



## Safeguarding Procedures

[safeguarding@rowntreeplayers.co.uk](mailto:safeguarding@rowntreeplayers.co.uk)

### Committee Procedures:

- Write policies and procedures.
- Safeguarding subcommittee formed to look at systems and structures in place
- All Committee sign to say they have read and understood safeguarding policy

### Chaperone Procedures:

- Rowntree Player's chaperones are licenced by City of York following an Enhanced DBS check.
- All chaperones attend a safeguarding training session prior to production.
- Initial talk from DSO
- Checklist provided for Chaperones
- Theatre safety briefing attended by all chaperones and delivered by theatre staff
- All chaperones are provided with RP [Safeguarding policy and procedures](#)
- Chaperones must wear their Chaperone Licence ID when 'on duty'

### Rehearsal Procedures:

- Chaperones or the designated person for the show (with a sole child) must make sure that children are signed in by parents/carers when arriving at the premises and signed out when leaving the premises
- Chaperones in room when full rehearsal
- Chaperone stands in the landing when a child goes to the bathroom to supervise the single occupancy toilet. When children go downstairs to the toilet, chaperone will escort

### Theatre Procedures:

- Signing in and out procedures
- Theatre has a security code
- All Rowntree Players Members and Joseph Rowntree Theatre staff have identification
- Allocated dressing rooms
- Allocated registered chaperones for child Or adult at risk
- Lead chaperone each evening as point of contact
- Safeguarding lead on premises for each performance
- Correct child:adult ratio each performance
- Checklist for chaperones as a reminder of the expectations
- Chaperone escorts all children to and from stage
- Chaperone escorts all children to and from toilets
- Where a child is in a scene on their own (no other children involved) providers are in place to support this. This is looked at as a one to one basis, for example; a member



of the cast with chaperone licence takes responsibility for the child and returns them to their dressing room.

#### **Costume Procedures:**

- Chaperones should be present and able to always observe the young person (except on stage). Where this is not possible (for example to visit the toilet) children should not wander the building alone but be accompanied by another age-appropriate child or adult.
- Young people will be provided with a separate changing room from the adult cast.
- Where possible young people will be asked to attend in leggings and t-shirt so changing into costumes is minimal.

#### **Use of mobile phones**

- See filming and photography policy [here](#)

#### **Store/backstage Procedures:**

- All backstage team sign to say they have read and understand the safeguarding policy
- No under 16s will be permitted to volunteer at the store
- 16–18-year-olds must be accompanied by a parent, guardian or responsible adult.
- A safety briefing is given to all volunteers.
- Health and Safety procedures are followed at all times
- Any 16-18 volunteering backstage during rehearsal and show week will have a designated chaperone and chaperone procedures will be followed
- Under 16s will not be permitted without prior agreement with the safeguarding team