

## CHILD PROTECTION POLICY

Carnon Downs Drama Group (“the Group”) recognises its legal and moral duty of care under relevant safeguarding legislation, including the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000. The Group is committed to promoting the welfare of children and ensuring a safe environment for all participants.

### Principles

- The welfare of the child is paramount.
- Every child has the right to protection from abuse, regardless of background or identity.
- All concerns, suspicions, and allegations must be taken seriously and addressed promptly.
- Members must understand how to recognise and report safeguarding issues.

### Commitments

The Group will:

- Treat all children with respect and dignity.
- Prioritise safety and wellbeing in all activities.
- Promote an environment where children feel able to voice concerns.
- Challenge inappropriate behaviour.
- Maintain up-to-date knowledge of safeguarding guidance and ensure relevant training is completed.
- Keep a register of all participating children, including emergency contacts and medical information, available to authorised chaperones.

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## Child Protection Procedures

### Group Responsibilities

- Complete venue risk assessments.
- Appoint a designated Child Protection Officer.
- Recruit and vet chaperones appropriately.
- Ensure consistent, adequate supervision.
- The contact for Social Services in Cornwall is through the Multi Agency Referral Unit ( MARU). Details on how to contact them are here

<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding>

### Parents & Guardians

- Parents and Guardians are partners in ensuring safety.
- They are sign posted to this this policy.

- Children must be collected after rehearsals unless written permission is given for independent travel.

### **Supervision & Contact**

- Unsupervised one-to-one contact between adults and children should be avoided.
- Two adults should be present wherever possible.
- Parents will be informed if unavoidable situations occur.
- Adults with regular or unsupervised access to children should ideally have chaperone licence or must have a valid DBS check.

### **Physical Contact**

- Physical contact must be appropriate, limited, and only when necessary.
- Consent should be sought from the child where practicable.

### **Managing Information & GDPR**

- Photography and filming follow strict procedures.
- Photography is not permitted during rehearsals without prior authorisation.
- Adults must not take personal photos of children.
- Written parental consent is required before using promotional images.
- Online activity is monitored, and sensitive information is securely stored and destroyed in line with GDPR.

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## **Responding to Concerns**

### **Suspicion of Abuse**

- Report concerns immediately to the Child Protection Officer.
- If the concern relates to the Officer, report to the Chair or Director.
- Keep written records of concerns.
- Individuals may be suspended pending investigation.

### **Disclosure of Abuse**

- Listen calmly; do not ask leading questions.
- Do not promise confidentiality.
- Reassure the child.
- Report the disclosure immediately.
- Record the child's words verbatim.

### **Recording & Confidentiality**

- All records are securely stored and shared only on a need-to-know basis.

- Accused individuals will be informed of their rights and treated with fairness.
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### **Incidents & Safety**

- Safety rules are communicated clearly.
  - All accidents are recorded in the accident book.
  - Pre-existing injuries must be logged.
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### **Chaperones**

- Assume parental responsibility for the children in their care
  - May supervise up to 12 children.
  - Must be approved by the Local Authority where required including DBS checks and any relevant training
  - Must be 18 years or over.
  - Ensure children remain within the venue and are always supervised.
  - Record any accidents or incidents.
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### **Performances**

For each performance:

- A signed fitness declaration is required for each child.
  - Children must use age-appropriate changing areas. Children no-longer compulsory school age should also be separated.
  - Attendance will be recorded through signing-in/out and daily activity sheets completed during performance
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**Last updated: February 2026**