

# Safeguarding and Child Protection Policy: Henley in Arden Drama Society (HADS)

Status: Approved

Review Date: 31/08/27

## 1. Statement of Commitment

Henley in Arden Drama Society (HADS) acknowledges its duty of care to safeguard the welfare of all children (under 18) and vulnerable adults involved in our productions. HADS is committed to providing a safe, welcoming, and inclusive environment in which children and young people can enjoy participating in theatrical productions.

The welfare of every child is paramount. Everyone has the right to protection from abuse, neglect, exploitation, and harm regardless of their age, disability, gender, race, religion or belief, sexual orientation, or background. The Society will take all reasonable steps to ensure that participants taking part in rehearsals, performances, and associated activities are safeguarded and treated with dignity and respect.

## 2. Scope and Definitions

### Scope

This policy applies to all rehearsals, performances (specifically at Henley Memorial Hall), workshops, promotional events, social events, and any Society activity involving children or vulnerable adults. It applies to:

- Committee members
- Directors and production team
- Chaperones and volunteers
- Front of House staff and technical crew
- Adult cast members
- Anyone acting on behalf of the Society

### Definitions

- **A child:** Anyone under the age of 18.
- **Safeguarding:** Protecting children and vulnerable adults from abuse and neglect, preventing impairment of health or development, and ensuring they grow up in safe circumstances.

## 3. Principles

The Society will:

- Place the welfare of children and vulnerable adults first.
- Listen to participants and take their concerns seriously.
- Treat all individuals fairly and equally.
- Create an environment where everyone feels safe.
- Promote respect and inclusion and work with parents/carers.
- Respond appropriately to safeguarding concerns.

## 4. Designated Safeguarding Lead (DSL)

The Society shall appoint a Designated Safeguarding Lead responsible for:

- Acting as the primary contact for Warwickshire Children's Services and local authority safeguarding services.
- Maintaining the "Junior Member Register" and confidential records.
- Receiving safeguarding concerns and advising the committee.
- Ensuring this policy is reviewed annually.

**Named DSL:** Kate Smedley **Telephone:** 07738379896

**Deputy DSL:** Lorraine Rice **Telephone:** 07516422980

**Email:** safeguarding@hads.org.uk

## 5. Reporting Procedures and Local Contacts

If a child or vulnerable adult is in immediate danger, emergency services should be contacted on 999 without delay.

**Recording a Concern:** All concerns must be recorded factually and clearly using the "Logging a concern about a child's safety and welfare" form (see Appendix A). The person reporting the concern must complete the first page of the form and pass it to the DSL or DDSL as soon as possible. The DSL must be informed immediately in person or by phone about any disclosures of abuse or situations where a child is at immediate risk.

**External Reporting (Warwickshire Family Connect):** The DSL will refer to the appended 'Safeguarding Info' document (see Appendix B) for all necessary contact details, MAC form instructions, and out-of-county local authority reporting numbers.

## 6. Safe Practice & Supervision

### Supervision Requirements

- **During Performances (and BOPA-covered dress rehearsals):** HADS adheres strictly to a minimum ratio of 1:10 using Local Authority-licensed chaperones, in compliance with BOPA regulations.
- **During Standard Rehearsals:** In an open rehearsal space (e.g., the main hall), children must be supervised by at least one designated adult holding a valid Enhanced DBS check.
- Children will never be left alone backstage or unsupervised in rehearsal spaces.
- Children must be signed in and out by a parent, carer, or authorised adult.

### The "Two Adult" Rule (Private Spaces)

No adult, regardless of their DBS status, professional background, or experience, may ever be in a closed room alone with a child (e.g., dressing rooms, side offices). If one-on-one interaction is necessary (such as a costume fitting), a second adult must be present, or the door must remain fully open and in the clear line of sight of others.

### Memorial Hall Protocol

- Children must sign in at the front entrance.
- They are not permitted to leave the building during breaks unless collected by a parent.
- Once rehearsals begin, entrance doors must be kept closed to prevent unauthorised entry by members of the public.
- Separate risk assessments with respect to the hall and stage should be read alongside this policy.

## 7. Codes of Conduct

### Code of Conduct for Adults

All adults must treat every child with respect, use appropriate language, maintain professional boundaries, and avoid favouritism. Adults must not consume alcohol or illegal drugs whilst supervising children.

- **Physical Contact:** Only permitted when essential for the production (e.g., lifting in a dance routine, demonstrating choreography), preventing injury, or administering first aid. It must be publicly rehearsed, consented to, explained beforehand, and kept to the absolute minimum necessary.
- **Social Media:** Adult members must not "friend" or "follow" junior members on personal social media accounts or exchange personal contact details. Communication should go strictly through parents or via the official society email/group.

### Code of Conduct for Children

Children are expected to behave respectfully towards others, follow instructions from directors and supervisors, respect costumes and equipment, and stay within authorised areas. Bullying, abusive behaviour, or discrimination will not be tolerated. Children must inform an adult if they feel unsafe or uncomfortable.

## 8. Changing Facilities & Photography

### Dressing Rooms

The Society recognises children's right to privacy. Junior members will have a designated changing area separate from the adult cast. If dressing room space is tight, a 'rota' system will be used. Adults will not enter children's changing rooms unless absolutely necessary (with another responsible adult present).

### Photography, Video, and Mobile Phones

- **Personal Phones:** The use of mobile phones in changing areas is **strictly prohibited**.
- **Consent:** No photos or video recordings of junior members are to be taken during rehearsals or shared on the HADS Facebook page/website without written parental consent.
- No images will be published identifying children by full name without explicit parental permission.

## 9. Logistics, Recruitment, and Compliance

### DBS Checks, Suitability, and the Update Service

The Society will take reasonable steps to ensure adults working with children are suitable. In accordance with safeguarding regulations regarding "Regulated Activity," HADS requires a valid **Enhanced DBS check** for the following roles:

- Designated Safeguarding Lead (DSL) and Deputy DSL
- Personnel whose duties require close physical contact with children (e.g., Choreographers)
- Licensed Chaperones and Designated Youth Supervisors

### The DBS Update Service

HADS requires all volunteers in the above roles to register their Enhanced DBS certificate with the government's **DBS Update Service**.

- **Registration Timeline:** Volunteers must register their certificate with the Update Service within 30 days

of the certificate's date of issue. Registration is free for volunteers.

- **Original Verification:** The DSL must physically view the volunteer's original paper certificate to verify it is at the correct level (Enhanced) and for the correct workforce (Child) before any online checks can commence.
- **Consent and Monitoring:** Volunteers must provide written consent for HADS to carry out online status checks. The DSL will conduct an online status check prior to the commencement of rehearsals for any new production.
- **Status Changes:** If an online check indicates that a certificate is no longer current (i.e., new information has been added), the volunteer will be suspended from Regulated Activity immediately until a new, full DBS check is applied for and reviewed.

## Roles Not Requiring a DBS Check

Adult cast members, technical crew, and Front of House staff do not require DBS checks, provided they are never assigned supervisory responsibility over children. They must, however, strictly adhere to the Adult Code of Conduct at all times.

## 10. Administrative Procedures

- **Responding to Disclosures:** If a child discloses abuse, the adult should stay calm, listen carefully, reassure the child, avoid leading questions, and never promise confidentiality. Record the facts and report to the DSL.
- **Confidentiality:** Information is only shared on a need-to-know basis to protect the child. Records are stored securely per data protection legislation.
- **Complaints:** Any safeguarding complaints will be investigated promptly and referred to external agencies where appropriate.
- **Review:** This policy will be reviewed annually, or sooner if legislation/guidance changes, or following an incident.

**Declaration:** The Committee of Henley in Arden Drama Society (HADS) adopts this Safeguarding Policy and undertakes to implement it in full.

**Chairperson Signature:** S. MacDonald **Date:** 31/08/26

**DSL Signature:** K. Smedley **Date:** 31/08/26

## Appendix A

## Logging a concern about a child's safety and welfare

(Note: **All** concerns must be recorded, but a Designated Safeguarding Lead must be informed **immediately** about **all** disclosures related to a child of abuse and **any** situation where a child may be at immediate risk of harm at the end of their school day – this form should then be filled in and passed to the DSL as soon as possible after the DSL has been informed). *Please check to make sure your report is clear and legible.*

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Pupil's Name:</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date of Birth:</b>                 |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                             | <b>Time (of writing this record):</b> |
| <b>Name of person completing this form (please print):</b>                                                                                                                                                                                                                                                                                                                                               |                                       |
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| <b>Signature:</b>                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| <b>Reason(s) for recording the incident/concern (headline):</b>                                                                                                                                                                                                                                                                                                                                          |                                       |
| <b>Record the following factually: <u>When</u> (date &amp; time of incident or concern arising)? <u>Where</u> did your concerns arise? <u>Who else</u> - were any other children or staff present? <u>What</u> exactly did you see/hear/smell that raised your concern?</b> N.B. Please record any direct disclosures / statements / comments using the child or adult's exact words in quotation marks. |                                       |
| <i>NB if additional pages are used, these must be attached securely to this form</i>                                                                                                                                                                                                                                                                                                                     |                                       |
| <b>Professional opinion:</b><br>Your professional opinions, impressions and worries are important. Facts should be recorded in the box above, but please record your concerns and thoughts here, highlighting what has led you to form them (e.g. something you have noticed or suspect).                                                                                                                |                                       |

|                                                                                 |
|---------------------------------------------------------------------------------|
| Action taken, including names of everyone spoken to about the incident/concern: |
| Name of Designated Safeguarding Lead this form was passed to:                   |
| Date and time incident/concern was shared with Designated Safeguarding Lead:    |

**NOW PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION**  
**OVERLEAF** *(NB by end of working day at latest if child is not at immediate risk of harm)*

(Following sections to be completed ONLY by Designated Safeguarding Lead)

|                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Time & date information received by DSL and from whom                                                                                                                                                                                                                                |  |
| Any advice sought by DSL (date, time, name, role, organisation & advice given)                                                                                                                                                                                                       |  |
| DSL's analysis of presenting issues/concerns and advice received                                                                                                                                                                                                                     |  |
| <b>ACTION TAKEN</b><br>(referral to or consultation with MASH or local Children's Services team / monitoring advice given to appropriate staff/ Early Help etc.) If decision not to refer, state reason.<br><br>Note time / date / names / who information shared with and when etc. |  |
| <b>OUTCOME</b><br>(include names of individuals/agencies who have given you information regarding outcome of any referral (if made))                                                                                                                                                 |  |
| Parents informed?<br>Yes/No – (If No, state reason why)                                                                                                                                                                                                                              |  |
| Where can additional information regarding child/ incident be found?<br>(e.g. pupil file, serious incident book)                                                                                                                                                                     |  |

|              |  |
|--------------|--|
|              |  |
| Signed       |  |
| Printed Name |  |
| Date         |  |

|                                                                                                                                           |                               |                        |       |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|-------|
| Date / time / how member of staff submitting this form received feedback about action taken from DSL (please circle below as appropriate) |                               | Date:                  | Time: |
| Face to face                                                                                                                              | Phone call                    | e mail (copy retained) |       |
| Signature of reporting M of S                                                                                                             | Signature of reporting M of S |                        |       |



*Working for  
Warwickshire*

## Appendix B

**Warwickshire County Council**  
**People Group**  
**Education Services**  
**Child Employment and Children in Entertainment**  
**Brenda Finn and Kayleigh Neate**  
**Tel: (01926) 742522**

Email [childentertainment@warwickshire.gov.uk](mailto:childentertainment@warwickshire.gov.uk)

Email [inspections@warwickshire.gov.uk](mailto:inspections@warwickshire.gov.uk)

## Safeguarding

### **Warwickshire's Family Connect**

Email: [triagehub@warwickshire.gov.uk](mailto:triagehub@warwickshire.gov.uk)

Multi-agency Contact - MAC This form should always be completed (to the best of your knowledge) when making a contact to the Warwickshire Family Connect.

Please contact the Warwickshire Family Connect first to discuss this matter. If you have previously rung, please provide the reference number.

It is important to note that this MAC will be assessed to see if it meets the threshold for becoming a referral for further action.

### **For an immediate concern about a child in danger dial 999.**

In Warwickshire we are working restoratively with families, so it is important to tell us what is working well in the family, the strengths and the barriers to change. In line with the Pathway to Change Model. If there is a concern for a child who is performing in Warwickshire but does not live in Warwickshire, we would advise that the Local Authority **where the child lives** be contacted. However, if unsure, Warwickshire can still be contacted first and they will redirect to the correct Local Authority.

### **Contact details:**

**For urgent concerns** - If you have concerns that a child is suffering any form of abuse, neglect or cruelty contact the Warwickshire Family Connect immediately by calling **01926 414144**.

Lines are open: Monday to Thursday - 8.30am – 5:30pm, Friday - 8.30am – 5:00pm

**Out of hours** - if you need to get in touch out of usual office hours, please contact the Emergency

Duty Team immediately on **01926 886922**.

**Emergencies** - if you think that a child is at immediate risk, contact the police immediately on **999**.

**Other Local Authorities:**

**Coventry City:** 024 7678 8555/ Out of hours: 024 7683 2222

**Nottinghamshire:** Multi Safeguarding Hub (MASH) 0300 500 8090 9am -5pm/Out of hours – 0300 456 4546

**Leicester City Council:** 24 hour Duty and Advice Service number 01164 541004

**Derbyshire:** Safeguarding concerns 01629 533190

**Telford & Wrekin:** Family Connect: 01952 385385/ Out of Hours - 01952 676500

**Shropshire Council** Access to Compass - 0345 678 9021/ Out of Hours - 0345 678 9040

**Dudley MBC** – Office hours - 0300 555 0050 selecting option 4 (9-5 Mon-Fri)/ Out of office hours contact the Emergency Duty Team on 0300 555 8574.

**Worcestershire:** The Family Front Door 01905 822666/ Out of hours 01905 768020

**Herefordshire:** MASH Safeguarding Hub 01432 260800/Out of hours 01905 768020

**Birmingham City Council:** The Children's Advice and Support Service, 0121 303 1888/Out of hours 0121 675 4806

**Wolverhampton:** 01902 555392/Out of hours 01902 552999

**Stoke on Trent:** Children's Advice and Duty Service 01782 235100/ Out of hours 01782 234234.