

CHILD & VULNERABLE ADULTS PROTECTION POLICY  
including Safeguarding and Children in Entertainment  
2026 V1.0

*Updated Dec 2025*

This document is to be used alongside the Constitution and the Code of Conduct and is based upon the NODA Approved Framework and guidance from the NSPCC.

The Iver Heath Drama Club (known herein as the society or club) recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999, Criminal Justice and Court Services Act 2000, Children (Performances and Activities) (England) Regulations 2014 and subsequent guidance from HM Government: <https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>.

A register of qualified adults, including Designated Safeguarding Lead(s), is at the end of this document.

### **Definitions**

**Child:** Any person under compulsory education age (for example birth to date provided by Buckinghamshire Council, normally the Summer at the end of Year 11)

**Vulnerable Adult:** s. 2 of the The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2002 provides a legal definition. For the purposes of this policy the term is paraphrased as being any person over 18 years who is in need of care and support as they are at risk of experiencing abuse or neglect as they cannot protect themselves from harm or exploitation.

The society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm and supporting those experiencing such harm elsewhere. All members of the society accept and recognise their responsibilities to develop awareness of the issues which cause harm.

The society believes that:

- The welfare of the child (any person between birth and compulsory school age) or vulnerable adult is paramount.
- All persons, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the society should be clear on how to respond appropriately.

The society and any one in attendance at a meeting or rehearsal will ensure that:

- All persons will continue to be treated equally and with respect and dignity.
- The duty of care to children and vulnerable adults will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children and vulnerable adults to share in the decision making process where possible
- Enthusiastic and constructive feedback will be given rather than negative criticism.

- Bullying will not be accepted or condoned.
- All adult members of the society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation (on the advice of Buckinghamshire Council and Ivers Parish Council).
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training under the guidance of Designated Safeguarding Leads.
- It will hold a register, using Membership Forms, of every child involved with the society and will retain a contact name and number close at hand in case of emergencies This policy should also be read in conjunction with the society's Code of Conduct and Constitution.

The Role of a Designated Safeguarding Lead (sometimes referred to as a Child Protection Officer), who is in charge of ensuring that the child protection policy and procedures are adhered to, is to be assigned to a sub-committee consisting of Adult and Junior Representatives and at least 1 officer. For clarity, a Junior Representative is an elected committee member who represents the views and needs of under 18s at the committee level and acts as a supportive contact to that group. This policy will be regularly monitored by the Officers of the club and will be subject to annual review, although the Club retains the right to change the policy at any committee meeting.

To comply with guidance and so that members can meaningfully take part in IHDC productions ([A Guide to Working with Children Who Perform \(June 2021\)](#) Buckinghamshire Council) members of IHDC can only join once they are at least 9 years old with parental consent. Any members under this age must have a parent/carer join with them and partake with them as the child will remain in their care at all times.

### **Responsibilities of the Society:**

- Monitor risk throughout the production process.
- Identify at the outset the person(s) with designated responsibility for child and vulnerable adults protection (These will be the Designated Safeguarding Lead with support from Adult and/or Junior Representatives).
- Continue to work with the local education authority / Buckinghamshire Council to maintain the correct vetting procedures (i.e CRBs or DBS) and if/where appropriate have Committee Members with relevant chaperone training.
- Ensure that children/vulnerable adults are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.
- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children/vulnerable adults. The club actively invites all parents/carers to attend any rehearsal or meeting and asks for their help with props, costume and scenery.
- Ensure that members have separate changing areas and are aware of who the Committee Members are.

## **PARENTS/CARERS (including Entertainment Performances Licences for Children)**

- This document along with the Constitution and the Code of Conduct will be available to public viewing at any time by contacting an Officer of the club.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children/vulnerable adults home.
- Ensure that their child or Vulnerable Adult wears a 'base layer' to rehearsals or performances that require a costume change.
- Parents are responsible for obtaining a Child's Performance License if their child requires one from their local authority (where the child lives) as the parents are aware of where a child has 'performed' elsewhere. The society will seek advice from [childemployment@buckinghamshire.gov.uk](mailto:childemployment@buckinghamshire.gov.uk) and obtain a BOPA (<https://familyinfo.buckinghamshire.gov.uk/education-and-learning/children-in-employment-and-entertainment/applying-for-a-body-of-persons-approval-bopa/>) where required.

## **Unsupervised Contact**

- The society will attempt to ensure that no adult has unsupervised contact with children/vulnerable adults.
- If possible there will always be two adults in the room when working with children/vulnerable adults.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure or Disclosure Barring Service check if the member does not have one already.

## **Physical Contact**

- All adults will maintain a safe and appropriate distance from children/vulnerable adults.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child/vulnerable adult prior to any physical contact and the purpose of the contact shall be made clear.

## **Managing sensitive information**

- The society has a policy and procedures for the taking, using and storage of photographs or images of children/vulnerable adults. The club operates an OPT-OUT Policy as per the Code of Conduct and the Constitution.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

## **Disclosure of abuse or concern**

Advice to adults on the appropriate response to a person making a disclosure of possible abuse:

1. Stay calm.
2. Listen to what is said.

3. Find an appropriate opportunity to explain that it is likely that the information will need to be shared – do not promise to keep secrets.
  4. Ask questions for clarification only, and at all times avoid questions that suggest a particular answer. Give reassurance that the right thing has been done by telling.
  5. Explain what you will do next and with whom the information will be shared. Record in writing what was said as soon as possible, in the exact words used, – note the date and time, to whom the information was given – and ensure the record is signed and dated.
- Speak immediately to the person(s) with responsibility for child/vulnerable adult protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
  - As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record – a copy is retained by the Secretary of the club and if required provided to the Police or local authority.

### **Reporting a suspicion or incident**

- If you see, hear of or suspect abuse of any person while in the care of the society, please make this known to a Committee Member – i.e. any Adult or Junior Representative of the Committee. Depending on the nature of the suspected incident that committee member can either attempt to resolve the matter or immediately escalate to an officer. In either case all Officers must be notified as soon as possible.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately by an Officer until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any person.
- It is important to remember that the person who first encounters a case of possible abuse is not responsible for deciding whether abuse has occurred.

### **Recording**

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely by the Club Secretary and shared only with those who need to know about the incident or allegation.

### **Rights & Confidentiality**

- If a complaint is made against a member of the society, he or she will be made aware of his rights under the society's disciplinary procedures – The Code of Conduct.
- No matter how you may feel about the accusation, both the alleged abuser and the child/vulnerable adult who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

### **Accidents**

- To avoid accidents, chaperones, vulnerable adults and children will be advised of “house rules” regarding health and safety and will be notified of areas that are out of bounds.
- If a child/vulnerable adults is injured while in the care of the society, a designated first aider will administer first aid and the injury will be recorded in the society's accident book. This record will be countersigned by the person with responsibility for child protection
- If a person joins the production/club with an obvious physical injury a record of this will be made. This record will be countersigned by the person(s) with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

### **Vetting – Using DBS Checks**

- If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required.
- The society has multiple members with a current DBS and/or a DBS on annual refresh.
- The society will ensure that information contained in the disclosure is not misused.

### **Chaperones (Informal)**

- Informal Chaperones will be appointed by the society, normally parents or carers or responsible adults, for the care of children during any performances or where the club is not kept as a whole in the main hall (i.e. in dressing rooms). By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12. They will complete a Letter of Assurance when the club applies for a BOPA.
- We ask Chaperones read this document prior to each performance run and to read guidance from Buckinghamshire Council, namely [A Guide to Working with Children Who Perform \(June 2021\)](#) .
- For vulnerable adults the club asks that the adult's parent or carer be in attendance if the parent, carer or club feels the adult cannot look after themselves. Informal Chaperones are there to support vulnerable adults and help them raise concerns or needs.
- Chaperones will enforce and abide by this Policy, the Code of Conduct and the Constitution to all members – not just children.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of a Club Officer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- As per the Dangerous Performances Act, no child of compulsory school age is permitted to

do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.

- During performances, chaperones will be co-responsible with parents/carers for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents/carers.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing room/area unless given permission to do so.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Children should be signed out when leaving by the collecting Parent/Carer.
- If a parent has not collected the child, it is the duty of the chaperone and/or Club Officer to stay with that child.

### **If you think the child or children, you are worried about are in immediate danger please call:**

- the Police on [999](tel:999)
- BUCKS First Response on [01296 383 962](tel:01296383962) between 9am to 5:30pm Monday to Thursday, 9am to 5pm Friday. Call [0800 999 7677](tel:08009997677) before 9am or after 5:30pm (5pm on a Friday) or at weekends (Emergency Duty Team).
- NSPCC helpline on [0800 800 5000](tel:08008005000).

IHDC would like to thank the below for their resources and guidance:

<https://familyinfo.buckinghamshire.gov.uk/education-and-learning/children-in-employment-and-entertainment/apply-for-a-childs-performance-licence/>

<https://www.dulwichplayers.org/safeguarding-policy>

<https://morecpd.com/course-page/safeguarding-children-level-3/>

Chaperone Resources: <https://www.nncee.org.uk/page/37/chaperones>

NSPCC Training for Children in Entertainment :

<https://mylearning.nspcc.org.uk/ProductDetails.aspx?ProductID=343>

<https://learning.nspcc.org.uk/news/2024/january/online-harms-protecting-children-and-young-people>



## REGISTER for Safeguarding, First Aid & Health and Safety

Designated Safeguarding Lead(s)	Caroline Streuli	<ul style="list-style-type: none"> <li>• DSL/Safeguarding Training (Dec 2024)</li> <li>• Enhanced DBS with Refresh: 001767415705</li> <li>• Paediatric First Aid (Dec 2024)</li> <li>• OFSTED Registered Childminder: <a href="#">2685179</a></li> <li>• Food Safety &amp; Hygiene Level3 (March 2025)</li> <li>• ICO: ZB381569</li> <li>• Mental Health First Aid (Sept 2025)</li> <li>• PREVENT Awareness (2022)</li> <li>• Child Protection in Early Years (2022)</li> </ul>
	Carol Campling	<ul style="list-style-type: none"> <li>• CRB</li> <li>• Safeguarding Lead</li> <li>• ICO</li> <li>• OFSTED Registered Childminder</li> <li>• Paediatric First Aid (Dec 2024)</li> <li>• Food Safety &amp; Hygiene</li> </ul>
Chaperone	Sharon Dell	<ul style="list-style-type: none"> <li>• DBS (applying Dec 2025)</li> <li>• NSPCC Protecting children in entertainment (in progress Dec 2025)</li> <li>• <i>Applying to Slough BC in Jan 2026 for Chaperone License</i></li> </ul>
Chairman	Matt Streuli	<ul style="list-style-type: none"> <li>• IOSH Managing Safety (2024)</li> <li>• NSPCC Protecting children in entertainment ( Dec 2025)</li> <li>• Fire Warden (2025)</li> <li>• Enhanced DBS with Refresh, 001776286621</li> <li>• DBS Standard with Refresh, 001745825253</li> <li>• Mental Health First Aid / MHFA Instructor (Ongoing Membership with MHFA England)</li> <li>• Lean Competency 1b (Oct2022)</li> <li>• NHS England Health and Wellbeing Champion (2022)</li> <li>• Portable Appliance Testing (2024)</li> <li>• Schwartz Round Facilitator (2022)</li> <li>• Level 2 Food Hygiene &amp; Safety (2020)</li> <li>• Level 2 Support Children with SEND (2020)</li> <li>• Level 2 – Introduction to GDPR</li> </ul>
Stage Manager	Ann Black	<ul style="list-style-type: none"> <li>• Enhanced DBS, 001606934361 (Feb 2018)</li> </ul>
Operations Committee Officer	Alice Campling	<ul style="list-style-type: none"> <li>• Enhanced DBS with Refresh (001921185264 - May 2025)</li> <li>• PREVENT (Dec 2025)</li> <li>• Primary Teaching Assistant in training</li> </ul>
Committee Officer / Playwriter	Lee Hall	<ul style="list-style-type: none"> <li>• First Aid at Work (2025)</li> <li>• Electrical First Aid (2025)</li> <li>• COSHH Assessor (Sept 2025)</li> </ul>
Equality and Inclusion Officer / Panto Director	Kaia Barton	<ul style="list-style-type: none"> <li>• DBS in progress</li> </ul>
Junior Representative	Lucy Campling	<ul style="list-style-type: none"> <li>• Enhanced DBS (Details TBC)</li> </ul>
Junior Representative	Harry Pryde	<ul style="list-style-type: none"> <li>• DBS (Details TBC)</li> <li>• First Aid Essentials (2024)</li> </ul>
Tech Manager	Terry Sharp	<ul style="list-style-type: none"> <li>• DBS (details TBA)</li> </ul>
Adult Member of Club / Actor / Volunteer	Eleanor DeSouza	<ul style="list-style-type: none"> <li>• Applying for Enhanced DBS from Buckinghamshire Council (as of 12 Dec 2025)</li> </ul>



## DOS AND DON'TS FOR CHAPERONES

### DO:

- **check the child is comfortable** – you are the person to whom the child looks to for guidance, protection, clarification and protect
- **stand up for the child above production pressures** – one of a chaperone's greatest strengths is their ability to negotiate with the production company 'on site' and be able to say no when what is being requested of the child is contrary or detrimental to the child's health, well-being and/or education
- **be the child's champion**
- **report any concerns and know how to report them to and know what to do in each case** – chaperones should keep a note of important contacts e.g. the child's licensing authority, the local authority in whose area the child is performing, the child's agent and the child's parent/legal guardian
- **ask to see a copy of the licence**
- **exercise discretion (only when regulation allows) where that is in the best interests of the child**
- **be alert to all possible risks to the child**
- **challenge people and/or behaviours**

### DO NOT:

- **let the child perform if they are unwell**
- **leave the child alone with another adult (unless it's their parent or teacher)**
- **ignore or downplay questionable behaviour from adults or other children**
- **allow the child to be pushed into things that they don't want to do**
- **take photos of the child**
- **seek autographs from performers or become star struck**
- **use inappropriate language (as defined by the club's committee) or smoke whilst on duty**
- **consume alcohol or be under the influence of alcohol whilst on duty or at any IHDC event**
- **wear inappropriate clothing**