



The Chipstead Players' Child Protection Policy and Procedures

Summary of Policy:

The document outlines the Child Protection Policy and procedures of The Chipstead Players, emphasising the safeguarding of children and young people involved in their activities.

Child Protection Policy Overview

The Chipstead Players is dedicated to safeguarding children and young people involved in its activities, emphasising that protection is a collective responsibility. The policy outlines the commitment to safe practices and the procedures for addressing concerns regarding child welfare.

Commitment to Child Welfare

The Chipstead Players prioritises the welfare of children and young people in all activities.

- The welfare of the child is paramount.
- All children have the right to protection from abuse, regardless of their background.
- Allegations of abuse must be taken seriously and addressed promptly.
- Members and volunteers are trained to respond appropriately to disclosures of abuse.

Responsibilities of the Executive Committee

The Executive Committee is responsible for ensuring a safe environment for children.

- All children will be treated with respect and dignity.
- A balanced relationship based on trust will be fostered.
- Bullying is strictly prohibited.
- Adult members are expected to model positive behaviour.
- The organisation will stay updated on health and safety legislation.

Implementation of Child Protection Measures

The Chipstead Players will actively implement its child protection policy.

- Members and volunteers are informed of their legal and moral responsibilities.
- Concerns about child welfare must be reported to the designated child protection officer.
- The designated officer is responsible for referring concerns to statutory agencies.
- Procedures for member conduct will be applied consistently.
- Parents and carers will be involved in the organisation's activities and informed of policies.

Safeguarding Children in The Chipstead Players

The Chipstead Players prioritise the safety and well-being of children involved in their productions through comprehensive safeguarding policies. These policies address risks associated with photography, e-safety, parental involvement, and unsupervised contact.

- Photographs of children must not include personal information to prevent identification and potential grooming.
- Parental permission is required for any use of images of children.
- The organisation has a strict photographic policy to minimize risks associated with inappropriate use of images.

E-Safety Measures for Children

The organisation recognizes the potential dangers of technology and aims to protect children from online harm. Communication with children under 16 is restricted to their parents, and mobile phone use is discouraged during rehearsals.

- Children under 16 are discouraged from bringing mobile phones to rehearsals.
- Group chats for cast communication will include parents of under-16s.
- Cyber-bullying is treated seriously and addressed as any other form of bullying.

Parental Involvement and Responsibilities

The Chipstead Players emphasise the importance of parental involvement in safeguarding children during productions. Parents are provided with information and are encouraged to participate actively.

- Parents receive a Safeguarding Leaflet and access to the Child Protection policy.
- Parents must collect their children from designated areas after rehearsals.

Managing Unsupervised Contact with Children

To ensure children's safety, the organisation implements strict guidelines regarding adult contact with children. Measures are in place to minimise risks associated with unsupervised interactions.

- No adult should have unsupervised contact with children unless necessary.
- Registered chaperones supervise children during dress rehearsals and performances.
- Adults requiring unsupervised contact must obtain a criminal record disclosure.

Guidelines for Gifts to Children

The Chipstead Players have established guidelines to manage the giving of gifts to children, ensuring fairness and safety.

- Gifts should be given to all children rather than to specific individuals.
- The supervisory team must be aware of any allergies before accepting gifts.
- Favouritism towards any child is strictly prohibited.

Physical Contact Protocols

The organisation has clear protocols regarding physical contact between adults and children to maintain safety and appropriateness.

- Adults must maintain a safe distance and seek consent before any physical contact.
- Physical contact is only permitted when absolutely necessary for the activity.
- The purpose of any contact must be clearly communicated to the child.

Managing Sensitive Information and Confidentiality

The Chipstead Players have established policies for handling sensitive information related to children, ensuring confidentiality and proper record-keeping.

- Permission must be obtained for using photographic material for promotional purposes.
- Confidentiality is maintained regarding sensitive information, including criminal record disclosures.
- Records of incidents and allegations are securely stored and shared only with relevant parties.

Accident Reporting and Management

The organisation has procedures in place for reporting and managing accidents involving children during productions.

- Chaperones and children are informed of health and safety rules to prevent accidents.
- Any injuries are recorded in an accident book, and the Child Protection Lead informed.
- Records are kept, to document any pre-existing injuries of children joining the production.

Chaperone Responsibilities and Regulations

Chaperones play a crucial role in ensuring the safety and wellbeing of children during productions, adhering to specific regulations.

- Licensed chaperones are appointed for the care of children during rehearsals and performances.
- The maximum ratio is one chaperone to every 12 children.
- Chaperones must ensure children are signed in and out from their dressing rooms and are aware of safety procedures.

Compliance with Surrey County Council Regulations

The Chipstead Players adhere to Surrey County Council regulations regarding child performances, ensuring the safety and rights of children.

- Separate dressing areas are provided for boys and girls.
- Details of children in shows are submitted at least 21 days in advance.
- Children are only released to parents or nominated adults after performances.

Good Practice Guidelines for Adults

The organization has established good practice guidelines for adults working with children to ensure a safe environment.

- Adults must not rehearse one-on-one with children unless another adult is present.
- Respectful communication and behaviour towards children are mandatory.
- Adults should not engage in any form of bullying or inappropriate behaviour.

Child Protection Policy Documentation

The Chipstead Players maintain comprehensive documentation related to child protection policies and procedures.

- Key documents include the Safeguarding Lead Job Description and Child Protection checklists.
- Parents and cast members receive information letters outlining expectations and agreements.
- All policies are accessible for review by parents and members involved in productions.

The full policy is available upon request. Please use our email contact form.