

Safeguarding and Child Protection Policy and Procedures

Adopted date: 14th September 2026

Review undertaken by: Designated Safeguarding Lead

Policy Review Period: Two years or whenever changes to legislation are introduced.

Next review date: 14th September 2028

1. Introduction

Child Protection is everyone's responsibility, and everyone involved in the Amateur Players of Sherborne (APS) needs to take ownership of this policy and be involved with its implementation. APS is determined to ensure that children and young people can participate in all forms of theatre activity in an environment where their safety and welfare are paramount and where they are confident that they are free from harm.

This policy establishes APS's commitment to safeguarding children and young people. It sets out our responsibilities and highlights the importance of protecting children, while also safeguarding APS personnel from the risk of false allegations of abuse or poor practice.

This policy must be familiar to and easily accessible for all APS members and volunteers. It should also be readily available to parents and carers of all children and young people involved in APS activities.

APS acknowledges its responsibility to work in line with statutory safeguarding guidance and follows the principles set out by relevant Safeguarding Children Partnerships and the NSPCC.

For the purposes of this policy:

- Children and young people refers to anyone under the age of 18
- Parent refers to parents, carers, and guardians
- Personnel includes all volunteers, members, Trustees, and anyone acting on behalf of APS

2. Safeguarding Policy Statement



The Amateur Players of Sherborne is committed to:

- Making the welfare of children and young people paramount
- Ensuring all children and young people, regardless of age, disability, gender, race, religion, belief, sexual orientation, or background, are treated equally and protected from harm
- Taking all reasonable steps to safeguard children and young people from abuse, neglect, discrimination, exploitation, and degrading treatment
- Responding promptly, sensitively, and appropriately to any safeguarding concern, suspicion, or allegation
- Creating a culture where safeguarding is understood, valued, and embedded in all APS activities
- Supporting the prevention of radicalisation and complying with the national Prevent strategy where risks are identified

All APS personnel are expected to always uphold these principles and act in the best interests of children and young people.

3. Scope

This policy applies to:

- All APS members, volunteers, Trustees, and personnel
- All APS activities involving children and young people
- All settings in which APS activities take place, including rehearsals, performances, workshops, and trips

4. Roles and Responsibilities

APS will appoint Designated Safeguarding Leads (DSLs) who are responsible for:

- Providing safeguarding advice and guidance
- Receiving and acting on safeguarding concerns
- Liaising with statutory agencies where required
- Ensuring safeguarding procedures are followed

All APS personnel share responsibility for:

- Following this policy and associated safeguarding procedures
- Promoting safe practice
- Reporting safeguarding concerns promptly

5. Supporting Safeguarding Documents

This Policy Statement is supported by a set of separate safeguarding documents which provide detailed guidance and procedures. These documents are available to APS personnel and will be reviewed and updated as required.

The Supporting Safeguarding Documents include:

- Good Practice and Poor Practice Guidance
- Recognising Abuse and Indicators of Harm
- Responding to Safeguarding Concerns and Allegations
- Recruitment, Selection and DBS Procedures
- Visiting Groups Safeguarding Requirements

These documents support the implementation of this policy and should be referred to as necessary.

6. Conclusion

Child Protection is everyone's responsibility, and everyone involved in the Amateur Players of Sherborne needs to take ownership of this policy and be involved with the design and implementation.

The Amateur Players of Sherborne, by accepting and adopting this policy document, is determined to ensure that children and young people can participate in all forms of theatre activity, and do so, with their safety being of paramount importance.

7. Review and Approval

This policy will be reviewed at least every two years, or earlier if required due to changes in legislation or safeguarding guidance.

Next Review Date: September 14th 2028

Chairperson

Name: _____

Date: _____

Designated Safeguarding Lead

Name: _____

Date: _____

Designated Safeguarding Lead

Name: _____

Date: _____

SUPPORTING DOCUMENT 1

Good Practice and Poor Practice Guidance

Purpose

This document sets out expectations of good practice and identifies poor practice to ensure that children and young people participating in APS activities are safeguarded and that APS personnel are protected from misunderstandings or false allegations.

Good Practice

All APS personnel should adhere to the following principles:

- Ensure appropriate supervision levels are in place before undertaking any activity involving children and young people
- Make theatre activities enjoyable, inclusive, and safe, while promoting fairness and addressing bullying
- Treat all children and young people equally, preserving dignity and respecting individual needs and abilities
- Respect the developmental stage of each child or young person and ensure activities are appropriate to their physical, emotional, and social development
- Build relationships based on mutual trust and respect and encourage children and young people to take responsibility for their own development
- Avoid unnecessary physical contact; where physical guidance is required, this should be open, appropriate, and undertaken with the consent of the child and parent
- Maintain professional boundaries at all times; intimate or inappropriate relationships with young people are not acceptable
- Maintain appropriate standards of behaviour at social events involving children and young people
- Act as a positive role model, including avoiding smoking or alcohol consumption when working with children and young people
- Communicate openly with parents and carers and obtain written consent where required
- Be aware of medical needs, existing injuries, and medication, and ensure appropriate first aid provision
- Carry out risk assessments for activities away from home and plan contingencies
- Ensure work with children and young people is open and observable
- Obtain written parental consent for significant travel or overnight stays
- Challenge unauthorised access to theatre spaces where safeguarding risks may arise



Poor Practice

The following behaviours must be avoided:

- Spending excessive or unnecessary time alone with a child or young person
- Taking children or young people alone in a car without parental consent
- Taking children or young people to a private home unsupervised
- Sharing accommodation or rooms with a child
- Engaging in rough, physical, or sexually provocative games
- Allowing or engaging in inappropriate touching
- Allowing inappropriate language to go unchallenged
- Making sexually suggestive comments, even in jest
- Using aggressive language, humiliation, or emotional control
- Failing to record or act upon allegations or concerns
- Doing personal tasks for children they can do themselves
- Hosting children or young people at home unsupervised

Where unavoidable situations arise, they must occur only with full knowledge and consent of APS leadership and parents.

Any accidental injury, distress, or misunderstanding must be reported immediately and recorded in writing, and parents informed.

SUPPORTING DOCUMENT 2

Recognising Abuse and Indicators of Harm

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Children and young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred.

Children and young people with other protected characteristics may also be at risk of abuse through discrimination and may be doubly powerless in these respects.

It is against the law to discriminate against anyone because of:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

2.1 Abuse may take a number of forms, and may be classified under the following headings:

Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Physical Abuse

This is where someone physically hurts or injures children and young people, for example by hitting, shaking, throwing, poisoning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether, or not, the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child Sexual Exploitation involves grooming a child directly or online; to prepare a child for sexual abuse; to gain access to a child and build a relationship with that child. This can involve one off contact which may include sexual advances, to a series of events over time. It may start with an adult scanning websites to identify a vulnerable child or befriending a child, perhaps by pretending to have common hobbies or interests or using flattery to trick a child into trusting them. Perpetrators can groom families and organisations, to be trusted as a route to gaining access and creating a relationship with a child.

Emotional Abuse

This is persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

Peer on Peer abuse

Children and young people can abuse their peers which can take many forms, including but not limited to: bullying (including cyber bullying); sexual violence or harassment; physical abuse including hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence or rituals.

Sexual violence and sexual harassment between children in schools and colleges: can occur between two children of any age and sex and occur through a group of children or young people sexually assaulting or harassing an individual or group of children.

It can also involve Upskirting which involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm. This is now a criminal offence

Criminal Exploitation and Gangs:

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines".



Child Trafficking:

This is where children and young people are tricked, forced, or persuaded to leave their homes and are moved or transported and then exploited, forced to work, or sold. Children are trafficked for: sexual exploitation, benefit fraud, forced marriage, domestic slavery like cleaning, cooking, and childcare, forced labour in factories or agriculture, committing crimes, like begging, theft, working on cannabis farms or moving drugs. Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual, and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Female genital mutilation (FGM)

This is when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It is dangerous and a criminal offence in the UK.

Radicalization

Radicalization is the process by which individuals come to support terrorism or violent extremism. Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

2.2 Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people involved in theatre activity are not experts in such recognition, but indications that a child is being abused may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child

AMATEUR PLAYERS OF SHERBORNE

- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other children and young people
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Signs of bullying include:

- ⌘ Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions.
- ⌘ An unexplained drop off in performance.
- ⌘ Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g. on food, alcohol, or cigarettes.
- ⌘ A shortage of money or frequent loss of possessions or unexplained gifts e.g. an expensive phone



Signs of child exploitation and gang involvement include:

- € Frequently absent from and doing badly in school
- € Going missing from home, staying out late and travelling for unexplained reasons
- € In a relationship or hanging out with someone older than them
- € Having unexplained money and buying new things
- € Wearing clothes or accessories in gang colours or getting tattoos
- € Using new slang words
- € Spending more time on social media and being secretive about time online
- € Making more calls or sending more texts, possibly on a new phone or phones
- € Self-harming and feeling emotionally unwell
- € Taking drugs and abusing alcohol
- € Committing petty crimes like shoplifting or vandalism

Signs of child trafficking include:

- € Spending a lot of time doing household chores
- € Rarely leave their house or have no time for playing
- € Be orphaned or living apart from their family
- € Live in low-standard accommodation
- € Be unsure which country, city, or town they are in
- € Cannot or are reluctant to share personal information or where they live
- € Not be registered with a school or a GP practice



- ⌘ Have no access to their parents or guardians
- ⌘ Be seen in inappropriate places like brothels or factories
- ⌘ Have money or things you would not expect them to
- ⌘ Have injuries from workplace accidents
- ⌘ Give a prepared story which is very similar to stories given by other children.

Signs that Female Genital Mutilation (FGM) might happen

- ⌘ A relative or someone known as a 'cutter' visiting from abroad.
- ⌘ A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- ⌘ A female relative, like a mother, sister or aunt has undergone FGM.
- ⌘ A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- ⌘ A girl has an unexpected or long absence from school.
- ⌘ A girl struggles to keep up in school.
- ⌘ A girl runs away – or plans to run away - from home.



Signs that FGM might have taken place:

- ⌘ Having difficulty walking, standing, or sitting.
- ⌘ Spending longer in the bathroom or toilet.
- ⌘ Appearing quiet, anxious, or depressed.
- ⌘ Acting differently after an absence from school or college.
- ⌘ Reluctance to go to the doctors or have routine medical examinations.
- ⌘ Asking for help – though they might not be explicit about the problem because they are scared or embarrassed.

Signs of Radicalization:

- ⌘ Use of inappropriate language.
- ⌘ Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages.
- ⌘ Behavioural changes
- ⌘ The expression of extremist views
- ⌘ Advocating violent actions and means
- ⌘ Association with known extremists
- ⌘ Seeking to recruit others to an extremist ideology

It must be recognised that the above list is not exhaustive or exclusive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place.

It is not the responsibility of those working in the theatre to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

SUPPORTING DOCUMENT 3

Responding to Safeguarding Concerns, Suspicions and Allegations

Abuse can and does occur in the family setting as well as other situations, which may include the theatre or other social activities, and is rarely a one-off event when it occurs within such a setting. It is crucial that those involved in the theatre are aware of this possibility and that all suspicions and allegations are taken seriously and appropriate action taken.

It is **not** the responsibility of anyone in the theatre, whether paid or a volunteer, to decide whether, or not, child abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child. This applies both to suspicions of abuse occurring within the context of theatre activities and to allegations that abuse is taking place elsewhere.

3.1 Receiving evidence of possible abuse

We may become aware of possible abuse in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed above; it may be reported to us by someone else, or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives you concern that a child is being abused, you should:

- React calmly so as not to frighten the child
- Tell the child they are not to blame and that it was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said, and be careful not to ask leading questions
- Reassure the child, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.
- Write down what they tell you, using their own words where possible



3.2 Recording information

As with other forms of information arising in relation to child protection, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it.

You should make a note as soon as possible of whatever information you obtain and pass on to your Designated Safeguarding Lead.

The information is then recorded for your own future reference and possibly for passing on to others, appropriate agencies such as the Children's Social Care (Dorset DChildren's Advice Service) or the police. In writing such a note, you should confine yourself to the facts and distinguish between what is your own personal knowledge and what you have been told by other people.

You should not include your own opinions on the matter, to avoid the possibility of libel.

Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
- Details of the child involved, including name, age, address, and other contact details, and identifying who has parental responsibility for the child
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- Record outcome and if referred record confirmation
- Sign and date what you record



3.3 Reporting the concern

Any concern about the welfare of a child should be reported immediately to the Designated Safeguarding Lead who will decide what action to take.

The Designated Safeguarding Lead or deputy should be the main contact for reporting concerns to Dorset Children's Social Care team.

Designated Safeguarding Leads, (DSLs).

Name: Richard Culham (APS Secretary)
Telephone number: 07707 840616

Name: Bev Taylor Wade
Telephone number: 07796 184111

(The key role of the committee DSL is to ensure that there is a safeguarding oversight and input into committee decisions and Amateur Players of Sherborne processes and procedures).

Dorset's Children's Advice and Duty Service (ChAD)
Telephone number 01305 228866

Additional guidance can be found through the Dorset County Council website www.dorsetcouncil.gov.uk/children-families/children-and-families

Parents or carers

In most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported to appropriate agencies as soon as possible.



Dorset's Family Support and Advice Line or Police

The first consideration is to minimise the danger of further abuse to the child or to other children and young people. The Designated Safeguarding Lead should seek advice from the local police or Dorset's Family Advice and Support (01305 228558, or outside of office hours Emergency Duty Team: 01305 221000).

The allegation should be referred to the police and Dorset's Family Support and Advice Line in any case involving physical or sexual abuse or where the child's safety is otherwise at risk. If the Designated Safeguarding Lead is not available, or the concern is about the Designated Safeguarding Lead, the person in receipt of the information or with the concern should contact these agencies direct.

Reporting the matter to the police or Dorset's Family Support and Advice Line should not be delayed by attempts to obtain more information.

Dorset's Family Support and Advice Line

When a child protection referral is made its staff has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Wherever possible, referrals telephoned to the Dorset's Family Support and Advice Line will be confirmed in writing within 24 hours.

A record will also be made of the name and designation of the Dorset's Family Support and Advice Line member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Police

Where the apparent abuse is of a criminal nature, it will be appropriate to inform the police. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed. The police and Dorset's Family Support and Advice Line may also carry out a joint enquiry.

3.4 Allegations/Concerns against a member of staff or volunteer or another adult

An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children



Any allegation should be reported immediately to the Designated Safeguarding Lead who should inform the Local Authority Designated Officer (LADO) within one working day.

If the allegation is about the Designated Safeguarding Lead it should be reported to the deputy or person in charge of the theatre activity.

To contact the Dorset Local Authority Designated Officer (LADO) [Tel:- 01305 221122](tel:01305221122)

The (LADO) can be contacted:--

Email: lado@dorsetcouncil.gov.uk

3.5 Disciplinary procedures

For all personnel, if the abuse is alleged to have occurred within the context of the theatre activity it may also require disciplinary action by the Amateur Players of Sherborne.

If the matter is being investigated by the police and/or Dorset's Family Support and Advice Line, The Amateur Players of Sherborne may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the theatre will suspend the individual concerned while an investigation is taking place.

This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children and young people until the investigation is concluded.

The disciplinary sanctions available include:

By the Amateur Players of Sherborne – Suspension or exclusion from membership of the individual concerned, and such other sanctions which are provided for within the Amateur Players of Sherborne constitution

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children and young people, parents, and all personnel

3.6 Allegations of previous abuse

Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child by a member of personnel who is still working with children and young people. Where such an allegation is made, the procedures given above will be followed. This is because other children and young people, either within the theatre or outside it, may be at risk from this person.



SUPPORTING DOCUMENT 4

Recruiting and selecting personnel to work with children and young people

It is important that all reasonable steps are taken to prevent unsuitable people from working with children and young people. This applies equally to all personnel.

The fundamental principle is that those in charge of activities involving children and young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to the children and young people in their care.

4.1 Controlling access to children and young people

Applicants for positions that involve significant access to children and young people should complete procedures designed to elicit information about their past career, and to disclose any criminal record or other matter that has a bearing on their suitability to work with children and young people.

Consent should be obtained from applicants for checks to be conducted to determine whether the Disclosure and Barring Service holds any relevant information on them.

The organisation has a legal duty to make a referral to the DBS in cases where an individual (paid worker or volunteer) is removed from working with children within the theatre (or would have, had the person not left first) because the person poses a risk of harm to children

4.2 Vetting (including DBS checking)

All personnel who will have significant access to children and young people must first be vetted by obtaining a Disclosure about the individual from the Disclosure and Barring Service.

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children and young people, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for such responsibilities.

DBS checks can be arranged through a number of Umbrella organisations which can be found on the Home Office website.

<https://dbs-ub-directory.homeoffice.gov.uk/org-page.php?id=299§ors=11&location=58&services=&name=&sort=alpa-asc>



Specifically, the following DBS checks will be made:

Directors of Amateur Players of Sherborne productions which involve a young person under the age of 18 will need to have a basic DBS check and level of training commensurate with their role, (basic awareness and be familiar with the Amateur Players of Sherborne child protection policy and procedures).

When having a DBS check individuals are asked to register for the online service on application, or within 7 days of receiving their certificate, so that the DBS check can be transferable for other voluntary organizations.

If the person has a transferable DBS, through having registered with the online service when applying for a previous DBS check, then this is likely to be valid for the Amateur Players of Sherborne provided the required details and consent is given for the DSL to check the online record.

On receipt of the DBS check the individual will show the certificate to the DSL who will:

1. Validate that the DBS check belongs to the individual checking identity using documents as required for the DBS check.
2. Check that the details in the DBS certificate are accurate
3. Check that the DBS check relates to the child workforce
4. Check that the individual has signed up to the update service
5. Make a record of the Date, Certificate number, Name and Address.

4.3 Licensing and Chaperones

Directors or producers intending to produce a play which involves a young person need to check if they need to apply for a licence, and if so will need to ensure there are licenced chaperones for the young person.

Key points in determining the requirement for a licence:

The upper age limit of a child for the purposes of these requirements is until they cease to be of compulsory school age (the last Friday in June of the school year in which they reach the age of 16) – page 3 of specific guidance

This need for a licence applies where performances are at a licenced premise, or in connection with which a charge is made.

However, a licence is not required if a child does not perform on more than four days in any period of six month (providing no absence of school is required) – page 14 of specific guidance

There is a limit to 6 performances per 7 days – page 10 (performance refers to any directed activity which includes rehearsals) - page 12 of specific guidance



In applying for a licence, the director will need to arrange for Chaperones to be present at rehearsals or productions.

The attached guidance outlines the situation in detail and provides the necessary forms to apply for the licence, and requirements of a Chaperone.

Chaperones need to be licenced by the local authority which will require an enhanced DBS check, appropriate level of training (provided as part of the licensing arrangement), and be familiar with the Amateur Players of Sherborne Safeguarding policy and procedures and the Children in Entertainment Guidance from Dorset County Council. Chaperones need to apply for a licence from the local authority where they are resident. In Dorset the chaperone licence needs to be renewed after 2 years and a new DBS check will be required (arranged by Dorset County Council). Further details are available at:

<https://www.somerset.gov.uk/children-families-and-education/chaperones/>

A child or young person's parent can act as a chaperone for their own child if the parent is present with the child at all times (except when on stage). This does not extend to siblings or grandparents who might see themselves as "carers".

4.4 The Designated Safeguarding Lead within the Amateur Players of Sherborne

Two Designated Safeguarding Leads will be appointed; at least one should be a member of the Committee, to advise the Amateur Players of Sherborne on compliance with the procedures in this protection policy and act as a focal point for reporting any concerns. The DSLs have the primary responsibility to check that everyone who has significant access to children and young people within the theatre is suitable for that role and has been vetted as described above. This is done by overseeing this policy and procedures and providing guidance and support to members in following them.

4.5 Training

The effectiveness of the policies depends on everyone who is involved being aware of what is good practice and the Designated Safeguarding Lead will ensure there is awareness on the committee and particularly with those working directly with children and young people.

- **Induction**, which includes familiarization with child protection responsibilities and procedures to be followed and delivered to all personnel.
- All personnel to receive a copy of the Amateur Players of Sherborne's Child Protection Policy
- **Training** for Designated Safeguarding Leads and other personnel as and when required



SUPPORTING DOCUMENT 5

Visiting Groups

Where groups using the Amateur Players of Sherborne for their own performances have young people for whom it would be necessary to have a licence and chaperone, the group will have to provide written confirmation of their compliance with the requirements for a licence and chaperones as necessary so the theatre can be assured that a visiting company using the premises is acting appropriately.

This will avoid the risk of any expense and reputational damage to the theatre should a visiting group not be compliant and their show be shut down as a consequence.