

SLT Safeguarding policy - a guide for directors

Summary of your responsibilities as a director

If you have children (under 18s) or vulnerable adults as cast members in your show, you, your cast, crew and stage manager all have a duty to protect their safety. **In brief, these are things you must do:**

- Once your show submission is approved and a date set, if you intend to cast child/ren or vulnerable adult cast members, you must apply for a Basic DBS certificate which SLT will pay for. If you are acting in lieu of a chaperone during rehearsals (usually because only one child is involved), you will need to apply for an Enhanced DBS. Please contact the Youth & Training Officer to arrange this training@southlondontheatre.co.uk.
- Make the DSO (Designated Safeguarding Officer) aware of the presence of those cast members, and be sure to seek their advice and report any incidents or concerns to them. The DSO is Gerri McAndrew (dso@southlondontheatre.co.uk), and the Deputy DSO is Lorna Felix (lorna@southlondontheatre.co.uk).
- Liaise with the DSO for advice and to recruit chaperone/s to be present whenever under-18 cast members are in the building and make sure the [SLT Chaperone Policy](#) Chaperone Policy is followed. SLT has to employ paid chaperones for show week. Arrangements will vary according to the number of children and scenes involved in the show; you must clarify these with the DSO before rehearsals begin
- Read the concise version of the Safeguarding Policy that follows this summary for details on safe practices and your legal duties. Refer to the [SLT Safeguarding Policy](#) for full information.
- You, your deputy director and your stage manager should print off the last page of this document, co-sign the declaration and forward it to SLT Theatre Committee theatrecommittee@southlondontheatre.co.uk.
- Make sure that all members of your cast and crew are familiar with the principles of the Safeguarding Policy and that they sign the Safeguarding Agreement form to confirm this. Forward these signed documents to SLT Theatre Committee.
- Make sure that you have a separate dressing room set up for under-18s. Bex, our Building Manager should be informed at an early stage to ensure rooms are available.
- Make sure everyone in the cast and crew follows the rules on photographing or videoing young people (see below).
- Reassure young or vulnerable cast members that if they feel uncomfortable in any way at any time, they should talk to you or another adult about their concerns. Ensure they know how to contact the DSO or DDSO.

Aims of SLT's Safeguarding Policy

SLT is committed to providing a safe environment for all children (under 18s) and all vulnerable adults as well as staff, SLT Members (including Youth), hires and visitors by promoting a climate where people are confident sharing safety concerns about themselves or others.

The purpose and principles of this policy are to:

- protect children, young people and vulnerable adults (for example experiencing mental illness, physical disability, homelessness or substance abuse) who take part in classes, theatre productions and other SLT activities;
- provide a safe environment for hires, visitors, or other users of the building; and
- provide the overarching principles that guide our approach to safeguarding and child protection between the different users of the building.

Scope of Policy

The full policy covers all activities overseen by SLT Building Preservation Trust Ltd (including Hires), South London Theatre and the Members' Club. Activities include:

- SLT events and performances, including visitors and volunteers at such events
- Learning and outreach activities
 - o Youth Theatre classes
 - o Youth Theatre performances
 - o In-house learning/outreach activities, including those that take place off-site
 - o Under 18s involved with adult shows (chaperoning)
- Members' Club (bar and social activities)
- Hires (external companies or events making use of SLT facilities)

Safe working practices

- As a Director, you, your Assistant Director or your Stage Manager should have a standard DBS check if your production involves children, young people or vulnerable adults. You will be briefed on your responsibilities by your Theatre Rep prior to auditions and rehearsals commencing, and you can seek advice from the DSO.
- You, your Deputy Director and your Stage Manager should read the Safeguarding policy in full as soon as is practical.
- You will need to recruit at least one **licensed** (paid) chaperone for show week. Talk to the Youth and Training Officer or DSO for guidance on this. You will need chaperones (usually unpaid) for rehearsals, and you must ensure the SLT Chaperone Policy is followed.
- You are responsible for ensuring that all cast and crew are notified of their responsibilities, have read the Code of Conduct and signed their agreement to follow safeguarding practices.

Adhering to the SLT Safeguarding Policy

- Any physical contact with a child which is required by the script of the show should be agreed with the child and their parent/guardian prior to casting. The parent/guardian must also agree to this via their consent form.
- Avoid placing yourself in a position where your actions (or those of your cast or crew) might be open to criticism or misinterpretation if any physical contact needs to take place with a child or vulnerable adult.
- If it becomes necessary to physically restrain a child or young person for their own protection or others' safety, use no more force than is needed, record the incident, report it to the DSO and notify the parents/guardians.
- Except in cases of emergency, only administer first aid if you are a qualified First Aider. If it is necessary for the child to remove clothing for first aid treatment, wherever possible make sure another adult is present, and let parents/guardians know about the incident at the earliest opportunity.
- Exercise caution in situations where adults are alone with children. Leave the door to the room open (unless it's a dressing room and others are dressing), ask another person to maintain a presence nearby and keep a record of the circumstances of the meeting.
- Be alert to the possible risks that might arise from social contact with children and young people outside of the building. Don't visit a young person at home except when invited by the parents/guardians and in their presence. Don't exchange or respond to personal phone or social media details, and report any unplanned contact of this nature or suspected infatuations or "crushes" to the DSO. Manage all contact regarding classes or activities via the parent or guardian and not directly with the young person.
- Don't take photos or transfer images of children or young people without permission of parents or guardians, and don't store photos at home. You can take photos or videos, with approval and agreement, for the purpose of recording a child or group of children participating in theatre activities or celebrating their achievements in an effective way to record their progress and development, but these images must be stored on SLT equipment and not privately.
- Parents, guardians or relatives may only take still or video photographic images of children or young people in organised activities with the prior consent of the person in charge of the activity and then only in designated areas. Images taken must be for private use only. Recording and/or photographing other than for private use needs the consent of other parents whose children may be captured on film. If parents do not wish their children to be photographed or filmed and express this view in writing, respect their rights.
- No sexual activity or other forms of abuse (financial, mental or physical) can take place with any child or vulnerable adult on the premises or in relation to any activity

undertaken by SLT (or by any hire). Any such activity will be reported by the DSO via the LADO (Local Authority Designated Officer) to the responsible authorities, and will be considered gross misconduct; any member, employee or volunteer found to have undertaken such activities will be dismissed or have their membership rescinded.

- If any credible allegations of peer on peer bullying or other abuse occur inside or outside SLT Premises, Youth Theatre reserves the right to remove the perpetrator from youth classes.

Chaperoning policy

Please read the full [SLT Chaperone Policy](#) here.

Dressing Rooms

- You need to provide a changing area separate from adults for children involved in a production. The Chaperone policy must also be followed to oversee children who will wait in the dressing room area until called to be on stage.
- If a child in the production needs additional assistance to dress that SLT can't provide, please ask their parent/guardian to do so.

Confidentiality and Information Sharing

- Take care to ensure that both adults' and children's confidentiality is maintained and that information is handled and disseminated on a need to know basis only.
- Individuals must be confident that information held about them by SLT will only be disclosed to others either with their consent or when there is a legal duty to do so.

Declaration

We have read and understood the contents of this document and undertake to abide by the procedures set down by the SLT Safeguarding Policy.

Signed (show director)

Date:

Print name:

Signed (deputy director)

Date:

Print name:

Signed (stage manager)

Date:

Print name: