



Theatre Arts Action Trust

Safeguarding Policy and Procedures
for
Children and Young People

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Contents

1.	Introduction and Policy Statement	Page 2
2.	Definitions of Child Abuse and Neglect	Page 3
3.	Application of Policy	Page 4
4.	Responsibility for Safeguarding	Page 4
5.	Induction And Training for Staff and Volunteers ...	Page 5
6.	Volunteers	Page 5
7.	E-safety	Page 5
8.	Safeguarding Using Video Conferencing (e.g. Zoom)	Page 6
9.	The Headgate Theatre as Hirer to Other Organisations	Page 6
10.	The Headgate Theatre as a Provider of Educational Activities	Page 8
11.	Headgate Theatre Productions (HTP)	Page 8
12.	Recording Information about a Concern	Page 9
13.	Disclosure of Possible Abuse	Page 10
14.	What To Do if You Have Concerns about a Child's Welfare	Page 11
15.	Allegations Against Staff/Volunteers	Page 12
16.	Children Not Collected from the Premises	Page 13
17.	The Role of The Charity Commissioners	Page 13
18.	Conclusion	Page 14
19.	Review of Policy	Page 14

Appendices

Appendix 1 - Safeguarding children: staff and volunteer information	Page 16
Appendix 2 - Provision of staff to child ratios for educational activity	Page 17
Appendix 3 - Adult/Children's Safeguarding Report Form.....	Page 17
Appendix 4 - Extract from Charity Commission guidance on reporting incidents relating to safeguarding to the Police	Page 18

1. Introduction and Policy Statement

This policy has been developed by Theatre Arts Action Trust, (hereafter referred to as The Headgate Theatre), a registered charity (Number 1076399) operating as The Headgate Theatre.

The aim of the policy is to promote good practice, provide children and young people with appropriate safety/protection whilst participating in events at The Headgate Theatre. It should allow staff and volunteers to make informed and confident responses to specific child protection issues.

The Headgate Theatre recognises that the welfare of the child is paramount, and will operate in a manner to try and ensure that all children and young people, without exception, have the right to be protected from abuse - regardless of gender, ethnicity, disability, sexuality or beliefs - whilst continuing to enjoy the benefits and fun that taking part in performing arts activity can bring.

This policy document and associated procedural guidance sets out to ensure that Theatre Arts Action Trust, considers the need to safeguard children in delivering the various aspects of its business. In carrying out its functions, The Headgate Theatre:

- acts as an employer of paid staff
- operates services with the assistance of volunteers
- hires the venue to organisations for performances which may include children
- hires the venue to organisations who run classes which may include children □ holds a licence for the sale of alcohol and operates a Challenge 25 approach
- stages dramatic productions through its own production body, Headgate Theatre Productions.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child safeguarding guidelines through procedures and a code of conduct for staff and volunteers contained in the Theatre's summary Safeguarding Leaflet (Appendix 1)
- recruiting staff and volunteers safely ensuring all necessary checks are made
- sharing information about child safeguarding and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training

2. Definitions of Child Abuse and Neglect

Children and young people have a right to be safely cared for and protected from, (but not restricted to), neglect, physical, emotional or sexual abuse. Parents and carers need to have confidence that the organisations to which they entrust their children and young people will provide safe care.

All Trustees, employees and volunteers share responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles.

The following definitions have been sourced from The National Network for Child Employment and Entertainment document A Guide to Child Performance Licencing in England (May 2016).

A child is abused or neglected when somebody inflicts harm or fails to act to prevent harm. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

Physical Abuse - May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

Sexual Abuse - Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve: physical contact, including penetrative or non- penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.

Neglect - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse - The persistent emotional ill-treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. There can also be abuse through radicalisation and extremism.

3. Application of Policy

This policy applies to all staff and volunteers directly engaged by The Headgate Theatre. The Headgate Theatre will adhere to the relevant legislation when working with children and young people under the age of 18 years as outlined in the following:

- Children Act, 1989
- Children Act, 2004
- Working Together to Safeguard Children, 2023
- The Children (Performances and Activities) (England) Regulations 2014 updated in 2024

Hirers are required to make their own compliant arrangements in accordance with legislation and best practice, and procedures will be put into place to check that hiring organisations have taken the appropriate action.

The Headgate Theatre expects hiring organisations to have regard to the Headgate Theatre's Safeguarding Policy and Procedures.

The Headgate Theatre does not provide chaperones to hirers and will make that clear in all cases.

A child is defined as anyone up to the age of 18 years. The regulations relating to children taking part in performances, activities (including modelling) apply up to statutory school leaving age, which is the last Friday in June of the school year in which they become 16.

Organisations have a duty of care towards young people from statutory school leaving age until they are 18. They may not be required to be supervised by chaperones, but they still need to be protected by Child Protection policies and procedure.

4. Responsibility for Safeguarding

Overall responsibility for safeguarding rests with the Trustees. The responsibility for implementing and monitoring the policy rests with the Headgate Director and a named Trustee, currently Alison Gaukroger.

Day to day application of the policy is delegated to a named volunteer, referred to as the Nominated Officer. This person will be supported by a nominated deputy. Both these individuals will hold enhanced DBS clearance.

Please note that it is not the role of The Headgate to decide whether a child has been abused or not. This is the role of the Local Authority Children's Social Care. It is however everybody's responsibility to ensure that concerns are shared and action is taken. Referrals should be made to Children's Social Care if it is thought that a child is being abused or at risk of abuse.

5. Induction and Training for Staff and Volunteers

The Charity Commission expects all charities to ensure that trustees, employees and volunteers know about safeguarding and best practice.

All staff and volunteers should be aware of the Children's Safeguarding Policy during induction and of the procedure to follow for reporting possible/alleged cases of harm or abuse.

Retraining, as recommended by NCVO (National Charity for Voluntary Organisations), should take place at least every three years for all staff and volunteers at the right level for their role.

The requirements of Challenge 25 will be clearly explained in the training given to all volunteer bar staff. The Designated Premises Supervisor (DPS) will arrange training for bar volunteers with sufficient frequency to ensure that the bar can be staffed in a sustainable manner by competent volunteers.

The Headgate Director will keep records of who attended and what type of training, together with the date it took place. The Headgate Director will review the training every year.

6. Volunteers

Volunteers are active in all aspects of the business of The Headgate Theatre. When volunteers are being recruited, they will be asked to complete an application form, and their contact details will be kept on a database with controlled access. All volunteers will be interviewed by the Headgate Director or a designated deputy. References will be required. Volunteers must be over the age of 16 on application. All volunteers and paid staff will be given a copy of Safeguarding Children –Staff and Volunteer information (Appendix 1). Where volunteers are asked to be involved in working with children as part of an educational event provided solely by The Headgate Theatre, or in partnership with another organisation, then The Headgate Theatre will:

- ensure that the Nominated Officer is involved in reviewing and signing off the agreed cover arrangements for that event with the organiser
- seek an Enhanced Disclosure for that person through the Disclosure and Barring Service. Only experienced volunteers should be requested to take on such duties
- where a volunteer is acting as a chaperone for children during a production, then the volunteer should be required to obtain a Chaperone Licence, which also requires that they have an Enhanced Disclosure Certificate, meeting the requirements of the awarding County Council. The expectation of a chaperone is clearly explained in the Chaperone's Licence information pack and the production specific training.

7. E-safety

Most young people will use mobile phones and computers. They are a source of fun, entertainment and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or

abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face to face meetings.

Staff or volunteers acting on behalf of The Headgate must not communicate with children who are 16 or under via their phone or on social media. Communication should just be with the parent/carer.

Adult volunteers and HTP performers should seriously consider the risk and appropriateness of becoming 'friends' on social media with any under 16s involved in Headgate Theatre activity.

Children obtaining indecent images or 'sexting'

If a child reports to a member of staff or volunteer that they have sent, or been sent, indecent images (sometimes referred to as 'sexting'), they should discuss the concern with the Nominated Officer.

The Police and Children's Social Care should always be contacted if:

- somebody involved is over the age of 18 or under the age of 13
- there are concerns about the ability to give consent
- the images are extreme or show violence
- the incident is intended to cause physical or emotional harm
- there is reason to believe that the young person has been blackmailed, coerced or groomed.

Details of the incident and the actions taken must be recorded in writing. Staff should avoid scrutinizing the image, video or message in question.

8. Safeguarding Using Video Conferencing (e.g. Zoom)

If a member of the Headgate Theatre is involved in a Zoom meeting with children, the member should ensure that parents are supervising the children whenever they are using Zoom and meetings are password protected. If it is a public meeting only the host can share their screen by turning on the function when setting up the call and the waiting room feature is always on and only let in people you know. Ensure that meeting details or passwords, publicly or on social media, including in 'closed' groups, and only share them privately with attendees you know and trust.

Familiarise yourself with the security icon in the menu bar so you know how to lock the meeting, use the waiting room and remove participants and follow the Headgate's Safeguarding Policy.

9. The Headgate Theatre as a Hirer to Other Organisations

When considering the suitability of productions at the theatre, all hirers will be asked to identify where adult content or language may be inappropriate for children or young people, and this will be included as a warning within the Headgate advertising material.

The Headgate Theatre has a Babes in Arms policy relating to children attending productions. This will be communicated to hirers in the Terms and Conditions of Hire.

Hiring to organisations associated with children under 16

The Headgate Theatre will hire space in the building to other individuals or groups who involve children under 16, usually, but not exclusively, associated with the performing arts. Where the hire is to organisations operating in a business or performance capacity, then The Headgate Theatre will establish, ideally at the issue of the contract and no later than six weeks prior to the event:

- that the hirer carries their own insurance cover for public and employees' liability, and that it is applicable to the hire.
- that the hirer has a Safeguarding Policy reviewed within the last 12 months and is aware of, and operating to, the best practice guidance relating to the child: adult ratio without recourse to The Headgate Theatre staff or volunteers.
- that the hirer has policies in place for managing the safe entrance and exit of children from the premises without recourse to The Headgate Theatre staff or volunteers, and the hirer is not making assumptions about use of communal spaces.
 - the above documentation will be verified by the Headgate Theatre Management Group and will be held in data storage, with all other records, and with restricted access

For all hirers, The Headgate Theatre Management Group will ensure that they are aware of the evacuation procedures and how to contact representatives of the theatre in the event of a problem relating to the premises. All incidents (including the administration of first aid) should be notified to the Headgate Director.

Hiring for Public Performance

As part of the terms and conditions of hire, and where the hire is for a performance involving children or young people under 16, The Headgate Director will require the hirer to evidence that the following has been undertaken:

- Establish with Essex County Council the requirements for the safeguarding of children that are associated with their specific activity by securing a Body of Person licence, or individual licences, as appropriate
- Provide a copy of the relevant licence
- Advise the theatre in advance of the production how the dressing rooms will be organised to meet best practice
- Advise the theatre how the signing in and out of children at the theatre will be managed
- Ensure that the children are briefed on health and safety in the theatre environment, including fire escapes
- Design a set which satisfies not only the usual Health and Safety requirements, but considers any possible risks to children
- Provide clear information to the Headgate Duty Manager each evening about the names of licensed chaperones on duty that evening, movement of children round the building and the signing in/out procedures.

Hiring for non-performance use

Any hirer who is planning to use the facilities for children under 16 must undertake their own risk assessment in advance of the hire and discuss the outcome with the Headgate Director or Hiring Manager. Hirers will be asked to:

- produce a copy of their insurance and Safeguarding policies
- ensure that they maintain a register of attenders
- ensure that they brief participants on the arrangements for fire safety and basic health and safety
- advise the theatre how they plan to manage the signing in/out of attenders and discuss this with the theatre so that it minimises the impact on working environments.

10. The Headgate Theatre as a Provider of Educational Activities

The Headgate Theatre may provide educational activity relating to performing arts. In doing so it will:

- Designate a specific person to have overall responsibility for organising the event, who should provide a report to the Artistic and Programming sub-committee of the Headgate Theatre regarding the arrangements for each event.
- Where facilitators are directly engaged to work with children, arrange to interview that person, obtain references and ensure that they either:
 - o hold a current enhanced DBS
 - o work under the direct observation of a Headgate nominee who holds a current enhanced DBS
- Ensure that any contractual arrangements with a third-party provider clearly document the contribution and responsibilities of each party. This could potentially include the requirements for securing any Body of Persons or individual performance licence agreements, the collection of workshop fees, the provision of suitably qualified leaders and competent helpers having robust administrative procedures to ensure the safety of the child and management of any health or well-being issues. (This list is not exhaustive)
- Ensure that there are sufficient adult helpers to meet the best practice guidance issued by Essex County Council (see Appendix 2 Provision of staff to child ratios for educational activity).
- Ensure that there are sufficient competent volunteers to provide supervision of the children during breaks, at least one of which must hold a current enhanced DBS verified through the update service. If this is not possible a new enhanced DBS will be instigated.

11. Headgate Theatre Productions (HTP)

Headgate Theatre Productions (HTP) plans to deliver five or six productions each year. On occasion, a production will involve children or young people. In these circumstances, the production champion (an experienced person of the Headgate Theatre) would be appointed by APE (Artistic, Programming and Education group)

The production champion will work with the production director and Nominated Officer for safeguarding to set up best practice arrangements for rehearsals and the production week, and will ensure that they:

- get the necessary paperwork and licences completed
- ensure that HTP registration forms are completed before casting is agreed, and consider the age, health and welfare of each child under consideration
- develop a rehearsal and performance pattern that considers the ages of the children and young people involved, noting that:
 - o a child may not perform on more than six consecutive days
 - o the technical and dress rehearsals count as part of the six consecutive days
- establish and maintain an ethos where children feel welcome and familiar with their environment and are informed of personal matters (toilets, dressing rooms etc) and emergency arrangements (fire exits, meeting points etc) and any Health and Safety Procedures (Dangerous equipment, First aid etc)
- inform each child who the appropriate person or people are to speak to if they have any questions, problems or concerns
- ensure that all children are treated with respect and dignity and are treated as individuals and offered equality of opportunities
- always work in an open environment (e.g. avoiding private or unobserved situations and unnecessary physical contact with children) and involve/allow parents/chaperones wherever possible, to take responsibility for the child/children they are responsible for. (Parents must only have responsibility for their own child)
- acknowledge the individual needs of the child e.g. recognising when a child may be tired and may need a break
- ensure that children are supervised appropriately during rehearsals and performances
- ensure that all Chaperones are registered with the local authority in which they reside and have a current enhanced DBS check verified through the update service. If this is not possible a new enhanced DBS will be instigated.
- ensure that all staff and crew who don't necessarily have close contact with children, but who are assisting in the production are aware of their conduct around children in terms of language and physical proximity
- as part of the registration process for the production, ensure that each young person under the age of 18 has their parent/guardian consent to the use of photographic or visual material in advertising or front of house display. Parents are invited to become part of the relevant WhatsApp group for the production.

12. Recording Information about a Concern

It is possible that a Trustee, employee or volunteer at the Headgate Theatre may have cause for concern about the welfare of a child. This may arise because:

- a child/young person may state that something has happened
- physical actions or behavioural indications have been observed, which cause concern
- someone else (adult/child or other young person) reported their concerns regarding the welfare of a child.

Any concerns regarding the welfare of a child within the Headgate Theatre should be reported as quickly as possible to someone who is not involved:

Nominated Person or Deputy

Pat Prestney 07825222780 or in her absence Tony Sharp 07720543006

The Duty Manager or the Headgate Director (Cameron Abbott- Betts) 01206 366000/07957400953 (General Office).

These persons can be contacted outside normal hours.

Remember: the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is a task for the professional child protection agencies.

Lead Trustee must be informed.

13. Disclosure of Possible Abuse

If a child confides in you about a worrying situation that has taken place:

- remain calm and in control, but do not delay in taking action
- listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification
- don't ask questions that suggest a particular answer. Use the following approach:
 - T – Tell me
 - E – Explain that to me
 - D – Describe that to me
- don't promise to keep it a secret
- reassure the child that they 'did the right thing' in telling someone
- tell the child what you will do next. Make it clear to the child that you will need to share the information with others and that you will only tell the people who need to know and who should be able to help
- use the first opportunity you have to share the information with the Nominated Safeguarding Officer, (the person with responsibility for child protection). It is that person's responsibility to liaise with the relevant authorities, usually Children's Social Care or the Police
- never investigate or take sole responsibility for a situation where a child makes a disclosure
- as soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Be careful to record facts. If you are recording hearsay (someone else said...) or opinion, make this clear. Appendix 3 (Adult/Children's Safeguarding Report Form) provides further guidance on the information that might be needed
- note the date, time, any names that were involved or mentioned, and who you gave information to
- make sure you sign and date your record. (Appendix 3 Adult/Children's Safeguarding Report Form)

Where there is a need for advice about a situation, then this can be obtained from the Essex Children and Families Hub. This can be accessed by calling 0345 603 7627.

Please state that you are a member of the public, and you will be put through to a Family Adviser.

Out of hours: Monday to Thursday 5.00pm to 8.45am

Friday to Monday and Bank holidays Fri 4.30pm to Mon 8.45am

Telephone: 0345 606 1212 Email: emergency.dutyteamoutofhours@essex.gov.uk

If there is an immediate risk of harm to a child, then also contact the Police on 999.

If you are generally worried about a child, contact the NSPCC helpline on 0808 800 5000

In case of difficulty in contacting the Essex, Children and Families Hub check the Essex County Council website currently under <https://www.essex.gov.uk/children-young-people-and-families/report-concern-about-child>.

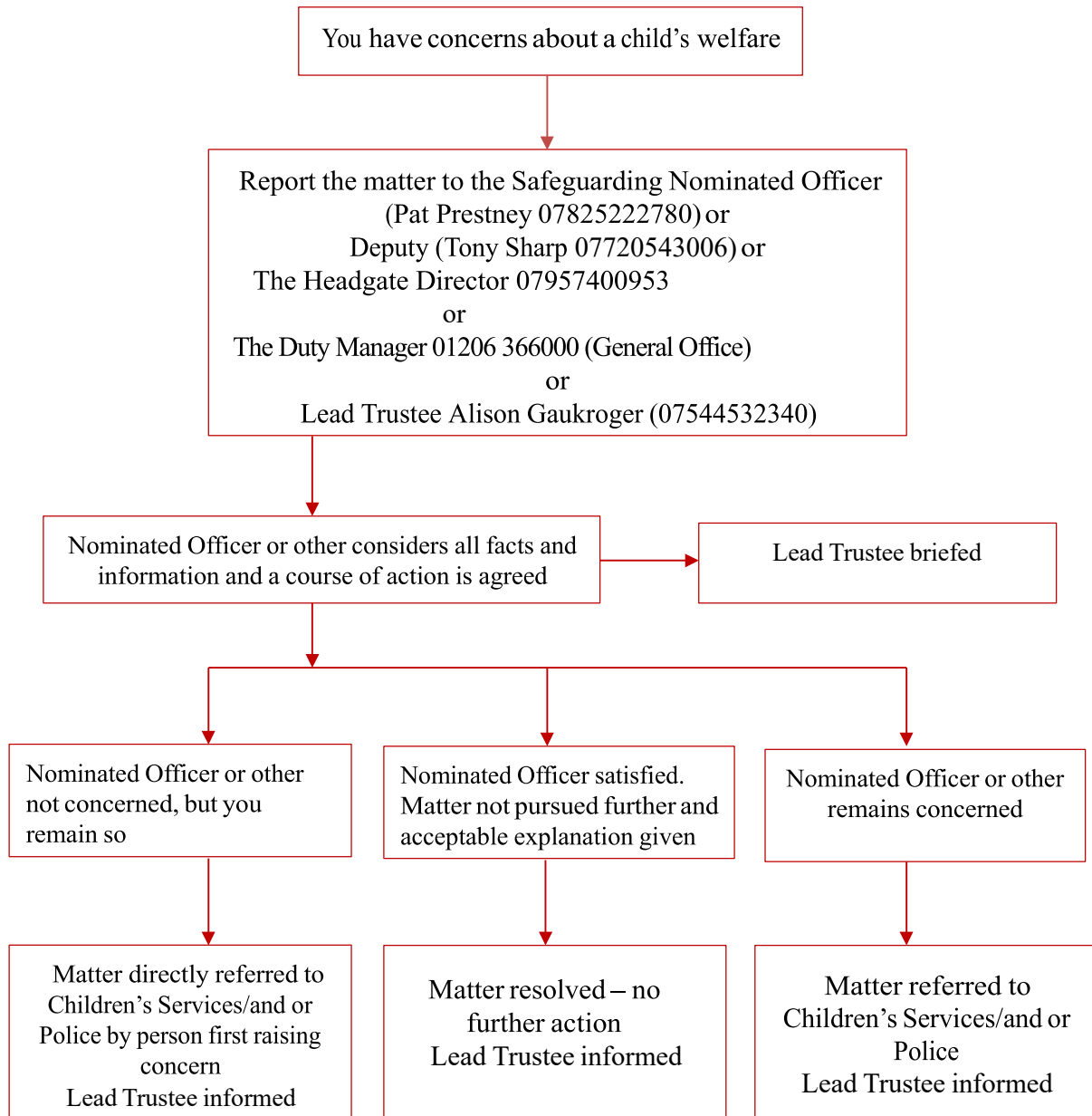
Important:

Reporting the matter to the Police or Children's Social Care should not be delayed by attempts to obtain more information.

Sharing information, with the right people, is central to good practice in safeguarding adults and children. However, information sharing will only ever be with those with a 'need to know'.

Records should be securely maintained and only viewed by appropriate personnel, Children's Social Care personnel or the Police.

14. What To Do If You Have Concerns About a Child's Welfare



15. Allegations Against Staff/Volunteers

This may include anyone directly employed by The Headgate Theatre in a paid or voluntary capacity working with children and young people. It is important for all trustees, staff and volunteers to remember to be aware that child abuse can happen outside of the home within other settings, including sport and leisure activities. Allegations must therefore be taken seriously and appropriate action taken.

However, it may be difficult for the Nominated Person/Deputy or person in charge (usually a Headgate Representative) to distinguish whether an allegation against a member of staff or volunteer is due to poor working practices or abuse. In this case seek help and advice from Essex County Council Children and Families Hub. It may be one of a series of instances, which, put together, can cause concern.

Allegations should remain confidential. There may be difficulties in reporting colleagues, but the way in which they are dealt with should be professional and fair and most importantly protect the welfare of the child. Everyone needs the reassurance of their organisation that they would be supported for their action if they disclosed information about a colleague.

What happens next?

An investigation will be led by Children's Social Care or the Police and involve any relevant member(s) of staff. Again, the main concern would always be for the welfare of the child or young person involved.

The Headgate Theatre should have in place procedures to deal with the outcome of any investigation including:

- advice and reassurance to the public
- media attention
- dealing with staff in the event of allegations being unfounded
- dealing with staff should an allegation about a staff member be true.

16. Children Not Collected from the Premises

If parents/guardians have failed to collect a child from the premises following an event organised by the Headgate Theatre and all reasonable steps have been taken to contact parents/guardians on the contact numbers provided, then the Police must be notified on the non-emergency number 101 who will determine the course of action to be followed.

17. The Role of the Charity Commissioners

All incidents which are brought to the attention of the Nominated Officer or Deputy should be brought to the attention of the Trustees. In addition to carrying out the immediate notifications the trustees will consider whether the matter warrants notification to the Charity Commission or Police (see Appendix 4).

The Commission expects to be made aware if:

- beneficiaries of a charity (adults or children) have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer
- there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity
- there has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including failure to carry out checks which would have identified that a person is disqualified in law, under safeguarding legislation, from working with children or adults.

18. Conclusion

There are many difficult and sensitive issues that are inherent with this subject. By following the guidelines both children and staff are protected, and incidents should be minimised and should incidents occur, staff or volunteers involved will be better placed to deal with the matter.

19. Review of Policy

The policy will be reviewed annually by the Trustees, with a summary of any proposed changes occasioned by revision in legislation, guidance or learning from practical application of the policy being prepared by the Nominated Officer.

Theatre Arts Action Trust

Appendix 1 - Safeguarding children: staff and volunteer information

A Code of Conduct for volunteers undertaking front of house, bar duty or incidental tasks at The Headgate Theatre.

Keeping Children Safe

We can all play a part in keeping children safe whilst we are working/volunteering in or visiting The Headgate.

Keeping ourselves safe

We must take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. We want to promote safe working practice for everyone who comes into the theatre, whatever your role.

Things to Do

Do wear your form of identity at all times

Do maintain confidentiality about the young people you may come into contact with Do be aware that verbal interaction with children and young people may be interpreted by them as offensive or harassment even if this was not your intention

Do report any unacceptable behaviour from a child or young person

Do report any observation involving a child that concerns you to someone else on the premises Do report any incidences of indecent images or ‘sexting’

Do ensure that the child’s parents are supervising if involved in Video Conferencing Do be aware that contact made outside the theatre as a result of you coming into contact with a child whilst you are involved in activity at the theatre, may be misinterpreted.

Things to Avoid

Do not instigate verbal or physical contact with a child/young person, unless it is appropriate and part of an agreed plan (such as measuring for costume

Do not respond to verbal or physical contact from a child or young person that you consider inappropriate, but discuss it with another adult on site

Do not give personal information to any child/young person – for example your full name, address, telephone or mobile number

Do not accept or respond to a child or young person attempting to give you personal information Do not confront an alleged abuser Do not instigate investigation into alleged abuse

Do not be in unsupervised one to one situation with a child/young person whenever possible

Do not accept friendship requests on social media

Do not take photographs on Headgate premises which include children participating in any form of activity without parental consent.

If A Child Discloses Something . . .

Do not

Promise confidentiality
Ask any leading questions
Investigate in any way

Do

Listen Reassure
Tell them you will have to tell someone else
Write a true and accurate account of the disclosure

Please remember

Any group that uses the theatre for a performance involving children is required to have a licence from Essex County Council for that performance and to have chaperones in attendance. This applies even if the tickets are sold direct to parents rather than through our box office. Some areas of the theatre building may be restricted to other users if children are using rooms as changing areas.

The responsibility for children who are performing as part of a hiring group rests with the hirer. In establishing a contract for performance, safeguarding arrangements will be dealt with in the contracting process. Cameron Abbott- Betts is currently the lead for this. He also establishes and monitors the contract arrangements involving children which are not public performance, such as the dance schools.

Theatre Arts Action Trust has its own procedures for any event that is organised through Headgate Theatre Productions, and will ensure that appropriate guidance, risk assessment and licencing arrangements are dealt with.

Have a concern?

Any concern regarding the welfare of a child within the theatre should be highlighted with the Duty Manager or Headgate Director, if available, who will liaise with the Nominated Officer or their Deputy. Where the issue relates to a hiring group, they should be advised of the concern at the time. If there is no-one on site, then please make prompt contact with:

Cameron Abbott Betts - 07957400953

Pat Prestney 07825222780 Nominated Safeguarding Officer

In the event that none of the above can be contacted then please contact 'Essex Safeguarding Children Board' 0345 603 7627 and ask for the priority line (and for out of hours) 0345 606 1212 and advise the action taken to: cam@headgatetheatre.co.uk

The full policy document is available on the Headgate website under Venue Hire/Auditorium/Contracts and Policies.

Appendix 2 - Provision of staff to child ratios for educational activity

The level of supervision must be adequate for educational activity, whether at the organisation's venue or on a journey/ visit. Therefore, when deciding how many adults are required to supervise, The Headgate Theatre must take into consideration a range of practical matters:

- The number and age range of participants in the group
- Other activity taking place on site
- The activities to be undertaken – hazardous activity may carry specific ratios – check the current guidance.
- The contractual arrangement between the activity provider and The Headgate Theatre
- The responsibilities that each individual supervisor and adults are expected to bear and how these are communicated
- The person organising the activity will use his/her professional judgement or experience in deciding the level of supervision taking into account the guidance as stated above.
- Where a party consists of children of both sexes, both male and female supervision should be provided unless otherwise agreed.
- The NSPCC recommended ratios are:

0-2 years	1 member of staff to 3 children
2-3 years	1 member of staff to 4 children
4-8 years	1 member of staff to 6 children
9-12 years	1 member of staff to 8 children
13-18 years	1 member of staff to 10 children

There should be one additional staff member for every 10 extra children and/or young people or part thereof.
- The ratio of staff and volunteers to children with disabilities is dependent on the needs of the individual child.

It is recommended that no journey/visit outside of The Headgate Theatre should be undertaken without a minimum of two adults in attendance.

Bus drivers should not be considered as supervisors.

Arrangements for all off site activity should be approved by the Trustees.

Appendix 3 - Adult/Children's Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding an adult or child. If it is safe to do so, it is important to inform the person about your concerns and that you have a duty to pass the information onto the onsite manager if available or nominated safeguarding lead. The nominated person will consider the information and determine the most appropriate course of action.

Section 1 - Details of adult or child (you have concerns about)	
Name of adult or child	
Address	
Date of Birth/Age	
Contact Number	
Section 2 – Details of the person completing this form/Your details	
Name	
Contact phone number(s)	
Email address	
Your role in the organisation	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details (including date and time) about what you have seen/been told/other that makes you believe the adult or child is at risk of harm or is being abused or neglected. Please use overleaf if necessary.</p>	
Section 4 – Action Taken	

Appendix 4 - Extract from Charity Commission guidance on reporting incidents relating to safeguarding to the Police

UK Criminal Incidents - Reporting offences committed in the UK-to-UK policing
Sometimes it will be immediately clear that an incident involves criminal issues and needs to be reported. Sometimes it will be clear what has happened is of concern, but not

criminal. In some cases, the facts or whether what has happened just may not be clear at the stage you are made aware of it or looking into it.

Where it is clear the incident involves criminality, charities are expected to act responsibly and take action to report it to the authorities. In some situations, the report may need to be made to a statutory safeguarding or other authority aside from, or as well as, the police.

Where a criminal offence has been or has potentially been committed, in the UK, and/or there are safeguarding risks to a child or adult, it should usually be reported to the police force local to where the offence took place.

If the incidents have taken place across different police force areas, the charity should initially report the incident to the police force where the primary offence or greatest prevalence of offending took place.

Information required by UK Law Enforcement on such reports

The type of information the policing is likely to require if you report an incident involving a suspected criminal matter is set out below

- the name of the person suspected of committing the crime
- confirmation of their nationality or claim to UK residency status
- the role they had, for example trustee, employee, volunteer within the charity or relationship with it at the time of the incident
- details of what happened, including date(s) and location(s)
- details of the victim(s), including where known: name, age / date of birth, nationality, location at time of offence, and present location
- outline of the action taken by the charity locally in country, including any steps taken to protect the victim
- why the charity has not referred the matter locally to law enforcement overseas or why they believe the matter will not be progressed
- named contact points for the case within charity and/or local law enforcement If you have it, the policing may also want
- the person’s date of birth
- the person’s address in the UK where known
- details of any witnesses, and what claims they have made
- what if any response the person has provided in relation to the allegations
- details of the person’s employment history with the charity and/or others where known.

End of Document

Policy Name	Safeguarding Policy and Procedures for Children and Young People	Policy No
:	Date Last Reviewed	Version No. 1

Administrator Responsible: Company Secretary Lead Trustee: Alison Gaukroger	July 2023	Contact Informa on: TAAT Company Secretary
APPLIES TO:	All Trustees, Staff, Volunteers, Hirers	

VERSION HISTORY

Version	Approved By	Revision Date	Description of Change	Author
2	Trustees 24 March 2025	April 2026	Change of staff and to ensure that the policy was up to date with current legislation on.	Pat Prestney Tony Sharp
3			Change of staff- new position of Headgate Director. Updated contact details	Pat Prestney Tony Sharp Alison Gaukroger

RELATED POLICIES

Policy Name		
Safeguarding Policy and Procedures for Adults at Risk of Harm		