

Trinity Players Safeguarding and Child Protection Policy

JUNE 2025

Introduction

This policy details information relating to the protection of children and vulnerable adults at Trinity Players amateur Dramatics group. Its purpose is to cover all aspects of child protection and safeguarding, to detail information about volunteering with Trinity Players and to provide clear and practical policies and procedures for all users of the organisation whilst raising awareness of abuse, neglect and exploitation. This policy will be shared on the organisations website and circulated to all members.

Trinity Players recognises its duty of care under the Childrens and Young Persons Act 1963, the Child (performances) Regulations 1968, the protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The group recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The group is committed to a practice which protects children and vulnerable adults from harm. All members of the group accept and recognise their responsibilities to develop awareness of the issues which cause harm.

Definitions

The term 'child' or 'children' in the context of this policy refers to any child or young person under the age of 18, however the policy is also applicable to vulnerable adults who use Trinity Players.

Policy statement

It is the policy of Trinity Players that the welfare of children, young people and vulnerable adults is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the group has a right to protection from physical, sexual, and emotional abuse, neglect and exploitation.

The group believes that:

- Trinity Players will promote the welfare of all of those who attend, for whatever purpose, by ensuring all members and volunteers are clear as to their responsibilities in respect of child protection and safeguarding.
- Trinity Players members and volunteers have a duty to report any concerns of child abuse, neglect or exploitation to the designated safeguarding lead (DSL) without delay.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and volunteers of the group should be clear on how to respond appropriately.
- Trinity Players will work with the appropriate local agencies, and in particular the Leicestershire and Rutland Local Safeguarding Children and Vulnerable Adults Board, Leicestershire Children and Young People's Service and the Leicestershire Police Authority, to ensure that children and vulnerable adults are safeguarded through the effective operation of Trinity Player's child protection and safeguarding policies and procedures.

The group 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.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying of any sort will not be accepted or condoned. All adult members of the group will provide a positive role model when 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 any changes in legislation and policies for the protection of children.
- It will undertake relevant development and training and will resource the training of those who work with , or regularly come into contact with, children and vulnerable adults providing appropriate supervision to its members and volunteers.
- It will hold a register of every child involved with the group and will retain a contact name and number close at hand in case of emergencies.
- Trinity Players safeguarding team is committed to reviewing the child protection and safeguarding policy annually on behalf of the organisation.

What is abuse, neglect and exploitation and how to recognize the signs**Purpose**

The following information is provided to ensure all volunteers within the organization are best placed to ensure the ongoing safety and wellbeing of the children and vulnerable adults who are involved with Trinity Players.

What is abuse, neglect and exploitation?

A person may abuse a child or vulnerable adult by inflicting harm, or by failing to prevent harm. Abuse and exploitation may occur within the family home, institution, or community setting, and be inflicted by people known and trusted or by strangers.

There are four categories of abuse in general use in England and Wales (in relation to child abuse):

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

The following tables provide detailed information on what each form of abuse may involve, the physical signs which may be present and the changes in behavior which may indicate abuse/exploitation has/is taking place.

PHYSICAL ABUSE		
<p>Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees, and shins.</p> <p>Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.</p>		
What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> Hitting, shaking or throwing Poisoning, burning or scalding, drowning or suffocating Any other cause of 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. 	<ul style="list-style-type: none"> Unexplained bruising, marks or injuries on any part of the body Bruises which reflect hand marks or fingertips (from slapping or pinching) Cigarette burns Bite marks Broken bones Scalds 	<ul style="list-style-type: none"> Fear of parents being approached for an explanation Aggressive behavior or severe temper outbursts Flinching when approached or touched Reluctance to get changed, for example wearing long sleeves in hot weather Depression Withdrawn behavior Running away from home

EMOTIONAL ABUSE

This form of abuse can be described as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

This form of abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

<ul style="list-style-type: none"> • Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. • Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. • 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. • Seeing or hearing the ill-treatment of another. • Serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. 	<ul style="list-style-type: none"> • A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. away from their parents' care. • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress 	<ul style="list-style-type: none"> • Neurotic behavior, e.g. rocking, hair twisting • Being unable to play • Fear of making mistakes • Self-harm • Fear of parent being approached regarding their behavior
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SEXUAL ABUSE

Adults who use children to meet their own needs abuse both girls and boys of all ages, including infants and toddlers. Usually in cases of sexual abuse it is the child's behavior which may cause concern, although physical signs can also be present.

In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<ul style="list-style-type: none"> 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. 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. Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Child Sexual Exploitation – this occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or 	<ul style="list-style-type: none"> Chronic itching or pain in the genital/anal area Bleeding/bruising near the genital/anal area Sexually transmitted disease Vaginal discharge or infection Stomach pains Discomfort when walking or sitting Pregnancy 	<ul style="list-style-type: none"> Sudden or unexplained behavioral changes, e.g. becoming aggressive or withdrawn Fear of being left with a specific person or group of people Having nightmares Running away from home Sexual knowledge beyond their age or developmental level Sexual drawings or language Bedwetting

<p>deceive a child into sexual activity in exchange for something the child needs or wants, and/or for the financial advantage or increased status of the perpetrator. This does not always involve physical contact and can occur through the use of technology.</p>		<ul style="list-style-type: none"> • Eating problems • Self-harm • Saying they have secrets they cannot tell anyone about • Drug or substance abuse • Suddenly having unexplained sources of money • Not allowed to have friends (particularly in adolescence) • Acting in a sexually explicit way towards adults
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NEGLECT

This can be described as 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 meet a child's needs as detailed below.

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

What may be involved.	The physical signs which may be present.	Changes in behaviour which may be apparent.
<p>Failure to:</p> <ul style="list-style-type: none"> • 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) • Ensure access to appropriate medical care or treatment • It may also include neglect of, or unresponsiveness to, a child's basic emotional needs 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Constantly dirty or 'smelly' • Loss of weight, or being constantly underweight • Inappropriate dress for the conditions 	<ul style="list-style-type: none"> • Complaining of constant tiredness • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Mentioning their being left alone or unsupervised

Abuse and exploitation of a vulnerable adult

For the purposes of this policy, we are primarily concerned with the abuse of children. However, there are further categories to include when considering potential abuse of a vulnerable adult or other adult.

These categories include:

- Financial/material abuse
- Modern slavery
- Domestic violence
- Organizational/institutional abuse

- Psychological abuse
- Discriminatory abuse
- Self neglect

TRINITY PLAYERS BELIEVES IT IS EVERYONE'S RESPONSIBILITY TO RESPOND TO SIGNS OF ABUSE.

IF YOU SUSPECT ABUSE OF A CHILD, VULNERABLE ADULT, VOLUNTEER OR OTHER ADULT PLEASE FOLLOW THE PROCEDURE DETAILED BELOW

Safeguarding roles and responsibilities of members and volunteers

The responsibility for managing the response to disclose/ incidents of abuse or exploitation lies with the groups designated safeguarding lead (DSL). All information relating to any concerns about abuse of a child by Trinity Players members/ volunteers, other adults or another child must be presented to the DSL so that all incidents, minor and major, are recorded and the relevant agencies informed. Recorded information will be kept securely.

To clarify the roles and responsibilities are detailed below:

- All members and volunteers are responsible for reading and complying with this policy and they should act upon any concern no matter how small or trivial it may seem by reporting it to a DSL as soon as possible.
- All members and volunteers working with children and vulnerable adults are in a position of trust in respect of those with whom they work. As such they should ensure that the relationships, they form are appropriate and that their behaviour does not breach this policy or the organisations code of conduct.
- The committee will ensure that all members working with children and vulnerable adults have a DBS or chaperone licence with the appropriate training. Any information which is disclosed about a volunteer's criminal background via the DBS process will be held securely by Trinity Players in the strictest confidence.
- The safeguarding team will as appropriate, use supervision as a means of protecting children and vulnerable adults, whilst also safeguarding all volunteers. They will without prior notice, be able to observe volunteers at any audition, rehearsal, performance or other event to ensure the safety and wellbeing of children or vulnerable adults.
- In cases where there is an allegation or suspicion of abuse. The DSL will take steps immediately to ensure that no one is placed at any further risk of harm.
- Any allegations of abuse or breach of the code of conduct by a member or volunteer is to be referred immediately to the DSL who will speak to Leicestershire County Councils local authority designated officer (LADO) without delay. There will be no investigation by Trinity Players safeguarding team unless advised to do so by the LADO or other appropriate authority.
- Where urgent issues of child protection are involved, the committee and the DSL have the authority to suspend members and volunteers. Where this decision is taken by the committee, they will inform the DSL immediately. The DSL will then implement and manage any further appropriate actions.
- All members and volunteers will be expected to familiarise themselves with all policies and their roles and responsibilities.

Chaperones

The group will provide a licenced chaperones during each performance whose sole responsibility will be to care for the children during each performance, and the group will adhere to the required ratio for chaperones and children.

- Each chaperone's first priority will always be in the child's best interest and well-being.

- Chaperones will ensure that all children leave the venue before the latest permissible time after a performance.
- The chaperone or chaperones will keep the children in his/her care in sight at all times during the performance (even when on stage) and must not carry out any other duties at the same time.
- All children will be signed in and out of the venue by the chaperone.
- The chaperone may stop the performance at any time if he/she believes that any child is at risk, too ill to perform or if they believe that anything unreasonable is being asked of the child or children in their care.
- Each chaperone will be given the contact information of the designated safeguarding leads, including out of hours contact information.

What to do if you suspect abuse

- If you suspect abuse or exploitation of any kind, you should write down what you have seen or heard, sign and date the record and immediately inform the DSL.
- Any information recorded will be kept securely by the DSL.
- You are also able to contact the relevant children and young peoples services where the child lives or contact Leicestershire Police Child Abuse Investigation Unit (CAIU) in your own right, however the DSL will also make this contact if appropriate.
- DO NOT discuss the allegation with any person concerned or anyone at the organisation other than the DSL.
- This process also applies to responding to allegations of abuse, neglect or exploitation by someone not volunteering in the organisation – this may be a parent/carers, relative, another child or anyone else.

The DSL is responsible for recording and updating written records about each case. There will be no investigation by Trinity Players until advice has been sought and they are instructed to do so following discussion with Leicestershire County Councils LADO.

How to respond to a disclosure of abuse or neglect.

If a child, vulnerable adult or any other person discloses information about abuse or neglect you should respond in the following way:

- Treat what the child/person tells you seriously.
- Reassure the child/person they have done the right thing by telling you.
- Do not question the child/person or put words in their mouth. You can ask where/ when etc
- Do not promise to keep what they have said a secret.
- Tell the child/person that you will have to pass on what they have said to the safeguarding team.
- Do not speak to the child/person's parents or carers.
- Report the information immediately to the DSL.
- Record what the child/person has said, in their own words as far as possible, sign and date the record and forward it to the DSL immediately. This can be done by using the email address at the end of this document or by contacting DSL by phone to ensure that they are aware of information provided in this way.

After a child/person has disclosed abuse you should immediately inform the DSL and you should not share the disclosure or discuss this with any other staff, volunteers or parents. You are also able to contact the police and local authority children's services where the child lives. If you believe that the child/person is at immediate risk of significant harm please contact the police. Following any action of this kind update the DSL as soon as possible.

REMEMBER: It is important that all staff and volunteers are aware that the person who first encounters a case of alleged or suspected abuse is NOT responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them reporting a concern about a child or vulnerable adult.

Volunteering

- Trinity Players has a legal duty to safeguard children, young people and vulnerable adults in its care from the potential risk of associating with persons unsuitable to work with children. To enable us to fulfil this duty the organization will use the Disclosure & Barring Service (DBS) as part of our process when working with children.
- Young Volunteers aged between 16-18 are permissible at Trinity Players during rehearsals. They will be supervised at all times and will be provided with a mentor (all mentors will be DBS checked). Parent/carers consent will also be required for volunteers from this age group).
- **NO ONE UNDER THE AGE OF 16 CAN VOLUNTEER IN ANY CAPACITY DURING A PERFORMANCE/SHOW AS THIS WOULD BE DEEMED AS CHILD EMPLOYMENT.**
- As agreed by LCC LADO, not all volunteers require a DBS check. All volunteers in a position of responsibility, including mentors, chaperones, directors of children's performances and wardrobe staff and anyone waiting with children to be collected will require a DBS check along with any other role deemed appropriate by the organization.
- Failure by a volunteer to reveal any information regarding previous convictions that is directly relevant to the position sought could lead to withdrawal of an offer for volunteering. Trinity Players reserves the right to revoke or suspend an individual's volunteering status at any time should the need arise. This will only be considered under exceptional circumstances.
- Having a criminal record will not necessarily bar a person from working with Trinity Players. This will depend upon the nature of the position and the circumstances and background of the offences. Trinity Players undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a voluntary role. Where appropriate, risk assessments may be carried out and supervision conditions put in place. Any discussions of this nature will be carried out by the DSL.
- Any allegations made in relation to any Trinity Players volunteer will be dealt with by the DSL and, if appropriate, a volunteer may be suspended or dismissed with immediate effect.
- Trinity Players will have a clear volunteer structure in place demonstrating organizational structure and levels of responsibility. Information in relation to volunteers will be stored as a hard copy, which will be stored securely which is managed by the data team in line with the organization's privacy policy and GDPR legislation.
- This policy will be made available to all applicants on request.

DBS

- Trinity Players uses the DBS process to assess applicants' suitability for positions of responsibility. Trinity Players fully complies with the DBS code of practice and will treat all applicants fairly. It will not discriminate unfairly about any subject disclosure on the basis of conviction or any other information revealed. DBS process has been established to improve access to information on criminal records held by the police and government departments. The DBS will draw on four primary sources of information in order to confirm the offence details of applicants. These include: the Police National Computer, local police force records, records held by the Department of Health and records held by the Department of Education and Employment.
- There are three levels of disclosure. For the requirements of this policy only two are relevant:

The Standard Disclosure will contain information about both spent and unspent convictions, as well as cautions, warnings and reprimands, and concerns positions that are exempted under the Rehabilitation of Offenders Act

The Enhanced Disclosure relates to particular sensitive areas of work, for example, work that involves unsupervised contact with children and young people. As well as containing the same information as the Standard Disclosure, the Enhanced Disclosure may also contain any non-conviction information from local police records that is considered relevant.

Trinity Players will only accept enhanced disclosures. More information is available on the DBS website.

Volunteers

- Trinity Players is committed to providing volunteering opportunities for all, including those with additional needs. Where an individual has additional needs, appropriate volunteering roles, support and supervision will be considered and discussed with those people concerned. Reasonable adjustments will be made when appropriate.
- All volunteers will need to familiarize themselves with this policy and code of conduct, as well as other policies such as Health and Safety.
- Volunteers between the ages of 16 – 18 will be supervised at all times and be provided with a mentor
- The safeguarding team is always available to provide extra support and guidance to ensure the protection and wellbeing of volunteers. Trinity Players believes all forms of bullying are unacceptable and that all members of the theatre have a shared responsibility in preventing and responding to it.

Anti-Bullying Policy

- Trinity Players seeks to provide a safe, secure, and positive environment in which children and vulnerable adults can develop and grow

- Trinity Players will not tolerate bullying of any kind, whether related to a child, vulnerable adult or any other person. The organization promotes and encourages a culture of respect of all members, volunteers, and visitors.
- Any act of bullying within the organization will be dealt with appropriately by the DSL and the committee.

Bullying can be defined as 'behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'. (DfE "Preventing & Tackling Bullying" March 2014). There is no hierarchy of bullying; all forms are taken equally seriously.

Bullying differs from teasing, falling out between friends or other types of aggressive behavior. It involves an imbalance of power and is deliberate.

Bullying can be:

- Physical e.g. pushing, punching, hitting or damaging property/belongings.
- Verbal e.g. spreading rumors, name-calling, teasing or threatening.
- Indirect Bullying e.g. isolating the target by ignoring or excluding him or her from the group/activities.
- Cyber-bullying, the misuse of ICT (Information Communication Technology) using mobile devices, computers and the internet. Examples of cyber-bullying include mean text messages or emails, hurtful posts on social networking sites, embarrassing pictures, videos, websites, or fake profiles. Occasionally an incident may be deemed to be bullying even if the behavior has not been repeated over time, but still fulfils all other descriptions of bullying. For example, early intervention may be required in cases of sexual, sexist, racist or homophobic bullying; when people with disabilities are involved; or if the victim is considered to be in immediate danger.
- Bullying is often motivated by prejudice against particular groups, for example on the grounds of race, religion, gender, sexual orientation, a child's/person's appearance or health conditions or because a child is adopted or has caring responsibilities. Bullying can be motivated by actual differences or perceived differences.
- Sexual harassment can be perpetrated by males or females and targets may be the same gender.
- In more serious instances, where adults continuously abuse their power over a child or a child over another child, such bullying may be viewed as child abuse and should be seen within this context.
- Not all aggressive behavior is bullying. Behavior which appears to be bullying, may be exhibited by some children, especially very young children, without the intention or awareness that it causes distress. Some individuals may feel they are being bullied, even when there is no intention from others to cause them distress. Such perceptions of bullying should nevertheless be taken seriously as a reflection of the individual's vulnerability, but adults need to be clear about the distinctions between bullying and isolated acts of aggression.
- Bystanders provide an audience for bullying. When one person bullies another there is often an audience; standing by and watching can reinforce & condone the bullying behavior.

Rehearsals

- Trinity Players is committed to providing an exceptional level of protection for all children who use the venue
- In relation to 0 – 16 year olds it is the expectation of Trinity Players that there will be a minimum of two responsible adults per rehearsal room during rehearsals, one with a DBS.
- Trinity Players considers a responsible adult to be someone over the age of 18.
- For children aged between 17 – 18 there is no requirement for there to be a responsible adult present as detailed above. However it is recognised and acknowledged that this age group are still covered by the Children Act. Therefore, they must be supervised whilst in the building by the director of the show (or other suitable adult associated with the production).

Show week

- It is Trinity Player's policy that once a show begins dress rehearsals and public performances on stage, the requirements for supervision of children fall in line with the legal requirements for child performance licensing as laid out below (further information available in Appendix C).
- These requirements are taken from The Children (Performances and Activities) (England) Regulations 2014, which lays down the regulations for chaperones.

Rehearsal and Performance requirements for Vulnerable Adults or Adults with Additional needs

Trinity Players is committed to providing access for all vulnerable adults and adults with additional needs, where reasonable adjustments can be accommodated.

This should be based on the individual's needs and discussed with the individual concerned and or parent/carer if applicable.

Guidance on After Show events

Any after show events that take place will not be chaperoned and will be considered a private function whereby parents and carers accept responsibility for any child or vulnerable adult involved at such an event.

It is acknowledged, however, that members should be mindful of their behavior in these social situations so as not to bring Trinity Players into disrepute.

Child Performance Licensing

In this section the term 'child' refers to all young people up to the age of sixteen and including those still in formal education prior to the official leaving date.

- All chaperones in attendance at Trinity Players must be licensed and registered by a Leicestershire County Council Child Licensing Officer or an equivalent neighboring Local Authority.
- A chaperone is expected to exercise the care which a good parent might be reasonably expected to give, except whilst the child are in the care of his/her parent. Children must be under the supervision of a chaperone at all times whilst they are at the place of performance.

- The chaperone acts in loco parentis and must, for instance, escort the child from the performance area to the dressing rooms and remain always with him/her even when on stage.
- The chaperone must safeguard the child's welfare and not do anything that could jeopardize the child's welfare, or cause them any harm.
- Chaperones should under no circumstances hand any child over to, or let the child be examined by, any other person. The only exceptions to this are with prior approval from the child's parent(s) or medical emergencies carried out under the supervision of a doctor, police officer in uniform, or other suitable persons. At no time should a child perform if unwell.
- The maximum number of children chaperones may have in their care at any one time is 12. However, the local authority may consider that due to the ages, gender of the children, or the demands of the performance, the chaperone would only be able to effectively supervise a smaller number. There may need to be additional chaperones to escort the children to the toilet, to/from the dressing/performance area and to be able to keep them in sight whilst performing.
- The local authority request that chaperones should be gender specific (where possible) and must be satisfied with the arrangements for the dressing room (children 5 years old and above must only change with other children of the same sex) and toilet facilities etc.
- The child should not perform if a license or exemption has not been granted.
- Chaperones are required to log certain activities during a performance i.e. arrival and departure times at the place of the performance, breaks etc.
- The chaperone should keep their certificate in a safe place and ensure that they wear their ID badge at all times whilst working as a chaperone. It should be available for inspection should the need arise.
- Copies of the children's licenses/exemptions should be made available to the chaperones. The chaperones should study the conditions to ensure that they are complied with, including the rest periods, meals etc.

The Leicestershire County Council Children in Employment and Entertainment Officer may inspect Trinity Players, without prior notice, and will make themselves known to the chaperone on arrival and will have an official ID card.

Exemptions

For a child performing less than 4 days Leicestershire County Council Child Performance and Employment Team will issue an exemption:

- When no payment is being made to the child
- When there is no absence from school
- When in the 6 months preceding the performance, the child has not taken part in other performances on more than 3 days. (A child can perform for 4 days in a 6-month period without the need for a license).

Trinity Players must apply for an Exemption Certificate to cover all individual children in the production from the relevant local authority, based on where the child lives.

In order to apply for an exemption, the Leicestershire County Council Child Licensing Officer requests that the applicant submits the following documentation:

- A completed part 1 of the performance license application form, to cover all children.
- A list of the licensed chaperones/supervising adults that will be caring for the children.
- A list of the children's full names, dates of birth, full addresses including postcode, and name of school each child attends.

An exemption must be applied for at least 21 days prior to the first performance.

Applying for Performance Licenses

Trinity Players must apply for a performance license to cover each individual child in their production. They need to apply to the relevant local authority, based on where the child lives.

Due to the organizations location, the majority of license applications will be made to Leicestershire or Warwickshire County Council. As Leicestershire is our primary agency in this regard, the information provided here is based on their requirements.

The Leicestershire County Council Child Licensing Officer requests that a performance license application form is submitted:

- When a child performs on more than 4 days in any 6 months period.
- When there is absence from school. Absence from school will require authorization from the Head Teacher to enable any pupil to undertake employment in accordance with a license.
- When money changes hands from an audience, or in payment to the child or another person.

The license applicant is required to complete Part 1 of the license application form, and the parent must complete Part 2. Part 3 must be signed by the Head Teacher if absence from school is requested.

The following documentation must be submitted with the application form:

- A passport sized photograph.
- The child's birth certificate or other satisfactory evidence of the child's age.
- A copy of the contract
- Medical note (if required)

A completed performance license application form must be submitted to a Leicestershire County Council Child Licensing Officer, at least 21 days prior to the rehearsals/performance commencing.

Refusal to Grant a License or Revocation

The child's education, health and welfare are of paramount importance and the local authority will not issue, and may revoke, a license if it is not satisfied that:

- The child is fit to take part in the performance.
- Taking part in the performance will not have a detrimental effect on the child's education.
- Appropriate steps have been taken to ensure the child's health, protection, and welfare at all times. The local authority may also attach conditions to the license should it see fit.

Regulations and Guidelines

A child becomes over compulsory school age on the 2nd Friday in July, during the academic year in which they turn 16. Therefore, a license or an exemption certificate will not be required for a child that has completed their formal education.

Photography and Recording Policy

- It is the policy of Trinity Players that, where children or vulnerable adults are involved, no photos or recordings of rehearsals or performances are permitted without prior consent from a parent or guardian, this includes photos and recordings taken using a mobile device.
- Completed consent forms should be held in the production folder.
- Live recording of performances can only be carried out if the appropriate license has been obtained within the performance rights application.
- Trinity Players has a responsibility to obtain consent from all other adults involved with the production when appropriate.
- Any images or recordings will only be used for the following purposes:
 - Electronic and printed information, for publicity
 - By the local media for covering activities that show members and Trinity Players in a positive light.
 - By Trinity Players in fundraising activities for future productions and projects.
 - Use of photos/video on the Trinity Players website/social media for the sole purpose of publicising the group/production.
 - Any printed images may be stored indefinitely as part of the organization's archive. This is not publicly available.
 - If applicable, recordings of the performance may be available to members of the production cast and crew.
 - Any images used in the ways described above do not require consent for those over the age of 18 as Trinity Player's has a legitimate interest for the publishing and retention of such images.

Images and recordings will not be used for any of the following:

- Anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the member or their family.
- Passing to any third party other than for local media for use in promotion of specific events.
- New publications that are more than one year after the date the image was taken.

UNDER NO CIRCUMSTANCES IS RECORDING OF ANY KIND PERMITTED IN AREAS WHERE PEOPLE MAY CHANGE CLOTHING. THIS INCLUDES THE DRESSING ROOM, BACKSTAGE, OR WINGS.

Members and volunteer responsibilities within the anti-bullying framework

- Trinity Players respects every person's need for, and rights to, an arts environment where their safety, security, and welfare is paramount. As such Trinity Players expects its members and volunteers to support such an environment and conduct themselves accordingly
- Trinity Players will not accept or condone bullying and all forms of bullying will be addressed usually by the safeguarding team or committee. In extreme cases the Local Authority, Police and/or Schools will be informed and consulted.
- All Trinity Players members and volunteers will be aware of this anti-bullying policy and their responsibility to report any concerns to the safeguarding team. Extra guidance on recognizing the signs of bullying of children and responding appropriately can be found on the NSPCC website.

If bullying is happening within the organization they should act as follows:

- Treat any incident(s) of bullying as important.
- If approached by a child or vulnerable adult, listen carefully to what they have to say in a calm and supportive manner. This applies whether it is the child being bullied or the child who is bullying.
- Record what you witnessed or what is disclosed to you, including when and where the incident(s) took place, sign and date the report and pass immediately to the safeguarding team.
- The DSL will take steps to deal with the incident(s). This may involve discussions with those involved, informing parents or carers or contacting other agencies/schools as appropriate.
- In minor instances the director will take appropriate action and inform the parents, committee etc.
- Remember, as an organization we don't always know what is happening in a person's life outside of the group, hence the need to inform parents/schools etc. when appropriate. This will be done by the DSL.
- Where a child is found to be exhibiting sexually harmful behavior to another child, it is important to involve the DSL as soon as possible so that they may take appropriate action.

Trinity Players recognises that every person is important and that every individual's feelings and views are to be respected.

1. Any reported incident of bullying will be investigated objectively by the safeguarding team and the committee will be involved when appropriate.
2. In exceptional cases e.g. where all attempts to resolve persistent bullying behavior have proven unsuccessful and action is needed to make the victim safe, it may be necessary to ask the bully to leave the organization permanently and their membership may be terminated.
3. If a criminal offence has occurred, the police will be notified.

4. Trinity Players acknowledges that bullying can take place via social media. Whilst Trinity Players cannot manage this outside of the organization in an individual context, if this takes place via the organization's social media pages appropriate action will be taken. This could be in the form of removing posts or contacting individuals concerned.

This policy will be reviewed as part of the child protection and safeguarding policy at least annually and reference to bullying will be made in the code of conduct.

Storage and Retention of Safeguarding Paperwork

All documents related to safeguarding will be stored securely by being locked away with restricted access.

Paperwork relating to safeguarding incidents/concerns will be kept for 75 years. This is in line with Leicestershire County Councils First Response retention schedule as of Aug 2018.

All other paperwork will be stored for the retention periods in line with GDPR.

DSL and Policy updates

The groups designated safeguarding leads (DSL), who are in charge of ensuring that the child protection policy and procedures are adhered to. The DSL's are **Peter Bradley** and **Les Cooper** whose contact details are at the end of this policy (including out of hours) and will be given to each chaperone so they may contact them if they have any concerns or queries at any time during their duties as a chaperone.

The policy will be regularly monitored by the group and will be subject to an annual review. Date of next review June 2026.

A printed copy of this policy will be made available upon request to any parents or carers of all children involved in the production and anybody else making a reasonable request for it. A copy of this policy will also be kept on the group's web page and as a hard copy for inspection purposes.

Contact details for reporting safeguarding concerns or allegations at Trinity Players

Please find below details of who to contact should you have any concerns regarding safeguarding issues at Trinity Players.

Designated Safeguarding Lead (DSL)

PETER BRADLEY

The DSL can be contacted on
07981700629

LES COOPER

The DSL can be contacted on
07434746511

Some useful contacts outside of the organisation are as follows:

First response Children's Duty Team

County Hall, Glenfield, LE3 8RF
Phone: 0116 305 0005

Local Authority Designated Officer (LADO)

Safeguarding and Improvement Unit, County Hall, Glenfield, LE3 8RF
Phone: 0116 305 7597

Safeguarding Development Officer, Child Protection

Safeguarding and Improvement Unit, County Hall, Glenfield, LE3 8RF
Phone: 0116 305 7750 / 0116 305 7317

Police Child Abuse Investigation Unit (CAIU)

Phone: 101

Childline

www.childline.org.uk

Phone: 0800 1111

Appendix

DBS code of practice - summary

- The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. It enables organizations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997.
- Organizations using the higher-level Disclosure service (Standard and Enhanced) must comply with the DBS's Code of Practice; developed after a lengthy public consultation exercise with input from a range of organizations.
- The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as is necessary.
- Anybody who receives Standard and Enhanced Disclosure information must abide by the Code of Practice, this includes:
 - Registered persons
 - Those countersigning Disclosure applications on behalf of registered persons
 - Others receiving such information.
- The Code of Practice states that Disclosure information should only be used in the context of a policy on the recruitment of ex-offenders, designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions.
- Storage of Disclosure information is also important. The Code of Practice requires that the information revealed is considered only for the purpose for which it was obtained. It should be destroyed after a suitable period has passed - usually not more than six months.
- Organizations must therefore use Disclosure information fairly, and ensure that it is handled and stored appropriately. They must also satisfy the DBS that they are complying with the Code of Practice, which means co-operating with requests from the DBS to undertake assurance checks, as well as reporting any suspected malpractice in relation to the Code or misuse of disclosures. The DBS can refuse to issue standard and enhanced disclosures if it suspects that the code of practice is not being adhered to.

Guidelines on Timings for Children in Performances

(Taken from Leicestershire County Council Licensing documentation)

NUMBER OF PERFORMANCE DAYS		
ITEM	NUMBER	NOTES
Number of performances (of same nature)	2 per day	1 performance & 1 rehearsal
Number of performances per week	Max. 6 days per 7 day week	Max. 8 consecutive weeks requires 2 weeks interval before performing again in ANY production
Time gap between performance days	14 hours must elapse between the end of the previous days performance and the beginning of the following days performance.	
School day stipulations	If it is a school day only 1 performance or rehearsal is permitted.	
Medical considerations	If there are medical conditions or concerns please see further guidance from Leicestershire County Council.	

PERFORMANCE HOURS AND BREAKS			
ITEM	AGE RANGES AND HOURS		
	AGE 0 – 4	AGE 5 - 8	AGE 9 AND OVER
Maximum number of hours at theatre	5 hours	8 hours	9.5 hours
Earliest Arrival	7.00am	7.00am	7.00am
Latest Departure	10.00pm	11.00pm	11.00pm
Maximum period of continuous performance/rehearsal	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance/rehearsal	2 hours	3 hours	5 hours
Minimum length of break up to 4 hours	15 minutes	15 minutes	15 minutes
Minimum breaks if at theatre between 4 to 8 hours	1 x 15 min and 1 x 45 min break	1 x 15 min and 1 x 45 min break	1 x 15 min and 1 x 45 min break
Minimum breaks if at theatre for over 8 hours	n/a	2 x 15 min and 1 x 45 min break	2 x 15 min and 1 x 45 min break
Minimum break between performances/rehearsal	1.5 hours minimum	1.5 hours minimum	1.5 hours minimum

Suitable arrangements (having regard to the child's age) should be made for the child to get to their home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.

FURTHER DETAILS IN RELATION TO CHAPERONES

- The local authority shall not approve a chaperone unless satisfied that he/she can exercise proper care and control of a child, and that he/she will not be prevented from carrying out his/her duties as a chaperone by other duties.
- A chaperone is the key person to whom the child looks to for guidance, protection, clarification and support. They shall be responsible for the proper care and control of the child, including his/her health, comfort, kind treatment and moral welfare.
- One of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say 'no' when what is being requested of the child is contrary or detrimental to either the child's health, wellbeing and/or education. For example, requesting a child to stay at a place of performance over and above the hours/times laid down in either the child's license or the regulations, lack of education time etc.
- Chaperones should keep a note of important contacts, for example, their licensing authority, the child's licensing authority, the local authority in whose area the child is performing and the child's parent/legal guardian.
- Chaperones should not presume that a child is licensed. They should always ask to see a child's license/exemption upon arrival at a place of performance.
- If the production company cannot prove that a child is licensed, chaperones should contact the child's LA urgently, otherwise a contravention may have occurred.
- Chaperones must apply for a license through the Leicestershire County Council Child Performance and Employment Team.
- A chaperone license lasts for three years and then they must reapply for a new chaperone licence and they will also require a new DBS check.
- When approved, chaperones are required to notify the issuing Local Authority in writing within seven days of:
 - Any arrest for any offence triable in a Court of Law, or any conviction in such Court whether in the United Kingdom or not.
 - Any serious or notifiable illness or debility
 - Any change of address or name

Trinity Players code of conduct

Trinity Players encourages a welcoming and friendly community based on respect and understanding for each other.

With this in mind here are a few reminders of the things we can all do to make our theatre a place people want to be.

1. Be respectful of one another.
2. Support each other with tasks.
3. Treat everyone with dignity in the way you would want to be treated yourself.
4. Set a positive example for others.
5. Treat each other fairly so that everyone has the same opportunities.
6. Respect a person's right to personal space and privacy.
7. Encourage people to talk about any concerns they have with the committee.
8. Encourage each other to challenge attitudes or behaviors that are inappropriate or disrespectful.
9. Do not trivialize abuse. Take any allegation or concern of abuse or bullying seriously and refer them on to the safeguarding team.
10. If you are not sure about something don't hesitate to ask someone for help.
11. Ensure that the relationships you build are appropriate and be mindful of your behavior, both physical and verbal, particularly when working with children or vulnerable adults.
12. Drinking alcohol is not permitted behind stage.
13. Remember that your actions represent our theatre to many different audiences, and we can all play a positive part in maintaining and growing our Trinity Players family.

