



## **THE LECKHAMPTON PLAYERS** **SAFEGUARDING POLICY**

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<b>1. Introduction</b>	<p>The Leckhampton Players believe that it is always unacceptable for a child or young person to experience abuse of any kind and have robust procedures in place to ensure that children and vulnerable adults are protected from harm and their welfare is promoted. We, as a society recognise that each and every member has a responsibility to safeguard the welfare of all children and young people and commit to providing an environment which protects them.</p> <p>National and local policies and procedures with regard to safeguarding children and adults including those of Gloucestershire County Council and Gloucestershire Safeguarding Children Executive must be adhered to.</p>
<b>2. Purpose and Definitions</b>	<p>This policy provides a guide to the procedures in relation Safeguarding within The Leckhampton Players and will;</p> <ul style="list-style-type: none"> <li>• Demonstrate how The Leckhampton Players provide protection for child members and those as described below</li> <li>• To provide members, children and young people, their families and those participating in Leckhampton Players activities, with the overarching principles that guide our approach to safeguarding children.</li> <li>• To provide members with guidance on procedures they should follow to prevent harm or in the event that they suspect a child or young person may be experiencing, or be at risk of harm.</li> </ul>

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	<p><b>Definition</b> - Children and young people means children and young people up to the age of 18 years, those 18-25 years who are receiving services as care leavers (young people who have been 'looked after' children), and those between 19 and 25 years with learning difficulties.</p> <p>This policy applies to all members including junior members, patrons and committee members, and is available for public viewing at <a href="http://www.leckhamptonplayers.com">www.leckhamptonplayers.com</a></p>
<b>3. Outline of Society</b>	<p>The Leckhampton Players is a local not for profit amateur dramatics society run by volunteers. The society aims to put on 3 shows per year held at Leckhampton Village Hall.</p> <p>Participants (both on and off stage) are required to pay an annual membership, which covers insurance and communications from the society.</p>
<b>4. Mission Statement</b>	<p>We aim to provide safe participatory and creative opportunities for all the children and young people in our society and that children and young people should never experience abuse of any kind.</p> <p>Within The Leckhampton Players we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.</p> <p>The society will ensure that we provide a safe physical environment for our children, young people, and members by applying health and safety measures in accordance with the law and regulatory guidance.</p> <p>We aim to build a safeguarding culture where adult members, children, young people and their families, treat each other with respect and are comfortable about sharing concerns and have an awareness of how to report concerns should they arise.</p>
<b>5. Equal Opportunities</b>	<p>All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse (online or in person).</p>
<b>6. Society Responsibilities</b>	<p>Members of the The Leckhampton Players appoint a Designated Safeguarding Lead annually at the Society's AGM, thereafter the management committee appoint a deputy safeguarding lead, in addition to;</p> <ul style="list-style-type: none"> <li>• All adults giving direction to, and supervision of children will hold DBSs pertaining to The Leckhampton Players and subscribe to the update service.</li> <li>• Safeguarding lead will hold chaperone licence and will participate in annual safeguarding training.</li> <li>• Safeguarding is discussed monthly as an agenda item by the Society's management committee.</li> <li>• Safeguarding Officer will be present at the audition stage of</li> </ul>

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	<p>the production process and will meet parents/issue information letter and child information forms. (child info forms must be submitted prior to any casting to ensure possible safeguarding risks can be mitigated during performances)</p> <ul style="list-style-type: none"> <li>• Cast and Crew- Safeguarding instructions delivered prior to each production and made aware they have a responsibility to raise awareness of any safeguarding issues at the earliest opportunity.</li> <li>• Committee to have an awareness of safeguarding via resources on NSPCC website.</li> <li>• Posters explaining how to raise a safeguarding concern on display within Leckhampton Village Hall.</li> <li>• All members are encouraged to read this policy and familiarise themselves with safeguarding protocols.</li> <li>• Committee members and chaperones will know how to escalate if a safeguarding issue arises- Contact;</li> </ul> <p><b>Designated Safeguarding Lead</b> <b>Safeguarding Lead</b> Gemma Kemp Phone 07790673398 <a href="mailto:gap212@hotmail.com">gap212@hotmail.com</a> <a href="mailto:danpeacey@hotmail.com">danpeacey@hotmail.com</a></p> <p><b>Deputy</b> Dan Peacey 07709143065</p> <p><b>SAFEGUARDING CONCERNS</b> <b>If you have immediate concerns about a child's safety, contact 999</b></p> <p><b>If you have safeguarding concerns which may need an immediate response, please make a telephone referral to;</b></p> <p><b>Multi Agency Safeguarding Hub on 01452 426565 Monday-Friday 9am-5pm.</b> <b>Out of hours contact the emergency duty team on 01452 614194, and complete the relevant form as soon as possible following this.</b></p> <p><b>Gloucestershire County Council Safeguarding Contacts</b> <b>Children's Services:</b> 01452 426565 (Monday–Friday, 9am–5pm) <b>Out of Hours (Emergency Duty Team):</b> 01452 614194 <b>Email:</b> <a href="mailto:childrenshelpdesk@gloucestershire.gov.uk">childrenshelpdesk@gloucestershire.gov.uk</a> <b>Adult Social Care Helpdesk:</b> 01452 426868 <b>Out of Hours:</b> 01452 614194 <b>Email:</b> <a href="mailto:socialcare.enq@gloucestershire.gov.uk">socialcare.enq@gloucestershire.gov.uk</a></p>
<b>7. Supervision of Children</b>	<p>The Leckhampton Players STRICTLY follows the guidance set out by Gloucestershire County Council found via the following link <a href="#">chaperone-guidance-pack-updated-030624.pdf</a></p> <p>In addition to the above guidance, the society insists that;</p>

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	<ul style="list-style-type: none"> <li>• Supervising adults with DBS pertaining to The Leckhampton Players to be on duty for each performance.</li> <li>• Adult Members are instructed not to be alone with any young person at any time during performances and rehearsals and should always seek assistance from Safeguarding Officer/ Deputy Safeguarding Officer if a situation arises.</li> <li>• Chaperones will be easily identifiable at all times. (orange T-shirts/ photo poster)</li> <li>• Chaperones will know how to respond if a safeguarding issue arises.</li> <li>• Chaperones will complete all relevant documentation as per chaperone guidance.</li> <li>• Children and young persons to be given option to use separate toilets, toilet visits monitored by chaperones and children accompanied through building by chaperone at all times. (male toilets be vacated prior to use if female chaperoning male junior member, and ensure no one enters when toilet in use.)</li> <li>• Chaperones are to be made familiar with building layout prior to performances, inc fire exits/procedures and first aid arrangements.</li> <li>• All children are to be signed in/out of the building by an adult. Parent/guardian must sign confirming child is "fit to perform"</li> <li>• All members to comply with single sex changing rooms.</li> <li>• All members to comply with age appropriate changing rooms.</li> <li>• Chaperones/ supervising adults must familiarise themselves with the venue and use the 'Venue Checklist' to ensure health and safety and other risks have been considered.</li> </ul>
<b>8. Storage and sharing of Information</b>	<ul style="list-style-type: none"> <li>• Recording, storing and using information professionally and securely is undertaken in line with data protection legislation and guidance.</li> <li>• Chaperones will complete all relevant documentation as per chaperone guidance and store information securely at the end of each performance.</li> <li>• Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately</li> <li>• Any referrals to a statutory agency should be confirmed in writing within 48 hours and this will be kept securely on the child's safeguarding file.</li> <li>• Children and their families informed of reasons why information may need to be shared in order to keep children safe via parent's literature/ safeguarding policy and parents meeting.</li> </ul>
<b>9. Health and Safety</b>	<ul style="list-style-type: none"> <li>• Risk assessment- The Safeguarding Lead for the society produces a risk assessment for each production and if necessary will produce an additional risk assessment</li> </ul>

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	<p>pertaining to an individual child should the need arise (e.g., looked after child/learning disability etc).</p> <ul style="list-style-type: none"> <li>• The Nominated Stage Manager will produce an annual Health and Safety risk assessment and alongside the producer for each show a maintenance/Health and Safety check for the backstage area and front of house locations that accommodate technical crew.</li> <li>• All members participating in a production will be informed of procedure in case of fire and a fire drill will be undertaken prior to each production within rehearsal time. In the event of a fire, children will remain under chaperones' supervision. A Designated Team member will be responsible for allocated areas in the event of fire.</li> <li>• A nominated first aider is present for each performance and a defibrillator is available at Leckhampton Village Hall.</li> <li>• Backstage crew to provide torchlight for cast to enter stage area when stage lighting not provided.</li> <li>• Children will follow instructions from Stage Manager whilst in back stage area.</li> <li>• Backstage staff should be easily identifiable and will be required to wear coloured wristband at all times and comply with health and safety measures</li> </ul>
<b>10.Social Media</b>	<p>The Leckhampton Players protect children and young people who take part in performances, specifically those where photographs and videos may be taken.</p> <p>The Leckhampton Players separate Photo and filming policy sets out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events, activities and performances to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people</p>
<b>11. Allegations against a society member</b>	<p>In the event of an allegation made against a society member, the Safeguarding Lead/ management committee will consult with the Local Authority Designated Officer (LADO) and follow the protocol below.</p> <p><a href="https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/lado-allegations/">https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/lado-allegations/</a></p>
<b>Policy approved by:</b>	Daniel Peacey (chairman) on behalf of the Leckhampton Players Management Committee
<b>Date approved:</b>	16/10/2025
<b>Author:</b>	<p>Gemma Kemp Safeguarding Lead The Leckhampton Players Date- 16/10/25</p>
<b>Review date:</b>	Oct 2026

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