, nationality, ethnic or national origin, colour, creed, age, disabilities or sexual identity.

**Training:** Prior to auditions, the Child Protection Officer will meet with the Director and production team to discuss the child protection policies and requirements and the various letters and forms that need to be sent and signed. The production team will then sign an agreement that they have read and will adhere to these policies.

**The following documents also form part of our Child Protection Policy (Appendix 3)**

- Standard letter to cast and crew – Good Practice Guidelines for working with children
- Cast information form (completed by parents)
- Youth Theatre agreement (code of contact signed by cast)
- Director and Production Manager Child Protection checklist

This policy will be regularly monitored by the Executive Committee of the Chipstead Players and will be subject to annual review.

Date: 19 July 2022.

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by The Chipstead Players. The procedures recognise that child protection can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

The Chipstead Players is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim is to provide guidelines that will enable all members and volunteers to act appropriately should any concerns arise in respect of a child/young person.

## Appendix 1: Definition & Stages to follow if you suspect abuse

### Definitions:

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

**Emotional Abuse:** 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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm or danger, failing to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or being unresponsive to, a child's basic emotional needs.

**Bullying:** Bullying is behaviour that hurts someone else – such as name-calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

**Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities.

Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening.

Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/photographic work and roles in professional stage productions.



### **Suspicion of abuse**

- If you see or suspect abuse of a child while in the care of The Chipstead Players, please make this known to the person with responsibility for child protection.
- If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer ( LADO)
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of The Chipstead Players, chaperone, venue staff etc., action will be taken to ensure the individual has no further contact with the child until the investigation is concluded. The individual will be excluded from the theatre, rehearsal room etc. and will not have any unsupervised contact with any other children in the production.

### **Disclosure of abuse** If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social Care or the Police.
- Never investigate or take sole responsibility for a situation where a child makes a disclosure.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

### **Recording of information**

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation

## **Appendix 2: useful contacts**

The Chipstead Players has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers/members to consult with.

The named persons for Child Protection within the Chipstead Players are:

Named Person for Child Protection: Anne Thorn

Mobile telephone number: 07798 812719

Landline telephone number: 01737 558427

Deputy

Name of contact person: Rosie Bottomley

Mobile number: 07973 146313

The role and responsibilities of the named person(s) are:

- To ensure that all adults involved in the productions of The Chipstead Players are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person. These will be kept in a secure place.

### **Child employment office Surrey County Council**

01483 517838

### **Child employment manager Surrey County Council**

01483 518464

07971 664861

### **Multi Agency Safeguarding Hub**

0300 470 9100

### **Surrey Children's Services emergency duty team (out of hours)**

01483 517898

## Appendix 3: Letters and Forms to be used for each production involving Youth Theatre Members (Year 11 or under)

### To Directors and Production Managers of productions involving children

To make the process smoother here's a list of our Child Protection Policies which you need to read when involved in a production with under 18s.

Here is also a checklist of tasks that need to be done to implement these policies.

Please read the attached policy and confirm these have been read.

Just ask the Child Protection Officer (currently Anne Thorn) if you have any questions.

	[Symbol]		[Symbol]
Child Protection Summary		Information	
Equality policy		Supervision	
Adults working with children		Collection	
DBS Checks		Surrey CC requirements	
Photo policy		Training policy	

Task List (note: these tasks are extra to the standard PM tasks for productions with under 18s)

Tasks	When	[Symbol]
Create audition information sheet as per standard PM process ensuring emergency contacts are taken if parents not staying.	Before audition	
Identify those adults that need DBS checks - normally Director, PM, Costume and any adult crew likely to be alone with a child. Advise Child Protection Officer who will arrange the DBS checks.,	Before audition	
Send out the following as soon as cast (attached) <ul style="list-style-type: none"> <li>• Standard Letter,</li> <li>• Cast info form/costume form,</li> <li>• Youth Theatre agreement.</li> </ul> <p>In addition to normal production information, these documents give child protection information to parents and collect various data and permissions needed. They are intended to be a guide and can be amended for each show.</p>	As soon as cast	
Create cast list with contact sheet, emergency contacts and any medical info and ensure this information is available at all times.	As soon as cast	
Send details of children year 11 and below to Child Protection Officer to enable Performance License to be applied for: name, address, school and date of birth/school year	As soon as cast	
Send guidelines for adults working with children to all cast and crew	Before first rehearsal	
All Youth Theatre crew to sign Youth Theatre Agreement. Request parents collect children from inside the theatre/give permission to leave unaccompanied after rehearsals and shows as per Collection process.	During rehearsals	
Liaise with parents to find out who are chaperones and DBS checked can help during show. Obtain chaperone list from Child Protection Officer which will have non parent chaperones who have helped in the past. Contact chaperones and create a rota for the show.	As soon as cast, rota finalized before dress rehearsal	
Organize dressing room arrangements and chaperone duties during dress rehearsals and shows and brief chaperones/document process	Before dress rehearsal	
Compile dressing room folder with info required: license, sign in and out sheets, chaperone duties, chaperone rota, accident log	Before dress rehearsal	

Signed .....

Name.....

Role.....

Contact Anne Thorn, Child Protection Officer, if you have any questions.

To be sent out to adult cast and crew involved with productions involving Youth members:

**GOOD PRACTICE GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE UNDER 18**

The following guidelines provide a framework within which children should be safe from harm and adults protected from false allegations and temptations. It is necessary to be accountable to one another in relation to these guidelines.

- Unless you hold a DBS check, do make sure another adult is around during workshop or rehearsal sessions and never rehearse one to one with a child, only in groups.
- Every group should have a female helper.
- Children 16 and under (to the end of year 11) are supervised by licensed chaperones during dress rehearsals and shows who have to follow rules and regulations so may deny you access to dressing room/a child. Be aware they are not being difficult, they are following the law.
- Respect all children, as befits their age.
- Do watch speech, tone of voice and body language.
- Do control and maintain discipline WITHOUT physical punishment, ie. No smacking.
- Do not invade a child's privacy whilst washing or toileting.
- Each child should be aware of a leader with whom they can speak, in confidence.
- Do not play rough physical or sexually provocative games.
- Do not be sexually suggestive about or to a young person even in fun.
- Do not touch inappropriately or intrusively.
- Do not scapegoat, ridicule or reject a child or young person.
- Do not show favouritism to any one child.

Do not allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.

- Never give a lift to a young person or child when alone. When this is not avoidable, ask the child to sit in the back of the car.
- Do not invite a young person back to your house alone. Invite a group.
- Supervise the children carefully, and do not permit bullying or ridiculing.
- Do not allow unknown adults access to children

To parents of children in the cast:



Dear Parents/Guardians of youth cast members

I am delighted that your child is going to be part of our show. In order for us to put on a fantastic show, and for everyone to have a very positive experience, there are a few things we ask both children and parents to agree to:

- Cast are expected to attend all rehearsals they are called for, unless you have advised that they are unavailable. If a problem occurs, please let me or the Director know as soon as possible.
- All performers are required to be members of The Chipstead Players in order to be covered by our insurance. Please ensure that your child is a paid-up member and inform me if you need assistance with joining.
- We expect that all parents will help during the show run and at some rehearsals. (This is a two-week run and) during the run we will obviously require lots of help, especially in the area of chaperoning. There is a tick box on the agreement form so you can indicate the level of assistance you can offer.
- Whilst we want all children to have a positive experience, we do also expect them to work hard and have good standards of behaviour, both in their relationships with the Director and backstage crew and with each other. There is a Youth Theatre Agreement attached to this letter which we expect all children to sign and adhere to.
- A total of £30 is payable for each cast member to cover show fees, refreshments, chaperoning costs and end-of-run gifts. Please let me have this as soon as possible, preferably in cash.
- We have Photographic and Child Protection Policies, which are designed to protect all young people taking part in activities at the Courtyard Theatre; a list of good practice guidelines is also sent to all adults who are involved in working with children. All these documents can be read on the Youth Theatre Notice Board which is in the corridor below the auditorium seating.
- Please collect your child from The Stable Bar after rehearsals. For safety reasons children will not be allowed out of the building by themselves. Older cast members (14+) may be allowed to leave unaccompanied with written parental permission. Please be on time to be fair to all our production volunteers. During the show we have to follow strict chaperoning rules for year 11 and below and children must be signed in and out. More details will be sent regarding this nearer the show.
- All personal possessions are brought to the theatre at the owners' risk. We strongly recommend that children do not bring smartphones or any other expensive electronic gadgets. (At the start of each rehearsal or performance, we will be putting all such items into a collection point.) They are welcome to use the theatre telephone (01737 555680) if they need to contact you for any reason.
- As well as photos for the monitor in the bar, we will take photos during rehearsals including a portfolio at the Dress Rehearsal. Please sign the attached agreement to give your permission.

I look forward to working with you

-----Signed-----

Production Manager

(please contact me if you have any questions – **MOBILE NUMBER**)

*Include with parents' letter:*

## **Youth Theatre Cast Code of Conduct Agreement**

The Chipstead Players want all youth theatre cast to have a positive and enjoyable experience while taking part in a show at the Courtyard Theatre.

In order for this to happen we have a few simple rules:

- Please behave sensibly at all times. Follow the instructions of the adults working on the show such as the Director, Production Assistant, Stage Manager and other backstage crew.
- You must not leave the theatre during rehearsals. You should wait in the bar area to be collected after rehearsing.
- If you are sitting in the auditorium while others are rehearsing or the Director is addressing you or others, you must be quiet.
- No food or drink can be taken into the auditorium, other than water. Snacks and other drinks may be taken in the Rehearsal Room.
- It is at the discretion of the production team/Director if mobile phones are permitted during rehearsals and breaks. If they are not permitted then please hand them in or put them away as requested.
- Take care if you are accessing the stage through the workshop. (Stage Left)
- Please be kind, cooperative and respectful to each other and always consider there may be children much younger than yourself. Bullying of any kind, including cyber bullying, will not be tolerated.
- Costumes will be supplied and altered for you as necessary.
- During the show, cast members are looked after by chaperones and there are certain rules and regulations that will be explained to you. You must do as they say.
- During the show there are times when you will be waiting backstage – you must not talk as the audience may be able to hear you.
- During the show, you must enter the theatre by the Stage Door and go directly to the dressing rooms. At the end of the performance, when signed out by parents, you are free to go through and greet your audience but remember that cast members are not allowed in the foyer and bar until after the show. Do not return backstage via the auditorium after you are signed out.
- If you are allowed a phone then please be sensible regarding photos. There is a photographic policy which must be adhered to. Please do not take photos of others and/or upload to social media without their permission. Under no circumstances should photos be taken in a dressing room while anyone is changing. Photos once everyone is changed are at the discretion of the chaperones.

Please be aware that records will be kept of youth theatre members. Anyone who doesn't follow the rules will be excluded from the production, and/or from The Chipstead Players, at the Executive Committee's discretion.

**Information and Agreement form** – one for each child, send to parent with info letter

**PRODUCTION NAME**  
**Dates of run**  
**Rehearsals brief info**

Child’s Name: .....

D.O.B: ..... School Year: ..... Child’s School .....

**PARENTS’ AGREEMENT**

My child, named above, is a member of The Chipstead Players’ Youth Theatre	YES	NO
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- I agree to my child taking part in the above production and I will ensure that he/she attends rehearsals as requested.
- I will ensure that my child has read the Code of Conduct for Youth Members and understands what is expected. (Please retain your copy of the Code of Conduct)
- I give permission for photographs and video footage of my child through their involvement with the above production to be reproduced and used for distribution to other cast members, local newspapers, for view on The Chipstead Players’ Website and social media in order to promote the show.
- I will collect my child from the Stable Bar in the theatre after rehearsals. Over-14s this can leave unaccompanied with written parental permission. For year 11 and under I will collect and sign my child from the dressing rooms after dress rehearsals and shows (this includes the final show before the party).
- Any Medical Conditions/Food or Make-up Allergies your child suffers: .....

- .....
- I agree to give help during the production period, unless there are genuine circumstances which make this impossible. Please indicate the level of help you can offer :

I am a licensed chaperone	YES	NO
I have applied to become a chaperone but am waiting for confirmation	YES	NO
I am willing to apply to become a chaperone (The Chipstead Players will pay the fee)	YES	NO
I have a DBS check (within 3 years) and can help backstage looking after children	YES	NO
I am willing to apply for a DBS check (The Chipstead Players will pay the fee)	YES	NO
I am unable to help, as agreed with the Production Assistant	YES	NO

- In signing this I am also confirming that my child (named above) is fit and their health will not suffer as a result of their taking part in rehearsals or the performances. The Director and the Production Manager have permission to store my email/phone number and my child’s details for use in connection with the show.

- Parent’s/Guardian’s Name: .....
- Address: .....
- Parent’s Mobile: ..... Landline: .....
- Alternative Emergency Name and Mobile Number: .....

**Parent’s Signature**

Date: .....

**CHILD’S AGREEMENT** – I have read and will adhere to the Youth Theatre Members’ Code of Conduct. I understand that failure to do this may result in my being asked to leave the show and may result in my being excluded from The Chipstead Players.

**Child’s Signature**

Date: .....