

Child Protection Procedures

These Child Protection Procedures are to be read in conjunction with the Nomads Child Protection Policy, a copy of which is available by e-mailing info@newmarketkingstheatre.com and applies to any children and young people participating in Nomads classes, productions and other similar activity up to the age of 18 years old. It will be subject to annual review by the Nomads Ltd Board of Directors and the Child Protection Officer will ensure the procedures are complied with.

DBS Checks

- Anyone employed by Nomads to run sessions for children/young people must possess a valid enhanced DBS disclosure. Nomads retains the right to request its own DBS be conducted.
- Anyone responsible for the regular facilitation of sessions involving children/young people must have an adult present who possesses a valid enhanced DBS disclosure.
- Evidence of the DBS should be provided to the Child Protection Officer.
- For rehearsals involving children and young people, there must always be at least one DBS checked person in attendance.
- Volunteers requiring a DBS check to participate in Nomads activities can have one provided free of charge, which Nomads will pay for.

Safeguarding Training

- Anyone who is regularly responsible for children/young people during a Nomads activity must provide evidence of having completed Safeguarding Children Training within the past 3 years.
- For any rehearsals/performances involving children and young people, there must be at least one person in attendance who has completed Safeguarding Children training within the past 3 years.

Adult: Child Ratios

- The minimum ratio for any Nomads activities involving children/young people is 1:10 (1 adult to every 10 children). We use this ratio for our young children e.g. Kings Kids but a ratio of 1:12 for older children e.g. Young Nomads. The Child Protection Officer retains the right to require a higher number of adults should the activity require it.

Safeguarding Concerns

- If any individual is concerned that any child/young person is at risk of abuse, neglect or harm, then they must immediately bring it to the attention of the Child Protection Officer on 07891 569288. If they cannot get hold of the Child Protection Officer, then they must call Suffolk County Council on 0808 800 4005.
- If it is an emergency, then they should call 999.
- The individual should record their concerns on the Child Safeguarding Concern Form which can be located on the backstage noticeboard or the members section of the Nomads website, then send to the Child Protection Officer as soon as possible via e-mail. This record should be based on facts where possible, and subjective opinions should be stated as such.

Child Performance Licence/Chaperones

- For any public performances that the audience pays for, where children and young people of compulsory schooling age (up to the final day of June in Year 11), then a Body of Persons licence or individual performance licence must be in place.
- The required ratio of chaperones is a minimum of 1:12 but the Child Protection officer retains the right to require a higher number of chaperones should they deem it necessary. There must always be at least 2 chaperones on site and if there is a child of a particular gender, then we do try to provide a chaperone of the same gender.
- For performances where children/young people are exempt from a licence, there must still be enough DBS checked adults supervising at a ratio of 1:12 for Young Nomads or 1:10 for Kings Kids.
- During the performance, children/young people are the responsibility of the Chaperone and the decision can override the production team should the welfare of the child/young person requires it. If a dispute between a chaperone and production team cannot be resolved, then the Child Protection Officer must be contacted immediately.
- Chaperones must have their licences on them whenever on duty and must provide a copy to the Child Protection Officer.

Signing-in And Out

- When a child/young person is dropped off at any Nomads rehearsal or performance, they must be signed in by a licenced chaperone or another DBS checked individual involved with the rehearsal/performance.
- At the end of a rehearsal/performance/session the child/young person can only be picked up by a person authorised to collect them by their parent/guardian. If a person attempts to collect the child/young person who is not on the list of authorised persons, then the Chaperone must ring a parent to seek authorisation before permitting the child/young person to leave the building. If the parent cannot be reached, then the Child Protection Officer must be contacted immediately.
- If a child/young person under 18 is permitted by the parent/guardian to make their own way home after a rehearsal/performance/session authorisation must be provided to the Child Protection Officer or a DBS checked individual involved.

Leaving The Building

- During a session or rehearsal, children/young people are not permitted to leave the building unless the Director or Child Protection Officer has received written authorisation in advance. This permission must state whether they are permitted to leave on their own or only in a group.
- If a child/young person is permitted to leave the building, then they will not be the responsibility of Nomads whilst they are out of the building.

Rehearsals/Performances Involving Costume Changes

- If a child/young person is required to change into a costume as part of the rehearsal/performance, then there must be a DBS checked adult/licenced chaperone present whilst they change.
- Children/young people must have separate dressing rooms by gender and children and adults must have separate changing areas.
- Except for cast, chaperones and DBS checked adults, authorised members, no-one is permitted to be in the dressing rooms whilst cast are changing or during a performance/dress rehearsal.
- If a child/young person is required to do a quick change in the wings, then a chaperone of the same gender must be in attendance.

Nomads Code of Conduct

Nomads seeks to provide a theatre club which will educate and train children in all aspects of performing on stage and do so in a safe but fun environment. Although not a school we aim for high standards and professionalism at all times. We will provide and maintain a safe and friendly environment where all members can rehearse and perform amateur theatre without fear of harm, including children aged 4 to 18 years of age.

Nomads will;

- Provide details of the code of conduct to all children and young people in our care and their parent/carers.
- Endeavour to create a safe & friendly environment for children/young people.
- Ensure that other members such as tutors, stage manager, the artistic director, director of production and committee members are familiar with workplace health & safety requirements and conduct inductions with all children and young people in our care as well as carers.
- Ensure young children feel comfortable during black-outs and be aware of the space so they can safely get on to and off the stage. Adults will always supervise in the wings and risk assessments are to be carried out for every show.
- Be aware about any special needs or medication required by young people in our care.
- Follow specifications for minimum adult/child ratios for activities.
- Be vigilant about the constant supervision of children and young people when on our premises. Children and young people will not to be permitted to be alone on site or work outside the premises without supervision.
- Communicate directly with parents/carers in the event of a breach of this policy.
- Senior members will only work with children and young people in groups, and never in one-on-one situations or in isolation.
- Single-sex dressing room facilities providing adequate privacy will be provided at the time of rehearsal and performance.
- In order to safeguard the children, it is necessary for all children to be able to go to the toilet independently.

- Communication via mobile phones between young people, and between senior members and young people, should be restricted to legitimate theatre business only.
- Smoking is not permitted anywhere within the theatre building. (when smoking is required on stage during performance – due diligence and common sense will prevail and if possible, electronic cigarettes will be used). Smoking is only permitted in the front courtyard with rubbish receptacles provided.

Rules Relating To Performance Times/Breaks

It is important that these rules are adhered to – particularly in relation to breaks

Age of Child	Maximum number of hours at place of rehearsal/performance	Maximum total number of performance/rehearsals in one day	Maximum <u>continuous</u> number of hours of performance/rehearsal	Breaks
Birth until 5 years	5	2	0.5	15 mins minimum. <u>4+ hours</u> = 45-minute meal break
5 to 9	8	3	2.5	<u>4+ hours</u> = 45-minute meal break <u>8 hours</u> = 15 mins break <u>After 8 hours</u> = Another 15 mins break
9 to School Leaving Age (Year 11)	9.5	5	2.5	As above