

Guidelines for Performances Containing Children Under 18 Years of Age

To comply with the Child Protection Act 1999 and the Taking Care Policy produced by the Bishop of Ripon and Leeds, **Bramley Parish Theatre Players** will follow the guidelines below for members taking part in all productions involving young people under the age of 18.

- Written parental permission, along with a contact number and other essential details, must be obtained for the young person to take part in the production. This includes permission for photographs and DVD. This will be kept securely by the Secretary, Chairman and Child Protection Officer.
- Photos taken by audience members and other unknown people will be actively discouraged. Only the officially appointed photographer(s) and DVD recorder will be allowed to photograph the children in line with parental consent.
- At least two designated persons must be appointed to act in *loco parentis* for the young people at rehearsals and performances, with a requirement that these people are security vetted by the police. These people should be made known to the young people and be available to listen to any problems affecting the rehearsal or performance.
- Young people must sign in before every rehearsal and performance and then sign out as they leave. The adult who collects them must also sign. This list will be checked at random intervals to ensure the children are still on the premises and still safe.
- Young people may not leave the rehearsal without a parent or designated responsible adult or written parental permission.
- Young persons must not be left alone with an adult except under exceptional circumstances and only if that adult is a person designated and approved by the Child Protection Officer.
- Physical contact with any young person must only be made as part of the production as directed by the producer except in an emergency to prevent accident etc.
- Dressing rooms to be single sex changing with no mixing wherever practicable.
- **Inappropriate Behaviour by Children towards Adults**
- Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or act inappropriately because of previous experiences. The behaviour may be a “cry for help”.
- If an adult feels uncomfortable about a child or young person’s behaviour he or she must:
 - Make it clear to the child or young person, with sensitivity that their language or behaviour is inappropriate.
 - Tell another adult: The child Protection Officer, Chairman or other member of the committee. Agree what measures need to be taken to prevent a recurrence.
 - Record the incident in case accusations are made in the future. Sign and date the record and ensure it is placed with other confidential records.

These guidelines are for the safety and security of all young persons and members of the group and are subject to annual review by the committee.

[Reviewed 4th. September 2008]