



SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY AND PROCEDURE

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POLICY INTRODUCTION

The trustees of The Miller Centre Theatre Company and officers of The Miller Centre Club recognise their duties under the Children and Young Persons Act 1963; the Children (Performances) Regulations 1968; the Protection of Children Act 1999; the Care Act 2014 and the Criminal Justice and Court Services Act 2000.

The following policy has been written in line with the terms of The Charity Commission for England and Wales. Any safeguarding incidents will be reported to the CC as per their recommendations.

The following principles of The Miller Centre Theatre Company and The Miller Centre Club will apply to the use of this policy and procedure:

- The welfare of the child and/or adult at risk is paramount
- The interests, wishes and rights of the child and/or adult at risk will be respected at all times
- Any action taken by The Miller Centre to protect an adult at risk from abuse will involve the participation of the individual throughout the whole process
- This policy and procedure respects the individual's right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy, beliefs and equality. Activities undertaken at The Miller Centre will be provided in a manner which does not discriminate on the grounds of racial or ethnic origin, religion or belief, disability, gender, age or sexuality
- The Miller Centre will work with external agencies to ensure the prevention, identification, investigation and treatment of alleged, suspected or confirmed abuse
- The Miller Centre will respond to actual or suspected cases of abuse with prompt, timely and appropriate action
- The Miller Centre will be responsible for taking action in respect of all incidents of abuse
- The Miller Centre will access legal advice to pursue prosecution of criminal offences where necessary
- The Miller Centre will ensure that all Trustees, Members and Officers have a good understanding of the and have access to appropriate training and support. This will include publishing this policy on The Miller Centre Theatre website (millercentretheatre.org). The further benefit of ensuring this is that parents/guardians or carers of the children and/or adults at risk can be fully informed of the safeguarding procedures in place at The Miller Centre.

- The Miller Centre will make information available to Trustees, Members and Officers which explains what abuse is and how and to whom to express concern and make a complaint. This will be clear and easy to understand

COMMITMENTS AND VALUES

The Miller Centre is committed to providing a safe environment where children and adults at risk are able to participate in theatre activity or youth workshop without fear of abuse or harm. The Miller Centre recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The Miller Centre is committed to taking positive steps to prevent such abuse of children involved in theatre activities. It is the responsibility of all members of the Miller Centre to be aware of and adhere to the child protection policies and procedures currently in force.

The Miller Centre will appoint a Safeguarding Officer or Officers whose responsibilities are outlined later in this document.

DEFINITION OF TERMS

- The Miller Centre - For the purpose of clarity within this policy, trustees and members of The Miller Centre Theatre Company, and members and officers of The Miller Centre Club shall hereafter be referred to collectively as 'The Miller Centre'. This will also broadly apply to those in the position of influence when working with a child or adult at risk i.e. the director and/or stage manager of a given production.
- Trustees – elected individuals on The Miller Centre Theatre Company chair committee, and The Miller Centre Club
- Members – refers to any person who holds a current paying membership to The Miller Centre
- Officers – patrons of The Miller Centre Club
- Child - For the purposes of the Child Protection Procedures contained within this policy and pursuant to the performance regulations, the definition of "a child" is a young person under the age of 17 who remains of compulsory school age until the last Friday in July following their 16th birthday
- Adult at Risk - An 'adult at risk' for the purposes of this policy, is anyone over the age of 17 who may be at risk of harm or abuse

"An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. Where someone is over 18 but still receiving children's

services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team” (NHS England, 2015, p.2).

ROLES AND RESPONSIBILITIES OF THE MILLER CENTRE

The Miller Centre will ensure that:

- All children and adults at risk will be treated equally and with respect
- The welfare of each child or adult at risk will always be a main priority in any activity, rehearsal period or production within The Miller Centre Theatre.
- The age of the child and recommendations of the Child Performance regulations for that age group will be adhered to at all times
- A balanced relationship based on mutual trust will be built and maintained through:
 - Annual reviews of this policy
 - Professional and appropriate conduct by The Miller Centre
- Any incidents of bullying will be neither ignored, accepted or condoned
- All adult members of The Miller Centre will provide a positive role model whilst working with young people, either as performers or visitors to the theatre
- Action will be taken to prevent any inappropriate behaviour
- All Trustees and members of The Miller Centre will keep up to date with health and safety legislation
- Relevant development and training will be undertaken by appropriate persons to ensure best practice is maintained
- The Miller Centre will hold a register of every child involved with the Miller Centre and will retain a contact name and number close at hand in case of emergencies
- Any persons who wishes to apply for the role of chaperone for the purpose of The Miller Centre Young Players can request assistance to pay the fee from the Trustees. This must be referred to the Safeguarding Officer and then authorised by the Treasurer.

ROLE AND RESPONSIBILITIES OF SAFEGUARDING OFFICER

The Safeguarding Officer will:

- Apply to the appropriate Licensing Authority for performing licences where appropriate.
- Ensure that The Miller Centre will be kept informed of changes in legislation and policies for the protection of children and adults at risk
- Review the Safeguarding Children and Adults at Risk Policy and Procedure on an annual basis and submit to the Trustees for approval.
- Provide training to directors, stage managers, chaperones and other interested individuals within The Miller Centre.
- Report any safeguarding incidents to the Charity Commission for England and Wales, email: RSI@charitycommission.gsi.gov.uk

The Miller Centre has safeguarding children and adults at risk procedures which accompany this policy. This policy should also be read in conjunction with The Miller Centre's Equal Opportunities Policy 2018 and Health and Safety Policy 2016.

The Miller Centre appoints a **Safeguarding Officer** who will hold the responsibility of ensuring that safeguarding children and adults at risk policy and procedure is adhered to. This position is currently held by **Pamela Cuthill**

PROCEDURE FOR INCIDENTS OR SUSPICIONS OF ABUSE

Once a disclosure has been made, or there is any concern or suspicion of abuse, neglect or exploitation of a child or an adult at risk, The Miller Centre will:

- Take action to ensure the immediate safety of the child or adult at risk
- Complete an Incident or Accident Report form within 4 hours if the reported or suspected abuse warrants the completion of one or both of these forms
- Report any suspicion or incidence of abuse to the Safeguarding Officer immediately or within 24 hours of the incident occurring
- Call the police and / or an ambulance immediately in situations where the abuse of a child or adult at risk requires an urgent need for medical treatment, where there is an immediate risk of harm involving urgent action to protect the individual, where there is a need to protect forensic evidence, or where a crime has been committed

REVIEW

This policy and procedure will be regularly monitored by the Trustees of the Miller Centre Theatre Company and Officers of the Miller Centre Club and will be subject to annual review by the Safeguarding Officer

Review Date:	May 2018
Next Review Date:	May 2019
Review Completed by:	Pamela Cuthill
Approved by Trustees of The Miller Centre Theatre Company on:	June 2018
Approved by Trustees of The Miller Centre Club on:	June 2018

CONTACTS

The Miller Centre Theatre Company		
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The Miller Centre Club		
Chairperson	Tony Elias	eliastony@hotmail.com
Vice Chairperson	David Jex	davidjex@tiscali.co.uk