

Burnt Orange Theatre Company

Safeguarding policy and operational procedures

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Policy Statement

Burnt Orange Theatre Company (referred to as 'Burnt Orange' and 'The Company') has a duty of care to safeguard from harm all children and young people with whom it interacts. Young people occupy a central place within Burnt Orange and our work. We strongly believe that all young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff and volunteers working with Burnt Orange. This policy applies to all staff, including unpaid, voluntary or freelance roles, as well as Burnt Orange's Trustees.

Our policy ensures that all our staff and volunteers are carefully selected, have the relevant experience and qualifications, if applicable, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to staff members and artists with regards to legal requirements and good practice.

The policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely:

- Children Act 1969
- Data Protection Act 1998
- Children Act 1994
- Government guidance on safeguarding

We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. When necessary, we will work extensively with external agencies such as the NSPCC and the police to ensure as far as possible that children and young people are protected.

The terms "young person", "young people", "young woman" and "young man" are used to refer to anyone between the ages of 16-20, the working age of our participants. The terms "child", "children", "girl" and "boy" will be used to refer to those younger than our working age. The terms "adult", "woman" and "man" refer to those older than our working age, and members of staff or volunteers.

We will not tolerate bullying. Incidents will be investigated and treated seriously and action will be taken to stop the bullying.

The Designated Safeguarding Lead is Rosie Thomas, Artistic Director.

The Safeguarding Second is Ella Nokes, Development Director.

The Lead Trustee for Safeguarding is

Staff roles and responsibilities

The Designated Safeguarding Lead (DSL) leads on:

- Policy development and reporting. Reviewing and updating the policy on an annual basis, or when necessary.
- Leading contact with Local Authority Social Services in the event that a young person is at risk.
- Managing complaints about poor practice and allegations against staff/volunteers
- Referring relevant issues of safeguarding to Trustees for consideration
- Collecting monitoring data on safeguarding activities across the organisation.
- Acting as the 'Front line' point of contact for concerns
- Modelling best practice when it comes to safeguarding amongst staff/volunteers
- Providing guidance to staff concerned about a child protection issue
- Keeping accurate records of concerns about children and young people and actions taken.

All members of staff/volunteers have a responsibility to safeguard children and young people from harm, including:

- Being vigilant of the signs that may indicate a young person is experiencing harm or is at risk of harm.
- Report any disclosures or concerns as soon as possible to the DSL
- When taking a disclosure from a young person, remembering not to ask any leading questions.

Recruitment and training of staff

Safe recruitment and selection practice is vital in safeguarding and protecting young people.

Burnt Orange recognises and takes seriously its responsibility to adopt practice which minimises risk to the young people by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse young people or who are unsuitable to work with them. The safety and wellbeing of young people is in mind at all times throughout the recruitment and selection process.

Burnt Orange will ensure, in line with the NSPCC Value Based Interview and Recruitment Policy (LINK):

- Appropriate checks are carried out on staff/volunteers
- The safety of children and young people is explicitly stated in any job descriptions or person specifications
- If interviews take place, questions are asked about gaps in employment history
- DBS checks are required for relevant roles

Whenever a new artist joins Burnt Orange, there will always be an existing staff member in the room who has knowledge and experience of the ethos and good practice of the company.

Burnt Orange has an open door policy at all times, meaning that any time another member of staff may enter the space. This offers transparency and an opportunity to reflect on good practice.

Burnt Orange will ensure that staff and volunteers are carefully selected and trained if necessary, in order to provide a safe environment for all children and young people. Freelance staff will meet with the Artistic and Development directors in advance of employment. Staff will be monitored by the Artistic Director who will offer appropriate advice/guidance.

Staff Training

As Burnt Orange are an emerging company and currently unable to provide in house training, staff members who are working regularly with children and young people will be expected to have previous knowledge and experience of safeguarding procedures before employment is enacted.

The Artistic Director has completed high levels of safeguarding training and will therefore be responsible for ensuring that members of staff/volunteers are aware of the legal requirements placed on them when taking on a position of care.

The DSL will ensure young people are never left in a situation where the lead artist is unaware of Safeguarding responsibilities, and will endeavour to always be present in the room when a creative session is taking place.

Burnt Orange asks staff members to take responsibility for their own training and development and to seek further training as and when required. Burnt Orange will keep a record of all Safeguarding Training undertaken by staff.

Identifying and responding to concerns about a child/young person

At all times, Burnt Orange staff may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm, or there could be a direct disclosure of abuse.

Identifying types and indicators of abuse

In order to effectively protect children and young people against harm, all staff should be familiar with the types and signs of abuse. The Government's *Working Together to Safeguard Children (2010)* details four key types.

- Physical
- Sexual
- Emotional
- Neglect

All staff are required to acquaint themselves with indicators of abuse (see appendix 3)

Radicalisation

Burnt Orange recognises the contribution it can make towards protecting children and young people from radicalisation and violent extremism. Burnt Orange works to empower children and young people to create communities that support the wellbeing of those who may be vulnerable to being drawn into violent extremism or crime.

The company will promote the development of spaces for free debate and shared values.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no profile for a person likely to be vulnerable to this, although some behavioural indicators are listed below.

Staff should use their professional judgement and discuss with colleagues if they have concerns, and any significant concerns should be discussed with the DSL immediately

Concerning behaviour:

- Use of inappropriate language
- Possession of extremist literature, including electronic material, and communication such as e-mail and text messages.
- Behavioural changes
- The expression of extremist views
- Advocating for violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology.

Female Genital Mutilation

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure - Female Genital Mutilation Act 2003. FGM practicing communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly, the average age is thought to be 6-12 years, but it is also thought that this age is dropping.

Although the age of the young people with whom Burnt Orange engages is not necessarily in the 'high risk' category for FGM, a child/young person may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member at risk.

Staff should be alert to the following indicators:

- The family comes from a known FGM practicing community
- A young person may talk about a long holiday to a country where the practice is prevalent
- A young person may confide that she, a sister or family member is to have a 'special procedure' (or other phrasing) or to attend a special occasion (or other phrasing)
- A young person born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered a potential risk.

Any information or concern about a child/young person or member of her family being at risk of FGM must be reported to the DSL as a matter of urgency. This may be an immediate child protection referral to the young person's home borough.

Hearing a disclosure

If a child/young person says or indicated that they are being abused, or information is obtained which gives concern that a young person is being abused, you should follow the below guidance:

Receive:

- Listen to what is being said, **without displaying shock or disbelief**
- Accept what is said and react calmly so as to not frighten the young person
- Make a note of what has been said as soon as practicable

Reassure:

- Reassure the young person, but only so far as is honest and reliable
- Tell the young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you **do not promise to keep it a secret** as your responsibility may require you to report the matter. If you make this promise and then break it, you confirm to the young person again that adults are not to be trusted.

React:

- React to the young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Take that the young person says seriously, recognising the difficulties inherent in interpreting what is said by someone who has a speech disability or difference in language
- **Do not ask leading questions**, for example 'what did he do next' or 'did he touch you?' Such questions invalidate your evidence in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

Record:

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.

Remember:

- Share your concerns with the DSL, who may take the matter forward.

Reporting allegations, suspicions or concerns

It is not the responsibility of anyone working at Burnt Orange to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of members of the company, then you should raise these with the DSL who will be responsible for documenting your concern on an Incident Report Form (see appendix 4). All concerns will be considered and a decision reached as to whether the concern should be referred higher, to social services or a similar organisation.

Making a referral to social services

If a decision is made to raise a concern with social services it will be the responsibility of the DSL to formally report this concern. If, for any reason, the DSL is unable to lead on this process, then the Development Director will make the referral.

Referrals should be made to the **NSPCC Helpline: 0808 800 5000**

Burnt Orange will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, Burnt Orange will record the name and role of the children and young people's services member of staff, or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral, Burnt Orange will still be required to record the details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

Allegations of misconduct or abuse by staff

In the event of allegations being made against an employee (staff or voluntary), Burnt Orange has a responsibility both to the young person and the employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues.

In respect of the young person the DSL will lead the process.

In respect of the staff member against whom the allegation is made, the Development Director will lead the process.

Should the allegation involve either the DSL or the Development Director, the allegation should be directed immediately to the Trustees, where two individuals will take responsibility for the two halves.

With regards to the young person, the aforementioned process will be followed.

With regards to the staff member against whom the allegation is made, the below process will be followed:

1. Burnt Orange will make formal contact with the NSPCC who are responsible for providing instruction in the event of an allegation against a staff member
2. Burnt Orange is legally required to alert the LADO (local authority designated officer) in all cases in which it is alleged that a person who work with young people has:
 - a. Behaved in a way that has harmed, or may harm, a child or young person
 - b. Possibly committed a criminal offence against a child or young person
 - c. Behaved towards a child in way that indicates they are unsuitable for work
3. The LADO will instruct on procedure and what information may be shared with the person subject to the allegation. Burnt Orange and the LADO will decide, in consultation with the police and/or any other relevant agencies, what may be shared in situations that could lead to criminal investigation
4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, Burnt Orange will inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances, Burnt Orange will seek to ensure that staff members are treated fairly and honestly, that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the process and outcome of any investigation and implications for any disciplinary or related process.

Communication with children and young people.

A Burnt Orange mobile phone is provided for contacting children and young people, which is held by the Artistic Director. This mobile should be pin locked so data is only accessible to those who need it. Staff members who use the Burnt Orange phone should, where possible, take calls in open environments where conversations can be witnessed.

Members of staff should not use their personal phones to receive calls or texts to or from young people.

Communication should be conducted via email, and stressed to all young people that email is the preferred channel of communication. In all cases emails should be sent and received from the Burnt Orange account, and staff should use formal language to avoid any misunderstanding on the part of the recipient. Staff members who have concerns regarding the content of emails that are sent or received from a child or young person should consult the DSL.

Social Media

Burnt Orange recognises that social media can be a legitimate and effective way to communicate with young people. Contact through such forums should only take place through organisational accounts. These are as follows:

Twitter	@burntorangeo
Facebook	facebook.com/burntorangetheatre
Instagram	@burntorangetheatre

When communicating with young people on social media, staff should ensure transparency by reporting and communicating with other staff members about the interaction and its intentions.

Staff should not send or accept friend requests to company members on facebook, follow or request to follow company members on personal Instagram or Twitter accounts. Staff should not join or accept invitations to contribute to any groups, private or otherwise, relating to a Burnt Orange project on any social media. Staff should not send or respond to any private messages from a company member on personal social media accounts.

Burnt Orange does not expect it's staff to protect their personal social media accounts, however it does ask that all staff respect their association with the company when posting on social media.

Working virtually

The Coronavirus Pandemic has seen an increase in digital working, and communicating with Young People through digital mediums.

When working on 'Zoom' or an equivalent video communication platform, staff should always host the 'meeting room', using a new meeting code each time. Meetings must be password protected.

Additional measures put in place include:

- Attendees are not permitted to join before the host
- Meetings are recorded
- Only the host is able to share their screen.
- The waiting room feature is activated and only known participants are admitted.
- Meeting details or passwords are not publicly shared.
- Lock the meeting, remove participants if necessary.

Staff responsibilities

Staff should ensure the meeting is recorded. Staff should aim to ensure there are at least two staff members present before any participants joining the call.

A member of staff should be appointed for 'managing' the room.

Suitable clothing should be worn by staff and other adults. Language and behaviour must be professional and appropriate.

Staff should avoid a 1:1 zoom interaction at all costs. If it is unavoidable, this meeting should be recorded and the DSL should be made aware.

The same principles set out in the code of conduct, privacy notice and data protection requirements apply to online tools and systems.

The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

The link below provides further information about Zoom should you require it.

<https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/>

Photography and video

Consent for photography or video recording of any child or young person is obtained when company members begin a creative process. Photographs or videos of young people will be stored in a designated folder. Staff should aim to always use the designated cameras for photography purposes. Photos or videos should be deleted from personal devices as soon as they are uploaded into the designated folder.

Any professional photographers or video makers taking photos of children under the age of 16 must have an Enhanced Disclosure and Barring Service check which is dated within the last three years, inclusive of their period of engagement.

Disclosure and Barring Service (DBS) Checks

The DBS exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and young people. Burnt Orange requires its Artistic Director to have an up to date, enhanced DBS certificate.

As a small company, the Artistic Director will then take responsibility for ensuring that children and young people are always supervised. If a visiting artist does not hold a certificate, it is the responsibility of the Artistic Director to supervise the artist at all times while with the company.

Any staff member joining the team is required to hold, or be willing to obtain, an enhanced DBS check.

Child performance licensing

Burnt Orange currently does not operate with children in the age bracket that would require licensing.

Where possible, Burnt Orange will apply for a Body of Persons Licence, and aim to exercise the Four Day Rule, in order to minimise the need for performance licensing.

For the purposes of *children in entertainment* a child is a person aged from birth until the end of their compulsory schooling. All children who perform on stage have their welfare and safety protected by the following legislation:

- Children and Young Persons Act 1933 + 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (miscellaneous Amendments) Regulations 1998 (1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10 + No 2384.

The aforementioned legislation requires licences to be issued by each Local Authority for children who take part in broadcast or non-broadcast performances.

It is the responsibility of the company to establish contact with the local authority in which a child resides to obtain instructions as to whether a license is required.

The Children (Performances) Regulations 1968 only apply to actual performances and does not apply to rehearsals or regular workshops. Rehearsals are affected by the Regulations, if they take place between the first and last performing day.

If Burnt Orange uses the four day rule, this will be done in consultation with the relevant Local Authority Education Welfare teams who will be required to know the names of the children taking part in the production, and the production dates. It will be ensured that the child/children involved:

- Only performs for 4 days in any 6 month period
- Does not need time off from school to undertake the performance; and
- Does not receive any payment other than expenses.

If Burnt Orange apply for a Body of Persons Licence, the company will provide the Education Authority with the relevant information. They will ensure:

- Child performers receive no payment other than expenses
- The performances take place within the local authority granting the license
- Child performers are supervised by adults forming the Body of Persons or licenced chaperones.
- The company complies with regulations on days and hours of performance.
- Health, safety and welfare conditions set by the local authority are met.

- Arrangements are made to transport young performers to and from the venue
- Records are kept of each child's performance as required.

The law does not place a statutory obligation on organisations to ensure that chaperones are provided for unlicensed children, but Burnt Orange will ensure any children are provided with a chaperone. This is a matter of good practice and to ensure that all children are equally protected,

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones act *in loco parentis* and should exercise the care expected to give children. Regulations require a ratio of 1 to 12.

When required, Burnt Orange will present the Chaperone with a formal document outlining the expectations for the role.

Appendix 1 - Contact details

Artistic Director and Designated Safeguarding Lead - Rosie Thomas - rthomas201@outlook.com

Development Director and Safeguarding Second - Ella Nokes - Ellanokes@gmail.com

Company email address - burntorange.theatre@gmail.com

NSPCC helpline 0808 800 5000

The information of Local Authority Designated officers, as well as Social Care Services will differ depending on the borough of operation. However, the company will ensure this information is communicated with participants during each project.

Appendix 2 - Code of conduct for Staff, Volunteers and Trustees

All staff, volunteers and trustees will be expected to be aware of and follow the Safeguarding Policy and Operational Procedures.

All staff, volunteers and trustees will be expected to adhere to the below code of conduct.

- Treat everyone with dignity and respect
- Set an example you would wish others to follow
- Treat all children and young people equally
- Plan activities that involve more than one other person being present, or in sight/hearing of others
- Follow recommended ratios between adults and young people for meetings and activities
- Respect a young person's right to personal privacy
- Avoid unacceptable situations within a relationship of trust
- Allow young people to talk about any concerns they may have
- Remember someone else might misinterpret your actions, no matter how well-intentioned
- Take any allegations or concerns of abuse seriously and refer immediately.

Staff, volunteers and trustees will never

- Form a relationship with a young person that is an abuse of trust
- Engage in inappropriate behaviour or conduct - verbal, physical or sexual
- Make suggestive remarks or threats to a young person
- Use inappropriate language - writing, phoning, email or internet
- Let allegations, suspicions or concerns about abuse go unreported

On occasion, one to one contact will be unavoidable, if that is the case, staff, volunteers and trustees should:

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the young person to areas where there are more people
- Try to avoid unnecessary physical contact

Appendix 3 - definitions and signs of abuse

In order to effectively protect children and young people, staff should be familiar with the key signs and indicators of abuse, which are detailed below:

PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child/young person. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury.

A delay in seeking medical treatment for a child/young person when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children and young people with different skin tones or from different racial groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse include:

- Bruises that are seen away from bony prominences;
- Bruises to the face, back, stomach, arms, buttocks, ears and hands;
- Multiple bruises in clusters;
- Multiple bruises of uniform shape;
- Bruises that carry the imprint of an implement;
- Cigarette burns;
- Adult bite marks;
- Scalds.

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non accidental fractures can occur without bruising. Any child/young person who has unexplained signs of pain or illness should be seen promptly by a doctor.

Behaviour changes can also indicate physical abuse:

- Fear of parents being approached for an explanation;
- Aggressive behaviour or severe temper outbursts;
- Flinching when approached or touched;
- Reluctance to get changed, for example wearing long sleeves in hot weather;
- Depression; or withdrawn behaviour;
- Running away from home.

EMOTIONAL ABUSE

Emotional abuse happens where there is a relationship between a carer and a child/young person and can manifest in the child/young person's behaviour or physical functioning. Emotional abuse can be difficult to measure, and often children, young people and vulnerable adults who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of children and young people not being allowed to mix/play with other children and young people.

The physical signs of emotional abuse may include:

- Failure to thrive or grow;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, eg, sulking, hair twisting, rocking;
- Being unable to play; or fear of making mistakes;
- Fear of parent being approached regarding their behaviour;
- Self-harm.

SEXUAL ABUSE

Sexual abuse involves the use of a child/young person for gratification or sexual arousal by a person for themselves or others. Adults who use children, young people and/or vulnerable adults to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the behaviour of children/young people/vulnerable adults which may cause you to become concerned, although physical signs can also be present.

In all cases children/young people/vulnerable adults 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.

The physical signs of sexual abuse include:

- Pain or itching in the genital/anal areas;
- Bruising or bleeding near genital/anal areas;
- Sexually transmitted disease; vaginal discharge or infection;
- Stomach pains;
- Discomfort when walking or sitting down.
-

The following changes in behaviour may also indicate sexual abuse:

- Sudden or unexplained changes in behaviour (eg becoming aggressive or withdrawn);
- Fear of being left with a specific person or group of people;

- Sexual knowledge which is beyond their age or developmental level;
- Self harm or mutilation, sometimes leading to suicide attempts;
- Suddenly having unexplained sources of money;
- Acting in a sexually explicit way towards adults;
- Sexual drawings or language.

NEGLECT

Neglect results in a child/young person suffering significant harm or impairment of development as a result of being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. Neglect can be a very difficult form of abuse to recognise.

The physical signs of neglect may include:

- Hunger, sometimes stealing food from others;
- Constantly dirty or smelly;
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

BULLYING

Bullying is behavior that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It's usually repeated over a long period of time and can hurt a child/ young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

You can't always see the signs of bullying. And no one sign indicates for certain that a child's being bullied. But you should look out for:

- belongings getting "lost" or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school,
- being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Appendix 6 - Incident report template

Your details	
Your name:	
Your Role:	
Child's Details	
Child/Young person's name:	
Child/Young person's address:	
Child/Young person's date of birth:	
Incident/Disclosure details	
Date/time of incident/disclosure:	
Your observations:	
What did the child/young person say and what did you say? Please ensure that you record the exact wording:	
Action taken:	
External Agencies	
Police - Date/Time. Details of name of contact and advice received:	
Social Services - Date/Time. Details of name of contact and advice received:	
Other - Date/Time. Details of name of contact and advice	

received:	
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Child performance license requirements

The following shows regulations of times and hours required. All categories of children and young people's licensing are subject to these times and hours, including both licence exemptions.

Performances (same nature)	2 per day	
Performances per week	Max. 6 days per 7 day week	
Time Gap between performance days	14 hours must elapse between the end of previous days performance and the beginning of the following day's performance	
Performance time	Max. 3hrs 30 mins	Including breaks
Appearance in performance	Max. 2hrs 30 mins	aggregated
Intervals	1 ½ hours minimum	Between 2 performances or 1 performance and 1 rehearsal
Exception to intervals (in any week)	On not more than 2 days minimum of 45 minutes interval between performances and/or rehearsals. Maximum 6 hours at place of performance	
School day	Attending school after the morning session	1 performance OR 1 rehearsal ONLY
Performance hours	Age 12 and under	Age 13 and under
Earliest arrival	10:00	10:00
Latest departure	22:00	22:30
Exception (1)	22:30	23:00
Exception (2)	Not later than 23:00 on not more than 3 evenings per week, provided he s not so present on more than 8 evenings in a period of 4 consecutive weeks	
Medical (1)	YES (period longer than 1 week)	Performing over 6 consecutive days
Medical (2)	NO (period less than 1 week)	Performing over 6 consecutive days

Arrangements for getting Home	Applicant shall ensure that suitable arrangements are made for the child to get home or other destination after the last performance or rehearsal or at the conclusion of any activity on any day
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Policy Document and Version Control

Document: Version 1 completed January 2020

Last update: December 2020

Author: Rosie Thomas - Artistic Director