

# Bramley Parish Theatre Players



## Guidelines for Performances Containing Children Under 18 Years of Age

To comply with the Child Protection Act 1999, Leeds City Council Guidance on children in productions 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 Safeguarding Office
- Photos taken by audience members and other unknown people will be forbidden. Only the officially appointed photographer(s) and DVD recorder will be allowed to photograph the children in line with parental consent.
- Chaperones will be used to ensure the safety and well-being of all children and young people. All Chaperones will be registered with Leeds City Council.
- Young people must sign in before every rehearsal and performance and then sign out as they leave. 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 their parent or carer *or* a person designated and approved by the Child Safeguarding 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 separated by screens to separate different ages and sex.
- During rehearsal and productions, a team of approved chaperones will look after the well-being of children.

## **Numbers of acting young adults under 18 in the group.**

- For reasons of safety, supervision and well-being, we cannot allow unlimited numbers of children to join our group.
- There will be no more than 8 children under 11 – children in Year 5 and below at school.
- Children in Year 6 and beyond up to 18, will still be part of our group but, although 11 or over may not free up a place in the under 11 group.
- The total number of children shall be a number which is deemed reasonable by the Child Safeguarding Team, and agreed by the full committee taking into account the size, age and needs of the children concerned and the number of chaperones available.
- A waiting list will be maintained by the Child Safeguarding Team and parents informed when places become available as children leave or move into adulthood.
- A child shall be deemed to have left if they do not take part in a production without giving a good reason. If they wish to re-join after leaving, their name will be placed at the end of the waiting list.
- With the consent of the Child Safeguarding Team, the Director may choose to make use of a child whose audition has shown that they are ideal for a part which other members could not successfully play.
- For safeguarding reasons, non-cast or non-crew members should never be back-stage on performance evenings. If a cast member is needed urgently, a member of the chaperoning team should be asked to get them.

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.

## **Guidelines for Children and Young People at Panto and other Rehearsals.**

- 1) Wherever possible, children should not be at the rehearsal unless they are going to rehearse.
- 2) Children, like other cast and crew members, must sign in the register on arrival and out when they leave.
- 3) Janice will check the register randomly throughout the afternoon. If Janice not available, Emma Smith or Richard Edwards will undertake these duties. If neither is available Edward Turner will ensure this is done.
- 4) Children may not leave the building during rehearsal times unless their parent or carer has given written permission for them to do so.

### **Special Notes:**

Children under the age of 11 will only attend rehearsals when they are asked to do so by the Director. Either the Child Safeguarding Coordinator or other designated person from the list of approved chaperones will also be present to look after the well-being of children over 11.

All contact details, including e-mail addresses, must be kept up to date in case of emergencies e.g. if rehearsals cancelled.

These details to be kept by the Director and Safeguarding Co-ordinator or designated member of the team.

Reviewed, revised and ratified on 21 January 2023