



## CHILD PROTECTION POLICY OF THE BOURN PLAYERS DRAMATIC SOCIETY

This policy was adopted by the Committee on 1<sup>st</sup> October, 2025.

The Bourn Players Society recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act.

The Society recognizes that abuse can take many forms, whether it be physical, emotional or sexual abuse or neglect. The Society is committed to practices which protect children from harm. All members of the Society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The Society believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members of the Society should be clear on how to respond appropriately.

The Society will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the Society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health and safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the Society and will retain a contact name and number close at hand in case of emergencies.

The Society has child protection procedures which accompany this policy.

The Society has a dedicated Child Protection Officer, who is responsible for ensuring that the child protection policy and procedures are adhered to (see below).

This policy will be regularly monitored by the Executive Committee of the Society and will be subject to annual review.

**Bourn Players Child Protection Officer**

**Jessica Whiteley**

If you are concerned about the welfare of safety of a child or young person, call the following numbers:

Cambridgeshire Safeguarding Team (9am to 5pm Monday to Friday) telephone number - 0345 045 5203

Cambridgeshire Safeguarding Team (Outside office hours, at weekends and on public holidays) - 01733 234724

## **BOURN PLAYERS CHILD PROTECTION PROCEDURES**

### **Responsibilities of the Society and its members**

At the outset of any production involving children the Society will:

- Identify at the outset the person with designated responsibility for child protection who will, where appropriate, undertake risk assessments.
- Engage in effective recruitment of licensed chaperones and other individuals with responsibility for children, including appropriate vetting by the local licensing authority. This includes a DBS check and relevant NSPCC training (Protecting children in entertainment).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

### **Parents**

- The Society believes it to be important that there is a partnership between parents and the Society. Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of children. All parents will be given information as to where they can access the Society's Child Protection Policy and Procedures. This will be on the Society's web site.
- It is the responsibility of the parent to ensure that their child/ren are respectful of the rehearsal facilities and other company members. That they listen and follow instructions when given. That costume and all props are treated with care and respect. Where a child cannot follow company rules, is disruptive or shows lack of respect to other members, they may be asked to leave the show.
- That if a child is unwell or unable to attend a rehearsal for other reasons that the CP Officer or Director is contacted. It is important that children are available for all rehearsals unless there is an unforeseen circumstance. If a child cannot commit fully to the show they may be asked to leave.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the Society to take children home. This agreement is signed by parents (see Appendix 1) so this responsibility is clear.
- Parents will provide all requested information using the permissions form (Appendix 2).

### **Unsupervised Contact**

- The Society 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.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a criminal record disclosure.

### **Physical Contact**

- Off stage, and unless performing 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, or when performing under the direction of the Director.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear, such as with the application of make-up.

### **Managing sensitive information**

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The Society's web-based materials and activities will be carefully monitored by the Child Protection Officer for inappropriate use.
- The Society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.

### **Suspicion of abuse**

- If you see or suspect abuse of a child while in the care of the Society, please make this known to the person with responsibility for child protection. 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 Chairman.
- 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 Society, chaperone, venue staff etc., that individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production until the investigation is concluded.

### **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 leading 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.
- 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 as soon as possible usually social services or the police, and follow their advice. An independent investigation must not be undertaken before seeking advice.
- 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. This should be reported within 48hrs to the relevant bodies.

### **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.

### **Rights & Confidentiality**

- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

### **Accidents**

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. 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 Society, a designated first-aider will administer first aid, and the injury will be recorded in the Society'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. This record can

be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

### **Criminal Record Disclosures**

- If the Society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures, and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.
- The Society will ensure that information contained in the disclosure is not misused.

### **Chaperones**

Chaperones will be appointed by the Society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child:

- The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to supply photographic proof of identity (e.g. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the Society.
- Chaperones will be made aware of the Society's Child Protection Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the Society.
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.
- The role of the chaperone is to accompany their child/children at all times, to keep records of rehearsal, performance, waiting, and tuition times as well as meal and break times. These records will be kept with the CP Officer. This information should be available for LEA inspection for up to 6 months if required (see Appendix 3 for performance times as of Sept 2025).

## Appendix 1: Parental Agreement

### Bourn Players Junior Cast Agreement

The Bourn Players ethos is to be inclusive of young people taking part in productions, providing them with learning opportunities to build confidence and to work as part of a team towards a wonderful theatrical goal, our production of XXXXX.

Bourn Players has a child protection policy which is posted on the society website or is available from the child protection officer or any of the society officers.

We ask that both parent and young person read, understand and sign up for the following:

- That safe, and prompt arrangements are made for the dropping off and picking up of young people, and that the chaperones are informed if your child will be collected by someone other than the parent/guardian.
- All children have signed in and out of the attendance register for all rehearsals and performances.
- In cases where an emergency occurs which makes it impossible for you to pick up your child at the designated time that the lead chaperone / child protection designated officer (XXXXXXX) is informed on XXXXXXXX.
- That all are respectful of the rehearsal facilities and bring a quiet activity to engage in when not on stage.
- That costume and all props are treated with care and respect.
- That if a child is unwell or unable to attend a rehearsal for other reasons that the CP Officer or Director is contacted.
- That if a child no longer wishes to take part that the Director is contacted straight away.
- Our principal route of communication with the cast is by WhatsApp or email so please provide parental email addresses and phone numbers so that can contact you about rehearsal arrangements and other details as required.

Bourn Players reserves the right to ask any member of the production to leave if contractual arrangements are not adhered to.

Please confirm your acceptance of the conditions to participate in Bourn Players' production of XXXXXXXX by signing and returning this sheet to the CP Officer.

Childs signature:

Parent / guardian signature:

Date:

**Appendix 2: Permissions Form**

## Personal Info

First name

Surname

Date of Birth

Address

Phone number

Alt phone  
number

Email address

Name of School /  
College

Local Council  
Authority where  
you live

## Parent Info (Junior Cast)

First name

Surname

Mobile phone  
number

Alt phone  
number

Email address

## Medical Information

Please give details of any relevant medical conditions, including allergies:

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## General Permissions

I give permission for the junior performer to be photographed and filmed for archive, rehearsing, film and voice recordings, marketing, and promotional activity.

Yes  No

**I give permission for the junior performer to appear in filmed recording of the show, which may be sold to company members and the public.**

Yes  No

**I give permission for the junior performed to be photographed and filmed and for those photos/videos to be shared on social media platforms.**

Yes  No

**Please sign below to confirm that the details you have provided are correct.**

**Signed by applicant, please print name:**

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**Signature:**

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**Relationship to applicant:**

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**Date:**

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Appendix 3: Children in Entertainment Performance Times



**CHILDREN IN ENTERTAINMENT  
RESTRICTIONS IN RELATION TO ALL PERFORMANCES**

Topic	Age 0 to 4	Age 5 to 8	Age 8 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	8.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes  If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes  If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg. 13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 5 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 5 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	8 days	8 days	8 days

Note: Local authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks etc. and place additional conditions on the licence if this would be in the best interests of the individual child.