

Right Angle Theatre Company

Member of the National Operatic and Dramatic Association

Child Protection Policy.

Right Angle Theatre Company recognises the special status of children and young people. Because of their vulnerability they require special measures of protection. In line with the general policy outlined by NODA the *Company* has developed a child protection policy that all members of the society will be required to comply with.

Please take the time to acquaint yourself with the policy. If you have any concerns regarding the *welfare* of any child working within the society, please speak to the Child Protection Co-ordinator, or the Independent Adult or a member of the committee.

The Child Protection Co-ordinator is: *Rachel Sinclair*

The Independent Adult is: *Val Chambers*

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Dear Parent

To conform to the Company's Child Protection Policy we require your signed permission that your child is allowed to walk home by him/herself.

We also require your signed permission for photographs to be taken of your child so that our Junior Section can be included in our publicity and programmes.

As we Video the show (which we show at an open evening for all pantomime participants) we also require your signed permission for your child to be videoed.

Yours sincerely

Rachel Sinclair

Child Protection Co-ordinator

Please detach and return.

Child's Name: _____

Address: _____

- _____
1. I give my consent for my child to make his/her own way home after Pantomime rehearsals.
 2. I give my consent for my child to be photographed for publicity and programme purposes.
 3. I give my consent for my child to be videoed within the context of the show.
(please delete any of the above if you do not agree)

Signed _____ Date _____

Any questions regarding this policy should be addressed to Rachel Sinclair ~ Child Protection Co-ordinator

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President: Susan Shearer 18 Melrose Road Salashiels TD1 2-AV 01896 752584
Musical Director: Derek Colder 163 Magdala Terrace Salashiels TD1 2HZ 01896 753950
Treasurer: Anna Lawrie 3 Langhaugh Gardens Salashiels TD1 2AJ 01896 756709

CHILD PROTECTION POLICY

Please complete the following information which is required in connection with the above. This must be completed for all members under 16 years of age.

Members name.	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Date of Birth.	<input type="text"/>
Telephone Number	<input type="text"/>
Email address..	<input type="text"/>
Father's name	<input type="text"/>
Mother's name	<input type="text"/>
Emergency Contact Person.	<input type="text"/>
Emergency Contact Number	<input type="text"/>

Also any other mobile telephone numbers that can be used for contact purposes

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Thank you for your assistance in this matter.
Child Protection Co-ordinator ~ Rachel Sinclair

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Child Protection Procedures.

Working with parents

- A register will be kept of all children taking part in activities with the company. This will include the child's name, address and parent's details.
- At the end of any company activity children will not leave the group until their parent or assigned adult who is collecting them has made themselves known to the activity leader or children's co-ordinator.
- Children who are making their own way home must have provided written consent from their parent or guardian.
- Parents or guardians will be given a copy of the child protection policy and be required to complete a permission slip for their child taking part in the activities of the company. This will include our procedures in relation to attending and leaving activities and the use of photography and video.

Unsupervised contact

- The company will attempt to ensure that no unsupervised contact between an adult and child will take place.
- If possible there will always be at least two adults working with children at all times.
- If it is necessary that unsupervised contact does take place, it must be established that the adult does not have a criminal record or is listed as being unsuitable to work with children.

General conduct

- At all times children must be treated with respect in attitude, language and behaviour.
- Physical contact between children and adults must always be safe and appropriate.
- If physical contact is necessary as part of the activity, permission must be sought by the adult and an explanation given as to the purpose of the contact.

Photographing and videoing

- The company will not permit photographs, film or other images of children to be taken without the permission of the child and their parent or guardian.

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Cont:

Suspicion of Abuse

- If a member of the company, volunteer or paid member of staff witnesses or suspects abuse, it is their duty to report this to the child protection co-ordinator, or in their absence, to a member of the management committee.
- The informed person will make a *record* of the information and make referral to the appropriate authorities (either the police or local authority).
- It is not the responsibility of any member of the company to investigate the suspected abuse themselves, but to pass on relevant information to the appropriate authorities through the child protection co-ordinator or (in their absence) a committee member.
- Any information regarding such allegations should remain in the strictest confidence, in the interests of the child. Therefore any company members, volunteers or paid employees should only share such information within appropriate professional contexts.

Disclosure of abuse

- In the event that a child discloses to a member of the company that abuse has taken place, they should contact the child protection co-ordinator or (in their absence) a member of the management committee.
- A note will then be made of what was said by the child and any dates and times mentioned by the child.
- They will then contact the appropriate authorities regarding the disclosure.

The Disclosures Scotland Scheme

- All volunteers who will be working extensively with children in the company will be asked to apply for a Disclosures Scotland check.
- The request will be for a Standard Disclosure.
 - In line with Scottish Executive policy retrospective disclosures on existing volunteers will not be sought.

Disclosures will be sought through the Central Registered Body for Scotland as part of the service they provide to voluntary organisations.