

# GTG Rehearsal Child Protection Procedure 2023-24

## Preparation for a new show

The Committee will support the Director to assemble a group of creatives<sup>1</sup> who will create a show for public performance.

If the show includes any children or adults at risk, the Creatives must be vetted by an enhanced DBS check before the start of the rehearsal period and are obliged to notify GTG of any subsequent criminal convictions that may impact upon their future work with GTG. Consideration of any entries shown on a DBS check will be considered by the Designated Safeguarding Lead and GTG Chair in the light of the recency, relevance to children and severity of any items listed. This may result in the refusal to use that member of the creative team.

All Creatives must have undertaken safeguarding training in the previous two years. Evidence of this must be provided to the Designated Safeguarding Lead, who will keep a record.

Before commencing their role in the show, each creative must attend a discussion with the Designated Safeguarding Lead which contextualises safeguarding training.

## Responsibilities at rehearsals

In shows which involve children or adults at risk in whatever capacity, the Director is responsible for:

- Sending a copy of the safeguarding policy and this procedure to all cast members, creatives and the parents/guardians of children (under 18s)
- By providing an outline of safeguarding measures and procedures to all at the start of the rehearsal period and at the start of the show period in the venue
- Ensuring that there is one member of the creative team nominated as the safeguarding lead for any rehearsal which involved children or adults at risk and that parents/guardians have a contact number for those creatives who may act in that capacity
- Ensure that children are under appropriate supervision at all times
- Making sure that ground rules on how adults should behave in the presence of children are clear, especially regarding unsupervised contact, physical contact and language.
- Raising awareness of safeguarding by ensuring an information sheet/poster with DSL and Childline contact details is visible at rehearsals and at the venue

## Unsupervised Contact

---

<sup>1</sup> Director, Assistant Director, Production Manager, Production Assistant, Choreographer, Musical Director, Stage Manager and any other person undertaking a named role in the rehearsal and production phases of a production Please refer to the GTG Safeguarding Policy for more information <https://www.gtguk.com/gtg-polices>

## GTG Rehearsal Child Protection Procedure 2023-24

- The production team will attempt to ensure that no adult has unsupervised contact with children.
- If possible, there will always be two adults in the room when working with children but, if unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with a door open / clear glass panelled door

### Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### Language

- All involved in a show should treat each other with dignity and respect and no form of bullying or harassment is tolerated. For details see the Dignity and Respect Policy (<https://www.gtguk.com/gtg-polices>)
- Adults should be mindful of the language they use and topics they discuss in earshot of children

### Parents

- The group believes it to be important that there is a partnership between parents and the group. Parents are encouraged to be involved in the activities of the group and to share responsibility for the care of children. All parents will be given a copy the group's Safeguarding Policy and Child Protection procedures.
- All parents have the responsibility to collect (or arrange collection of) their children in a timely fashion after rehearsals or performances. One member of the creative team will remain to supervise any children who are not collected but it is NOT the responsibility of the group to take children home.

### Accidents

- To avoid accidents, children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.

Please refer to the GTG Safeguarding Policy for more information <https://www.gtguk.com/gtg-polices>

## **GTG Rehearsal Child Protection Procedure 2023-24**

Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

- If a child is injured while in the care of the group, a designated first-aider will administer first aid and the injury will be recorded in the group's accident book. This record will be countersigned by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection.

### **Suspicion of abuse**

- If you see or suspect abuse of a child while in the care of the group, please make this known to the GTG Designated Safeguarding Lead. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chair.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the group, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

### **Disclosure of abuse**

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification.
- Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.

Please refer to the GTG Safeguarding Policy for more information <https://www.gtguk.com/gtg-polices>

## GTG Rehearsal Child Protection Procedure 2023-24

- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

### Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

GTG's Designated Safeguarding Lead is **Peter Flew**, and he can be contacted on **07798 616114** or [safeguarding@godalmingtheatregroup.co.uk](mailto:safeguarding@godalmingtheatregroup.co.uk)