

SAFEGUARDING YOUNG PEOPLE PROCEDURES

In these procedures the term “young people” is used to include children and young adults who are under 18 years of age. These procedures refer to appendices found in a separate document: ‘Safeguarding Appendices’.

Commissioning an activity/production

When planning any activity YMPST will consider at the outset to what extent the activity is suitable for young people and what specific steps need to be taken to protect young people throughout the activity. It is the job of YMPST’s Designated Safeguarding Officer (‘DSO’) to ensure due and timely consideration is given to the protection of young people. It is recognised that some activities may be appropriate for teenagers and young adults but not for younger children.

The procedures below are primarily directed at protecting young people when YMPST puts on a theatrical production but they are also intended to be used as a guide to all YMPST activities.

Points that should be addressed from the outset

Is the venue suitable(changing/toilet facilities)? Who will need to provide a DBS check? Will we need an LA licence? Will we need to engage chaperones? Is our insurance cover adequate?

Appointing a director

A director needs to know how a decision to involve young people in a production will impact on how it must be run. These procedures are intended to set out YMPST expectations in this regard but they are not a substitute for a thorough exploration of these issues by the director and the YMPST Committee as they affect a particular production.

Unless otherwise agreed by the Committee, the director will be the person with lead responsibility for protecting young people throughout the production and will be directly responsible to the DSO in relation to Safeguarding matters. Suitable guidance will be issued to the director to support them in this role. (Initial Guidance for those with Safeguarding Responsibilities - Appendix 2)

The director will be required to prove their ID and to provide an enhanced DBS certificate which is no more than 12 months old or if older, access to the director’s entry on the DBS online update service. If no certificate is available the director will cooperate in an application at YMPST’s expense for an enhanced DBS check at the earliest opportunity.

Auditions

It is essential that the director find out the date of birth of anyone under 18 who is auditioning for a YMPST production before their audition. Their age can then be taken into account in how the audition is conducted. An audition form requiring this information should be completed before the audition. (Suggested Audition Form - Appendix 3)

Working with parents

If a director wants to offer an involvement to anyone under 18, a parent should be contacted to discuss how YMPST, the director and the parent can work in partnership for the protection of the young person concerned. The aim is to be transparent about what responsibility YMPST can realistically take based on our level of expertise and experience.

A copy of YMPST's Safeguarding Policy and Safeguarding Procedures will be made available to all parents and will be a useful focus for a full discussion.

For a young person still of school age the main issue will be how to provide appropriate supervision during rehearsal when the LA licensing arrangements will not apply. Where we are unable to provide supervision by enough DBS checked cast and crew members, we may need to ask the parent to be present during all rehearsals.

The parent must complete an Emergency Contact Form before the first rehearsal (Suggested Emergency Contact Form - Appendix 4).

It must be made clear that parents have the responsibility of collecting (or arranging collection of) their children promptly after rehearsals or performances. It is NOT the responsibility of YMPST to take young people home.

Young people working with Cast and Crew

All cast and crew members must be informed about who are the under 18s involved in the production; that all are collectively responsible for their welfare; and that the director is the point of contact in the event of any concerns they have with under 18s in the production.

If a serious allegation is made against any member of the cast or crew, any other member of YMPST, or any chaperone or volunteer, that individual will be suspended immediately until an investigation is concluded. During suspension the individual will be excluded from the rehearsal or performance space.

No matter how any individual may feel about the accusation, both the alleged abuser and the young person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released.

Risk Assessments

All risk assessments carried out during the course of the production whether to cover rehearsals, performances, get in and get out, must specifically consider what additional risks arise because of young people being involved in the production.

Supervision

From the audition process onwards, YMPST will attempt to ensure that no adult has unsupervised contact with young people. If possible there will always be two adults in the room when working with young people. If unsupervised contact is unavoidable, steps will be taken to minimize 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 young people, he or she will be required to prove their ID and to provide an enhanced DBS certificate which is no more than 12 months old or which is available through the DBS online update service.

All under 18s must be signed in and out of every rehearsal and performance by a designated adult.

Physical Contact

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

Photographs and Video recording

Permission will be sought from under 18s and from their parent before use of photographic/video material featuring young people or promotional or other purposes.

YMPST's web-based materials and activities will be monitored for inappropriate use.

Performance licences

Where young people under compulsory school age are involved in a YMPST production the DSO will ensure any required performance licences are applied for in a timely fashion.

Changing/toilet facilities

Where possible young people still of compulsory school age will have single gender changing and toilet facilities which are separate from those of adults involved in the production. Where these facilities are limited, this may involve a) the use of screening to subdivide changing rooms and b) chaperoned toilet visits.

Chaperones

Chaperones may be appointed by YMPST for the care of young people during the production process. By law the chaperone is acting *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give their child.

The maximum number of young people in any one chaperone's care shall not exceed 12.

Chaperones will be required to prove their ID and to provide an enhanced DBS certificate which is no more than 12 months old or which is available through the DBS online update service.

The role of the Chaperone will be described in writing (Role of Chaperone - Appendix 5) and they will be made aware of the YMPST's Safeguarding Policy and Safeguarding Procedures.

If in any respect a chaperone is not satisfied with the conditions for any young person, they must bring this to the attention of the director. If satisfactory changes cannot be made, the chaperone should consider not allowing that young person to continue and the director must respect the chaperone's decision.

Accidents involving young people

To avoid accidents, chaperones and young people will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Young people will be advised of the clothing and footwear appropriate to the activity that will be undertaken.

If a young person is injured while in the care of YMPST, the injury must be recorded in the YMPST's Accident Book and their parent fully informed at the earliest opportunity. If a young person joins the production with an obvious physical injury, a record of this should be made when the young person is signed in.

Review of these procedures

These procedures will be regularly monitored by the YMPST Committee and will be subject to annual review.

The YMPST's current DSO is MAURICE CRICHTON and he can be contacted on 07753 606 546 or by email - maurice.crichton@ympst.co.uk - or at 53 Lindley Street, York YO24 4JG (Role of DSO - Appendix 1).

Signed: *Linda Terry* (Chair)

Date of first adoption: 22.08.18

Reviewed with minor revisions: 18.09.19

Revise before 18.09.20