

SAFEGUARDING POLICY



POLICY STATEMENT

This policy applies to all members or potential members of King's Lynn Players (adults and children) including backstage and front of house volunteers involved in a King's Lynn Players' production. Everyone has a responsibility to safeguard the welfare of children regardless of how a child might come into contact with us.

The King's Lynn Players' believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people whilst in our care, and to keep them safe. We are committed to practise in a way which protects them. We have a duty to ensure that children with whom we engage have a right to equal protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity; an obligation we take seriously. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

LEGAL FRAMEWORK

This policy is underpinned by the Children Act 1989 and 2004 and other relevant legislation.

WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

- Appointing a Designated Safeguarding Lead (Committee Member) for children and young people and a Deputy Designated Safeguarding Lead who will both undertake Level 3 Designated Safeguarding Training.
- Maintaining our membership with the Norfolk SAFER programme.
- Adopting child protection and safeguarding practices and a Code of Conduct for all members and volunteers.
- Ensuring child performance and activities legislation is adhered to, following local guidance and procedures. (Department for Education February 2015, Norfolk County Council or other relevant county).
- Ensuring all volunteers and chaperones are **enhanced** DBS checked as per local policy.
- Ensuring training is provided on a regular basis for committee members, Young Players' volunteers and our matron/chaperones who will be licensed by the Norfolk County Council.
- Ensuring that parents of Under 16s are members of any official WhatsApp or other Distribution Lists.

- **Maintaining a “Information Only” WhatsApp Distribution List to share details about specific productions.**
- **Seeking permission from parents for children over 14 and over to join any WhatsApp show social groups, and ensuring our Code of Conduct is maintained in the use of these groups.**
- Using our safeguarding procedures to share concerns and relevant information with outside agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner’s Office: ico.org.uk/fororganisations]
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Being alert to signs of abuse and neglect, questioning behaviours if something seems unusual and asking for help from the King’s Lynn Players Safeguarding Team (contact details below) or Statutory agencies as required (see contact details below).
- Sharing concerns sooner rather than later as this is likely to be beneficial to children.
- Ensuring appropriate risk assessments are conducted for all KLP performances and mitigations are put in place to address these risks.

CODE OF CONDUCT FOR ADULTS OF THE SOCIETY:

- Everyone has a responsibility to prioritise the safety and well-being of children at all times
- For your own safety, do not give out your personal contact details and do not ‘friend’ and ‘follow’ children in the society on social networking sites other than through official KLP social media.
- **If worried or concerned about a potential safeguarding issue, please talk to one of the Safeguarding Team (contact details below).**
- Should a child require any form of personal care in an emergency or for any reason, ensure you are accompanied by another adult.
- Whistleblowing: ultimately, if you feel anyone is behaving inappropriately around children, you have a duty to report your concerns to either someone in the Safeguarding Team or a statutory body (eg Police or Children’s Social Care). Please see contact details set out later in this policy.
- Bullying of anyone of any age by anyone of any age will not be tolerated within the society and may lead to expulsion from a show or the society.
- Photography: King’s Lynn Players request that members do not take photographs that include any child under 16 in the society as parental permission may not have been granted. The King’s Lynn Players will provide official photographers agreed by the Production Team. Parental permission will be obtained for this purpose.

CODE OF CONDUCT FOR CHILDREN (UP TO SCHOOL LEAVING AGE UP TO AGED 18):

- Young Players will take responsibility for keeping themselves safe, during rehearsals, workshops or shows, for example by not leaving the premises.
- If worried or concerned about themselves or another person, children should talk to an adult member of the society or one of the Safeguarding team (contact details below).

- For your own safety, do not give out your personal contact details and do not 'friend' and 'follow' adults in the society on social networking sites, other than official King's Lynn Players social media.
- Bullying of anyone of any age by anyone of any age will not be tolerated within the society and may lead to expulsion from a show or the society.
- Photography: King's Lynn Players request that members do not take photographs that include any child under 16 in the society as parental permission may not have been granted. The King's Lynn Players will provide official photographers agreed by the Production Team. Parental permission will be obtained for this purpose.

AUDITION POLICY:

- The King's Lynn Players are committed to safeguarding children and young people involved in their productions with regards to their safety and welfare. This extends to those attending the audition workshops and during the day of auditions.
- Parents will be expected to provide emergency contact details for their child/young person in case of emergencies and be available to be contacted on that number for the duration of the time that their child/young person is in attendance.
- The King's Lynn Players expect that those children and young players in attendance during the workshops and at auditions will also take responsibility for keeping themselves safe, for instance not leaving the premises.
- There will always be a selection of committee members and King's Lynn Players adult members available who have been **enhanced** DBS checked. We will ensure that you are aware of those members at the audition workshops and during the auditions.

SAFEGUARDING TEAM AND CONTACT DETAILS

Designated Child Protection Officer and Designated Safeguarding Lead:

Sharon Fox

Contact: Mobile: 07930 176424 Email: baz.fox@btinternet.com

Deputy Designated Safeguarding Lead

Hannah Fisher:

Mobile: 07578 828529 Email: klpmembership@gmail.com

In the event that you are unable to contact either of the above or you may have concerns regarding either of the above, please contact:

King's Lynn Players Chairman

Wendy Fisher

Contact: Mobile 07887 731248 Email: wendyfisher@talktalk.net

Deputies: Matron Chaperones as identified for each performance,

STATUTORY AGENCIES and OTHERS:

Police 101 or 999 in an emergency

Referral to Children's Social Care Norfolk: 0344 8008020

Norfolk Local Authority Designated Officer :Email: LADO@norfolk.gov.uk

NSPCC Helpline 0808 800 5000

LINK TO OTHER POLICIES:

This Policy should be read in conjunction with the King's Lynn Players Equal Opportunities Policy, Audition Protocol and Health and Safety Statement.

We, The King's Lynn Players, are committed to reviewing our policy and good practice annually.

This Policy was reviewed in December 2023 and was approved by the KLP Committee on 8 January 2023.

Signed: Wendy Fisher, Chairman

On behalf of The King's Lynn Players

The King's Lynn Players is a thriving amateur theatre group which aims to encourage the support and involvement of the local community in its efforts to present first class theatrical productions to a professional standard. Affiliated to the National Operatic and Dramatic Association (N.O.D.A)