



# the lovelace theatre group

POLICY 26<sup>th</sup> February 2017

Child protection policy

## Overview

- The Lovelace Theatre Group will follow all legislation around child protection, and the use of children on the stage. This is the responsibility of all group members.
- This policy document will be reviewed annually, or when required by a change in legislation.

## DBS checks

- An **Enhanced DBS Check (including barred list check)** is currently required (under the Protection of Freedoms Act 2012) for anyone taking part in what is called a 'Regulated Activity' – defined as 'close and unsupervised contact with vulnerable groups including children'. Therefore all group members who may have unsupervised contact with members under the age of 18 will undergo this check.
- This will normally cover the following roles within the group:
  - Directors of plays which use under 18s.
  - Stage Crew
  - The Committee
  - Anyone involved in the running of the junior group

This will ensure enough DBS checked people within the group to supervise the remaining adults.

- The group has no facilities for verifying existing DBS checks through the DBS Update Service, so members must undergo a fresh check. We cannot rely on a verbal statements from a member that they already have a valid check.

- DBS checks will be performed via NODA.
- The process will be administered by the Secretary, who will maintain a list of which group members have been checked.
- DBS certificates will be stored by the secretary in accordance with all relevant legislation. At present this requires that they are stored securely for no longer than 6 months, after which the Secretary will destroy the document in a secure manner.
- Members should be rechecked every 3 years. It is the responsibility of the secretary to manage this process.

### **Children on the stage**

- The group will comply with all legislation around the licensing of children on stage including the provision of chaperones and limiting the number of hours worked.
- Chaperones will undergo the appropriate licensing and training required by Nottinghamshire County Council.
- All children under 18 will need to be signed in or out of rehearsals and performances by a parent or guardian. Another adult (such as a Grandparent) may do this, if we have advanced notice by the parent/guardian.

### **Health and Safety**

- The group will not expose children under 18 to any hazardous situations.
- It is the responsibility of all directors and/or junior group supervisor to ensure that the appropriate number of DBS checked adults are available to supervise children under 18 during group activities. The ratio should be 1 adult to 10 children, with at least 2 adults present.
- In particular DBS checked adults should be present in the building before the first junior arrives at each rehearsal.
- A list of contact details of the parents/guardians for all junior members should be maintained by the junior group coordinator and should be available at all rehearsals and shows involving the juniors in case of emergency.

### Handling potential concerns over welfare

- The document **Lovelace safeguarding procedure** explains how we handle concerns about the welfare of junior members.