1. General Principles and policy

1.1. TTC encourages membership to those aged 18 and over. However, from time to time, TTC may have members under 18, or may require, for a particular production, a child actor or actors to take part. In these circumstances, all members must know what the current child legislation requires and how we should all behave. Children need to feel safe and be always respected, and parents need to be confident about their children's welfare

1.2. Child abuse does exist, and the TTC management board is committed to taking positive steps to prevent such abuse of children involved in theatre activities

1.3. It is the responsibility of all members of the TTC Board or the theatre club to be aware of and adhere to the child protection policies and procedures currently in force.

1.4. The TTC Board will appoint a Child Safeguarding Officer, whose responsibilities are outlined later in this document

1.5. It is the explicit policy of the TTC Board that any adults who undertake constant and regular duties as leaders and helpers, either voluntary or paid, be DBS checked and approved before they can work with any youngsters without close supervision

1.6. Directors and Stage Managers who use children in any capacity in a production will be given advice and training on child protection matters

1.7. The Director or Stage Manager will maintain a register of all children involved in rehearsal and performance activities. Names and emergency contact numbers should be readily available at any time theatre activities occur. The contents of the list and contact details are not to be disclosed to unauthorised persons and must be treated in accordance with data protection legislation

2. Children Performing Consent Forms.

2.1. The children's parents/guardians will provide a completed authorisation form, TTC 031 - Children Performing Consent Form, to allow their child/children to take part in the performance and declaration of fitness and the number of days licenced within the previous 6 months

3. Definitions:

3.1. Child

3.1.1. A child is defined as a young person under the age of 18 years old

3.2. Child Performing Licence

3.2.1. A requirement when the young person remains of compulsory school age until the last Friday in June following their 16th birthday

3.3. Child Abuse

3.4. Children may need protection where their basic needs are not being met in a manner appropriate for their age and stage of development

3.5. For those working in child protection areas, this definition is broken down further

3.5.1. Physical injury
3.5.2. Sexual abuse
3.5.3. Emotional abuse
3.5.4. Physical neglect
3.5.5. Non-organic failure to thrive

3.6. Teddington Theatre Club Board

3.6.1. The managing body of Teddington Theatre Club, which owns and maintains Hampton Hill Theatre.

4. Children in Performance - Policy and Best Practice guidance

4.1. Children will be licensed for performance in accordance with the law.

4.2. It is best practice that Children assisting backstage or Front of House should be signed in and out and be under the supervision of a responsible adult.

5. Chaperones

5.1. Chaperones shall be licensed by the Local Authority within which area they live.

5.2. The Board of the Theatre must approve chaperones under the Child Protection policies.

5.3. During authorised periods of rehearsal or performance, a child must always be in the charge of a Licenced Chaperone when they are not in the charge of their parent or guardian.

5.4. The ratio of matrons/chaperones to children must be no less than 1:12 children aged between 9- 16 years

5.5. The Teddington Theatre Club adopts a policy of a ratio of 1:10 for children aged 9-16 years

5.6. The Teddington Theatre Club adopts a policy of a greater ratio of chaperones for children under 9 years old.

6. Applications for Child Licences

6.1. These shall be applied for at least 21 days before the first performance or rehearsal within the performance period, which is defined as 'A performance or rehearsal which takes place on the day of a performance or during the period beginning with the first and ending with the last performance'.

6.2. This should equate to the first dress rehearsal, where children are changing.

7. Rehearsal & performance restrictions:

7.1. Children may not participate in performances, licensed or unlicensed, for more than the following periods. These are legal requirements and may not be exceeded.

7.2. The maximum number of consecutive days a child may participate in performance or rehearsals is six consecutive days.

7.3. A child may not perform for six consecutive days for more than 8 weeks without a 14-day break.

7.4. Night work: See regulation and restrictions.

8. Earliest and latest times a child may be present during performance & rehearsal

Age of Child	Earliest Time	Latest Time
Birth to 5 years old	07:00	22:00
5 to school leaving age	07:00	23:00

8.1. The Teddington Theatre Club Policy is that children up to age 13 should not rehearse after 21:00 during term time.

8.2. Youngsters aged 13 and upwards may rehearse at 21:30 or later if the child's parent or guardian agrees.

9. Attendance at the place of performance or rehearsal and hours of performance

Age of child	Maximum hours per day at the place of performance or rehearsal	Maximum total hours of performance or rehearsal	Max continuous hours of performance or rehearsal
Birth to 5 years old	5	2	0.5
5 until child reaches 9 years old	8	3	2.5
9 to school leaving age	9.5	5	2.5

10. Breaks on any day on which a child is performing or rehearsing

Age 5 or over present for rehearsal or performance	Maximum hours per day at the place of performance or rehearsal	Maximum total hours of performance or rehearsal	Maximum continuous hours of performance or rehearsal
>4 hours <8 Hours Meal Break Minimum 45 minutes One other break of 15 minutes	**>8 Hours** Meal Break Minimum 45 minutes Two other breaks of 15 minutes	1.5 Hours *(subject to Restrictions)*	12 Hours

11. Rehearsal & performance restrictions

11.1. Children may not participate in performances, licensed or unlicensed, for more than the periods shown below. This applies to all children, whether performing or assisting backstage or in the front of the house. These are legal requirements and **may not** be exceeded.

Maximum number and length of performances and rehearsals	Age 6 - 8	Age 9-12	Age 13-16
Performance days - maximum per 12-month period	40 days	40 days	80 days
Exhausted performance quota - additional single performance in 6	4	4	4
Performance days - maximum per week	6 days	6 days	6 days
Performance length - maximum (including interval)	3.5 hours	3.5 hours	3.5 hours
Rehearsal length - maximum	3.5 hours	3.5 hours	3.5 hours
Performance of rehearsal maximum aggregate child appearance	2.5 hours	2.5 hours	2.5 hours
The gap between - performance/performance	1.5 hours	1.5 hours	1.5 hours
The gap between - rehearsal/performance or	1.5 hours	1.5 hours	1.5 hours
Perform and rehearse the same show on the same day	Yes	Yes	Yes
Perform and rehearse different shows on the same day	No	No	No

11.2. Directors / Stage managers **must** abide by the following time schedules for **rehearsals & performances**

Earliest and latest hours at rehearsal / performance- Licenced dates	Age 6 - 8	Age 9-12	Age 13-16
Signed out - 30 minutes after the end of the part, or rehearsals	10:00 PM	10:00 PM	10:30 PM
Performance if necessary - maximum 8 evenings within 4	10:00 PM	10:00 PM	10:30 PM
Performance if necessary - maximum 3 evenings in any 1 week	11:00 PM	11:00 PM	11:00 PM
May not perform or rehearse before	11:00 PM	11:00 PM	11:00 PM
Minimum rest period after an evening performance	10:00 AM	10:00 AM	10:00 AM
Minimum rest period after an evening performance	14 hours	14 hours	14 hours

12. Chaperone discretion

12.1. Chaperone may extend the time at the place of rehearsal or performance by a maximum of 1 hour in the table 11.2 providing that:

12.1.1. The maximum number of performance hours is not exceeded.

12.1.2. Child welfare will not be prejudiced

12.1.3. Extraordinary circumstances existed outside the control of the theatre, such as a technical malfunction that delayed the play, or adverse weather delayed cast / audience

12.2. A chaperone is legally required during the rehearsal period, and any concerns can be discussed with the Safeguarding Officer.

12.3. Parents/guardians are responsible for collecting children from any theatre activity and ensuring they get home safely.

13. Child Safeguarding Officer:

13.1. The board will appoint a suitably qualified Child Safeguarding Officer who must be DBS cleared and shall: -

13.1.1. Advise the Board on best practices in respect of Child Safeguarding matters

13.1.2. Ensure the Child safeguarding policy and procedures are current and up to date

13.1.3. Ensure those concerned are aware of the policy and have read and understood it.

13.1.4. Ensure they have the contact numbers of the social services, police and local authority 'Child Employment Manager'.

13.1.5. Seek advice and guidance from the local authority social services, police child protection officers and local authority 'Child Employment Manager'.

13.1.6. Report to the police any allegations of impropriety or abuse by a child against a member of the company or club.

13.1.7. Appoint suitably qualified and licensed Chaperones for children in performance.

13.1.8. Ensure the duties of chaperones are maintained and up to date

13.1.9. Apply for appropriate children in performance licences / Body of Persons exemptions

13.1.10. Ensure suitable provision of dressing room accommodation for productions when children are used in performances.

14. Good practice guidelines

14.1. In your role at TTC, you are acting in a position of trust and authority and have a duty of care towards any children and young people, that you work with. You are, therefore expected to act appropriately, at all times.

14.2. You are responsible for:

14.2.1. Prioritising the welfare of children and young people

14.2.2. Providing a safe environment for children and young people, ensuring equipment is used safely and for its intended purpose, having good awareness of issues to do with safeguarding and child protection and taking action where appropriate

14.2.3. Always staying within the law

14.2.4. Modelling good behaviour for children and young people to follow

14.2.5. Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the designated safeguarding lead. See below for contact details.

14.3. Appropriate Relationships. You should:

14.3.1. Listen to and respect children at all times

14.3.2. Value and take children's contributions seriously

14.3.3. Respect a child or young person's right to personal privacy as far as possible

14.3.4. Promote relationships that are based on openness, honesty, trust and respect

14.3.5. Avoid showing favouritism

14.3.6. Be patient with others

14.3.7. Exercise caution when you are discussing sensitive issues with children or young people

14.3.8. Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.

14.3.9. Ensure that wherever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure you are within sight or can be heard by other adults.

14.3.10. Only provide personal care in an emergency and make sure there is more than on adult present if possible.

14.4. When working with children and young people, you **must not**:

14.4.1. Allow concerns or allegations to go unreported

14.4.2. Take unnecessary risks

14.4.3. Smoke, consume alcohol or use illegal substances

14.4.4. Develop inappropriate relationships with children and young people

14.4.5. Make inappropriate promises to children and young people

14.4.6. Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person

14.4.7. Let children and young people have your personal contact details or have contact with them via a personal social media account

14.4.8. Act in a way that can be perceived as threatening or intrusive

14.4.9. Patronise or belittle children or young people

14.4.10. Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

14.5. Diversity and Inclusion. You should:

14.5.1. Treat children and young people fairly and without prejudice or discrimination

14.5.2. Understand that children and young people are individuals with individual needs

14.5.3. Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems.

14.5.4. Challenge discrimination and prejudice

15. Reacting and Listening:

15.1. The following is advice for adults working with children who may be taken into a child's

15.2. confidence about the abuse suffered or may include an allegation of abuse.

15.2.1. Acknowledge the age of the child

15.2.2. Never trivialise or exaggerate child abuse issues

15.2.3. Allow the child time to speak and do not interrupt nor make suggestions to them that could imply making an investigation

15.2.4. Do not interrogate or question other than to clarify your understanding. (If the matter is to be investigated further it will be done so by professionals).

15.2.5. Reassure the child that you are glad he or she has told what has happened and that it was right to speak.

15.2.6. Let the child know you may need to share the information with someone who can help.

15.2.7. Remain calm, no matter how difficult it is to listen to the child. Please think of how hard it is for them to say it.

15.2.8. You have been chosen because the child feels they can talk to you; try to remain neutral and not show emotion.

15.2.9. Listen to the Child and reassure them they have done the right thing.

15.2.10. As soon as practical, write down everything the child told you. Remember that this is confidential, and the only person you can discuss this with is the 'Designated Child Safeguarding Officer', or in their absence the DCSO.

Key contact details are at the end of this document.

16. Photographs and images of children

16.1. Risks are posed directly and indirectly to children and young people through photographs on websites and in other publications such as theatre programmes. Photographs can be used to identify children when they are accompanied by 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.

16.2. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

16.2.1. Parental permission must be sought in advance to use an image of a young person, including posting on social media.

16.2.2. For both safeguarding and performing rights licensing purposes, the Teddington Theatre Club does not permit the taking of photographs or filming during a production.

16.2.3. When children or young persons are in the production: Using cameras or mobile phones with camera or filming capability in dressing rooms and any other environments is expressly forbidden.

16.2.4. The Stage Manager is the only person permitted a mobile phone backstage (beyond the double doors or single door from the main dressing room).

16.2.5. The Lead Chaperone will hold all children's mobile phones in a secure safe during the rehearsal or performance.

17. E-Safety

17.1. 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.

17.1.1. Teddington Theatre Club's e-safety policy explains how we try to keep children safe by not initiating communication with children via their phone or email but with their parents.

17.1.2. Cyberbullying by children via texts and emails will be treated as seriously as any other type of bullying.

18. Parents

18.1. Teddington Theatre Club believes it is essential to have a strong relationship with the parents of children and young people attending productions involving youngsters who are encouraged to be involved in the theatre's activities and to share responsibility for the care of children.

18.2. All parents will be given a copy of the organisation's Child Protection Policy and procedures.

19. Collecting Children from the theatre activities:

19.1. The parent or guardian ensures children get home safely from theatre activities.

19.2. Children should be collected from theatre activities by a parent, guardian, responsible adult or older brother or sister. Children being collected by an adult, brother or sister who is not that child's parent should provide written advice to authorise this.

19.3. If children are not going to be collected from a theatre activity, then written advice should be provided to this effect.

19.4. Children who are performing as part of a licence to conduct or assisting backstage or front of the house during a performance will be under the direction of the licensed chaperone(s) and will be required to be collected and signed out from the auditorium after the performance has finished.

20. Unsupervised Contact

20.1. Teddington Theatre Club will attempt to ensure that no adult has unsupervised contact with children.

20.2. If possible, two adults will always be in the room when working with children.

20.3. If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or a designated room with the door open.

20.4. All children will be always chaperoned

21. Working with children:

21.1. All Directors, Stage Managers, or any adults working with children will ensure that:

21.1.1. Children are treated with respect

21.1.2. They recognise that some issues are confidential

21.1.3. They know that someone might misinterpret our actions even if they are well-intentioned.

21.1.4. They respect a child's right to privacy

21.1.5. They provide time for children to talk to adults

21.1.6. They encourage children to respect and care for others

21.1.7. Take action to stop any inappropriate verbal or physical behaviour

21.1.8. They refer (do not investigate) any suspicions or allegations of abuse to TTC's Child Safeguarding Officer

21.1.9. They have received copies of the 'good practice guidelines' and 'how to react and listen to a complaint.'

21.1.10. They are aware of the requirements for DBS checks, children in performance guidelines and data protection requirements when dealing with personal information, e.g. telephone numbers and contact details.

22. Outside Organisations

22.1. This document relates to TTC shows. Visiting companies shall have their processes in place, and all members and contractors should endeavour to assist them in meeting their policies and procedures.

22.2. However, all members of TTC are duty-bound to report any concerns they may have about child safeguarding.

22.3. Hampton Hill Theatre requires all external organisations that use the theatre to have guidelines that meet the minimum standard set out by government guidelines.

23. Staff-to-child ratios

23.1. When children are present, there should always be a minimum of two adults over 18 on the premises.

23.2. No one under 18 can be in sole charge of other children.

23.3. Only those aged 17 or over may be included in ratios but must be supervised at all times and never left alone with children.

23.4. The supervision ratio in NPCC guidance is: -

23.4.1. Under 2 years - one adult to three children

23.4.2. 2 - 3 years one adult to four children

23.4.3. 4 - 8 years one adult to six children

23.4.4. 9 - 12 years one adult to eight children

23.4.5. 13 - 18 years one adult to ten children

24. What to do if you have a concern

24.1. Everyone involved in the delivery of TTC activities plays a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect at an early stage. If you observe or have any concerns about the safety and welfare of a child, or the behavior or conduct of TTC staff/volunteers towards a child report as soon as possible to one of the following:

MS JANE MARCUS – SAFEGUARDING LEAD

safeguarding@teddingtontheatreclub.org.uk

MS JOANNA TAYLOR – DEPUTY SAFEGUARDING LEAD

Joannat@teddingtontheatreclub.org.uk

MR BEN CLARE – ARTISTIC DIRECTOR

artistic@teddingtontheatreclub.org.uk

MRS SALLY HALSEY – CHAIR

sallyh@teddingtontheatreclub.org.uk

24.2. As soon as is practicably possible record what you know and share with the safeguarding lead you contacted. The basic information that is useful is:

- Detail of the allegation or the grounds for suspecting abuse
- The date and time of the incident
- The people involved and details of any observed injuries/their appearance and behavior and what they have said.
- The name of the child/ contact for parent if appropriate

24.3. It is not your role to investigate or interrogate. Record what you know and share it with the safeguarding lead. Do not delay reporting the incident because you have not made your record – report as soon as is practically possible and then forward your record. The TTC Safeguard Lead will make a referral to the Richmond SPA if required.