
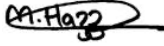




# Safeguarding Policy and Procedures CT31

Approved by <sup>1</sup>		
<b>Name:</b>	Margaret McIntyre	Mark Hazzard
<b>Position:</b>	Designated Officer	Trustee for Safeguarding
<b>Signed:</b>		
<b>Date:</b>	20.03.2021	
<b>Review date<sup>2</sup>:</b>	20.03.2022	

<i>At the time of publishing the following roles were held:</i>	
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<b>Designated Mental Health Lead</b>	Margaret McIntyre
<b>Trustee with Safeguarding responsibility</b>	Mark Hazzard

# CT31 - Safeguarding Policy and Procedure

## 1. SCOPE

- 1.1. This policy applies to all Employees, Volunteers and Trust members at the Carnegie Theatre Trust. We would expect any Partner organisations to act in accordance with the spirit and intent of this policy.
- 1.2. Children and Vulnerable Adults have the right to be safe and happy in the activities that they, or their parents or carers choose, and parents/carers have a right to believe that the organisations to which they entrust their children and Vulnerable Adults are safe. Therefore, all organisations have a duty of care for the children for whom they provide activities or services. Organisations providing activities for children are most probably taking precautions and making every effort to ensure their safety and enjoyment. Sometimes however, there are people who work or seek to work with children and Vulnerable Adults who may pose a risk and may harm them. This policy will help The Carnegie Theatre Trust to take all reasonable steps to prevent this from happening. The protection of children/vulnerable adult is paramount and over-rides all other considerations.

## 2. POLICY

- 2.1 The Carnegie Theatre Trust is committed to practices that protect children from harm and ensuring that the Carnegie Theatre is a great place to visit for everyone. Employees, Volunteers, Trust Members and those working on behalf of the Trust, whether paid or unpaid, accept and recognise their responsibilities to develop awareness of the issues that cause children harm. For the purpose of this policy and these procedures, children, are any person under the age of 18 years, or those who are considered vulnerable adults (*see Appendix 1*).
- 2.2 The policy acknowledges the importance of child protection, both to the individual child and to the Carnegie Trust Employees and Volunteers. The Trust will ensure that all employees, members, partners and volunteers refer to this policy and that it and the accompanying guidelines and procedures are readily available.

## 3. HOW WE ENDEAVOUR TO SAFEGUARD CHILDREN

3.1 We will endeavour to safeguard children by:

- Adopting safeguarding policies and guidelines through a code of behaviour for employees and volunteers.
- All hirers of any area under The Carnegie Theatre Trust where children, young people and vulnerable adults are included in the activity, must provide evidence of their safeguarding arrangements
- Sharing information about concerns with agencies who need to know and involving parents/carers and children appropriately.
- Ensuring that the Criminal Record Bureau, in accordance with their guidelines, checks all staff and volunteers with responsibility for children.
- Making all new staff aware of our child protection policy and procedures.
- We are also committed to reviewing our policy and good practice at regular intervals.

## 4.0 CODE OF CONDUCT AND BEST PRACTICE

These guidelines are designed not only to protect children and vulnerable adults but also to protect staff from positions where false allegations may occur.

### 4.1. You Must:

- Respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
- Act with discretion with regards to your personal relationships. You should ensure that your personal relationships do not affect your leadership role within the organisation. All pre-existing relationships between staff/volunteers and/or participants of any event must be declared.
- Be aware of the procedures for reporting concerns or incidents and should familiarise yourself with the contact details of the Responsible Officer.
- Be aware of the procedures for use of photographs, filming or video. (See Appendices 6, 7 & 8)
- Make others aware if you find yourself the subject of inappropriate affection or attention from a child.
- Report to the Responsible Officer any concerns relating to the welfare of a child in your care, be it concerns about actions/behaviours you have of another staff member or volunteers or concerns based on any conversation with the child; particularly where the child makes an allegation.

### 4.2. You must **not**:

- Spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- Make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as comfort at times of distress, or physical support in contact sport or similar. In all such cases contact should only take place with the consent of the child.
- Take children alone in a car, however short the journey. Where this is unavoidable, it should be with full knowledge and consent of the parents/carer and the person in charge of the organised event.
- Meet children outside of organised activities, unless it is with the knowledge and consent of the parents/carer and the person in charge of the organised event.
- Start an investigation or question anyone after an allegation or concern has been raised. This is the job of Children's Services, Safeguarding Hub. You should just record the facts and report these to the designated person.
- Allow any allegations made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues
- Make promises to keep any disclosure confidential from relevant authorities
- Show favouritism to any one child, nor should you issue or threaten any form of physical punishment.
- Staff should never (even in fun) –
  - o Initiate or engage in sexually provocative conversations or activity
  - o Allow the use of inappropriate language to go unchallenged
  - o Do things of a personal nature that children can do themselves

4.3. This policy should be used in conjunction with the Trust's equality policies, Dignity at Work Policy, the Complaints Procedure, the Disciplinary Procedure and the Data Protection Compliance Policy. The Carnegie Theatre Trust is committed to regularly reviewing its policy and good practice.

## 5. RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

5.1. These guidance notes seek to ensure that all staff have a clear understanding of their responsibilities when working with children and young people.

5.2. The aim of these guidance notes is to ensure that staff:

- Recognise the signs of child abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from other staff and take appropriate action should this occur.

### 5.3. What is child abuse?

Abuse can and does occur in a wide range of settings. The effects of abuse can be so damaging, they may follow a person into adulthood.

## 5.4. Racial Discrimination and Equality

It is likely that people from black and minority ethnic groups may experience harassment, discrimination and institutional racism. Although racism clearly causes harm, it is not in itself a category of abuse. However, it may be considered emotional abuse and is illegal.

## 5.5. People with a disability

People with a disability or impairment may be vulnerable to abuse or poor practice, as they may be unable to express their concerns, protect themselves or fully understand what is happening. Staff and volunteers must avoid discrimination against people with a disability and must be vigilant in caring for these vulnerable people.

5.6. There are four main forms of child abuse:

### 1. Physical abuse

*Where someone:*

- Physically hurts or injures a child intentionally by hitting, shaking, poisoning, burning, biting, scalding, suffocating, drowning or any other physical harm.
- Gives alcohol, inappropriate drugs or poison to a child.

As well as being a deliberate act, physical abuse can also be caused by an omission or failure to act to protect.

### 2. Emotional Abuse

Emotional abuse is a persistent lack of love and affection which can cause severe and persistent adverse effects on the child's emotional development. Examples of this may include when:

- A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn.
- The child is subjected to constant criticism, name calling, sarcasm or bullying.

Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

### 3. Sexual Abuse

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening.

This could include:

- Penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.
- Taking or possessing inappropriate photographic materials involving children.

It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways.

### 4. Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include adequate food, shelter and warm clothing and also medical care. Other forms of neglect include children being left alone unsupervised or being deprived of love and affection.

## 5.7. Bullying

Bullying can be described as persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair use of penal sanctions, which makes the recipient feel threatened, humiliated, or vulnerable, undermines their self-confidence and which may cause them distress. Bullying can take many forms, but the three main types are:

- Physical (e.g. kicking, hitting, theft.)
- Verbal (e.g. racist or homophobic remarks, threats, name calling.)
- Emotional (e.g. isolating an individual from activities)

## **6. RECOGNISING CHILD ABUSE AND BULLYING**

6.1. Recognising child abuse is not easy and:

**It is not the responsibility of staff to decide whether or not abuse has taken place or if a child is at significant risk.**

However staff do have a responsibility to act if they have concerns.

### **6.2. Indications that a child is being abused:**

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents/carer being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow.
- Sudden speech disorders.
- Difficulties in making friends.
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and development level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt
- Loss of weight
- Inappropriate dress for the conditions.

### **6.3. Indications that a child is being bullied:**

- Behavioural changes such as reluctance to attend school or activities previously enjoyed; tearfulness; depression; erratic emotions and loss of concentration
- Physical symptoms such as stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, scratching or damaged clothing and bingeing on food, alcohol or cigarettes.

6.4. This list is by no means exhaustive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby.

6.5. It is crucial that this is only a process of observation and that at no point in time should a member of staff feel they should be actively seeking out abuse or an abuser.

6.6. The responsibility of staff to ensure that if they have concerns about the welfare of a child they must report it to the Responsible Officer and never assume that others will do it.

## **7. RESPONDING TO ALLEGATIONS OF SUSPICIOUS ABUSE**

### **7.1. Responding to a child making an allegation of abuse**

**Do:**

- Stay calm.
- Listen carefully
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.
- Allow the child to continue at their own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done nothing wrong in telling you
- Tell them what you will do next and with whom the information will be shared

- Record in writing what was said using the child's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed and dated.
- Relay this information as soon as possible to the Responsible Officer in accordance with the Trust's confidential reporting code for staff.

**Do not:**

- Dismiss the concern
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep: such as agreeing not to tell someone else
- Speculate or make assumptions
- Approach the alleged abuser
- Make negative comments about the accused person.

Remember that it is important that everyone at the Carnegie Theatre Trust is aware that 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 the task of the child protection agencies following referral to them of concerns about the child.

**7.2. Responding to signs of suspicions of abuse.**

Staff who are concerned about an individual child should record these concerns and raise them at the earliest opportunity in accordance with the confidential reporting code for staff (*See Appendix 2*)

**7.3. Responding to suspicions that a colleague may be abusing a child or not following a code of good practice.**

Any member of staff who suspects that a colleague may be abusing children should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children but also colleagues from false accusations

- Write down the details of the incident following the guidelines in the section on recording set out in these procedures.
- Pass this report to your line manager and personnel at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child and any other children who may be at risk.
- The matter should then be discussed with the Trust Members and the Responsible Officer, who will then consider whether the matter is an issue relating to poor practice, or to child abuse.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to child abuse the matter should be referred to Social Services who may involve the Police, and the employee must be suspended pending the outcome of an investigation into the allegations (carried out by social services). If concerns are identified out of hours, the police and social services provide an out of hours service.

**7.4. Sharing concerns with parents/carers**

There is always a commitment to work in partnership with parents/carers where there are concerns about their children. Therefore, in most circumstances it would be important to talk to parents/carers to clarify any initial concerns. For example, if a child seemed withdrawn, there may be a reasonable explanation. The child may have experienced an upset in the family. There are guidance notes for parents/carers (*See Appendix 9*)

**7.5. When not to share concerns with parents/carers**

If you are suspicious that the parents or carer may be the abuser or you believe that the parent/carer may not be able to respond appropriately to the situation, speaking to them regarding the matter might place the child at greater risk. You should report the suspicion to the Responsible Officer and advice must be sought from Social Services with respect to consulting parents/carers.

The Carnegie Theatre Trust acknowledges that this is an extremely sensitive issue for staff and assures all staff and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child.

## **7.6. Confidentiality**

The legal principle that 'the welfare of the child is paramount' means that the considerations of confidentiality should not be allowed to override the right of the child to be protected from harm.

However every effort should be made to ensure that confidentiality is maintained for all concerned both when the allegation is made and whilst it is being investigated.

## **7.7. Recording and information**

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory agency.

An accurate note should be made of:

- The date and time of the incident and disclosure
- The parties who were involved
- What was said and done by whom
- Description of any visible injuries or bruising
- Any further action taken by the Carnegie Theatre Trust to investigate the matter
- Any further action e.g. the suspension of a worker
- Where relevant, reasons why there was no referral to a statutory agency.
- The full name of the person/s reporting and to who reported.

The report should be stored securely within the Personnel Department and shared only with those who need to know. All referrals made to Children's Services Safeguarding Hub or the Police, should be confirmed in writing and followed up with a copy of the incident report within 24hrs. It should also be recorded on the incident form the Social Services member of staff to whom concerns were passed and the date and time of the call. (See Appendix 4).

These procedures not only serve to protect children but also protect employees, volunteers and the council itself.

The importance of good record keeping in this area cannot be over stressed.

(See Appendix 3)

## **8. COMPLAINTS PROCEDURE**

8.1. It is important to maintain an open culture where Employees, Trust Members, Volunteers, children or parents feel able to express concerns both about child protection issues and issues of poor practice when dealing with children and vulnerable young children

8.2. Trust employees and members can complain about other employees or Trust members by following the grievance procedure.

8.3. An easy to follow complaints procedure for members of the public including partners, volunteers and young people will be made readily available.

## **9. RECRUITMENT & TRAINING**

### **9.1. Recruitment**

Through its recruitment procedures for all employees and volunteers who work directly with children, The Carnegie Theatre Trust will:

- Check for convictions for criminal offences against children in accordance with current legislation (CRB Check) (see Appendix 5)
- Obtain 2 references from people who have had experience of the applicants work with children, (either paid or a voluntary basis)
- Advise the applicant of the organisations open and positive approach to child protection and the procedures to follow.
- Train staff, their line managers and supervisors, in the detection of child abuse and in good working practice

### **9.2. Training**

The Carnegie Theatre Trust has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with children. This Trust's training process will help staff to:

- Be able to recognise the different signs of abuse and what appropriate course of action should be taken.
- Have an understanding of the potential risk to themselves and ensure that good practice is adhered at all times.
- Recognise signs of improper behaviour from other employees and take appropriate action should this occur

All staff who work directly or indirectly with children will be required to attend training in the above areas.

## **10. DESIGNATED CHILD PROTECTION / VULNERABLE PERSON OFFICER – RESPONSIBLE OFFICER**

10.1. The Trust's monitoring officer will be responsible for dealing with all allegations and suspicions of abuse.

The officer will:

- Receive and record information from employees, volunteers, children or parents and carers who have child protection concerns
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- Consult initially with statutory safeguarding agency i.e. Social Services to test out any doubts or uncertainty about the concerns as soon as possible.
- Make a formal referral to a statutory agency or the police without delay.

10.2. It is not the role of the Trust to decide whether a child has been abused or not. This is the task of Children's Services Safeguarding Hub which has the legal responsibility. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.

10.3 The designated safeguarding officer should be aware of the local child protection network, the role of the area child protection committee and the existence of the local child protection procedures.

10.4. The officer needs to be aware of the relevant contact numbers and addresses of the statutory agencies in the area and should have received basic level training in child protection.

## **11. ROLES & RESPONSIBILITIES**

11.1. The Carnegie Theatre Trust has a duty of care for the children that we provide activities or services for and make every effort to ensure their safety and enjoyment. We also have the duty to "Lead by example and value one another" we must ensure that all employees, members, partners and volunteers adhere to this policy.

11.2. Everyone who works for The Carnegie Theatre Trust is responsible for ensuring they adhere to this Policy. Managers and Supervisors are expected to ensure employees and volunteers are aware of this policy; and to notify the Responsible Officer with any matters of child protection brought to their attention. This will be done in strict confidence. Managers and supervisors will also be expected to ensure that staff working with children attends relevant training.

11.3. Individuals have a responsibility to ensure they adhere to this policy and notify the Responsible Officer any matters of child protection. They will also be responsible for identifying their training needs and undertaking the relevant training should they themselves be working with children. If staff are holding events with partner organisations or using premises/land not owned by the Carnegie Theatre Trust, it is the responsibility of the individual organising the event to



check if any Child Protection Policies are already in place and ensure these are adhered to. If none are in place our own policy must be adopted.

11.4. It is the responsibility of the Trust to ensure the policy is widely available and that the policy is regularly reviewed. They must work with Managers and Supervisors to ensure the relevant training is available. It is the responsibility of the Trust to identify when CRB checks are required and to ensure the check is carried out. Personnel will also store records of reported incidents.

11.5. *The role and responsibilities of the Responsible Officer is set out in Paragraph 10.*

## **12. DEFINITIONS**

For the purpose of this policy:

12.1. **“Child”** means any child up to the age of 14 and any young person up to the age of 18, or those who are considered vulnerable (*see Appendix 1*)

12.2. **“Staff”** means employees, volunteers, Trust members and those working on behalf of the Trust, whether paid or unpaid,

12.3. **“Responsible Officer”** will be the designated Child Protection Officer and will be responsible for dealing with all allegations and suspicions of abuse.

12.4. **“Consent”** is the permission given by the child and/or parent or carer for the child to take part in the requested activity.

12.5 **“Trust”** is the Carnegie Theatre Trust.

## **APPENDIX 1**

### **WHO SHOULD BE CONSIDERED A VULNERABLE ADULT?**

Such vulnerable adults may include those with a communication problem, with learning disabilities, those who live in a residential home setting, those whose home and personal lives are creating severe emotional pressures.

The individual adult and the setting both need to be taken into account. Where projects are adopting an inclusive play approach – i.e. an attitude to try to accommodate all abilities- the child protection issues must be carefully weighted in terms of ensuring the right resources are in place. For example, if a vulnerable adult who does not communicate by normal speech is present regularly, is there someone who can “speak”/ “listen” in terms appropriate to that child’s experience

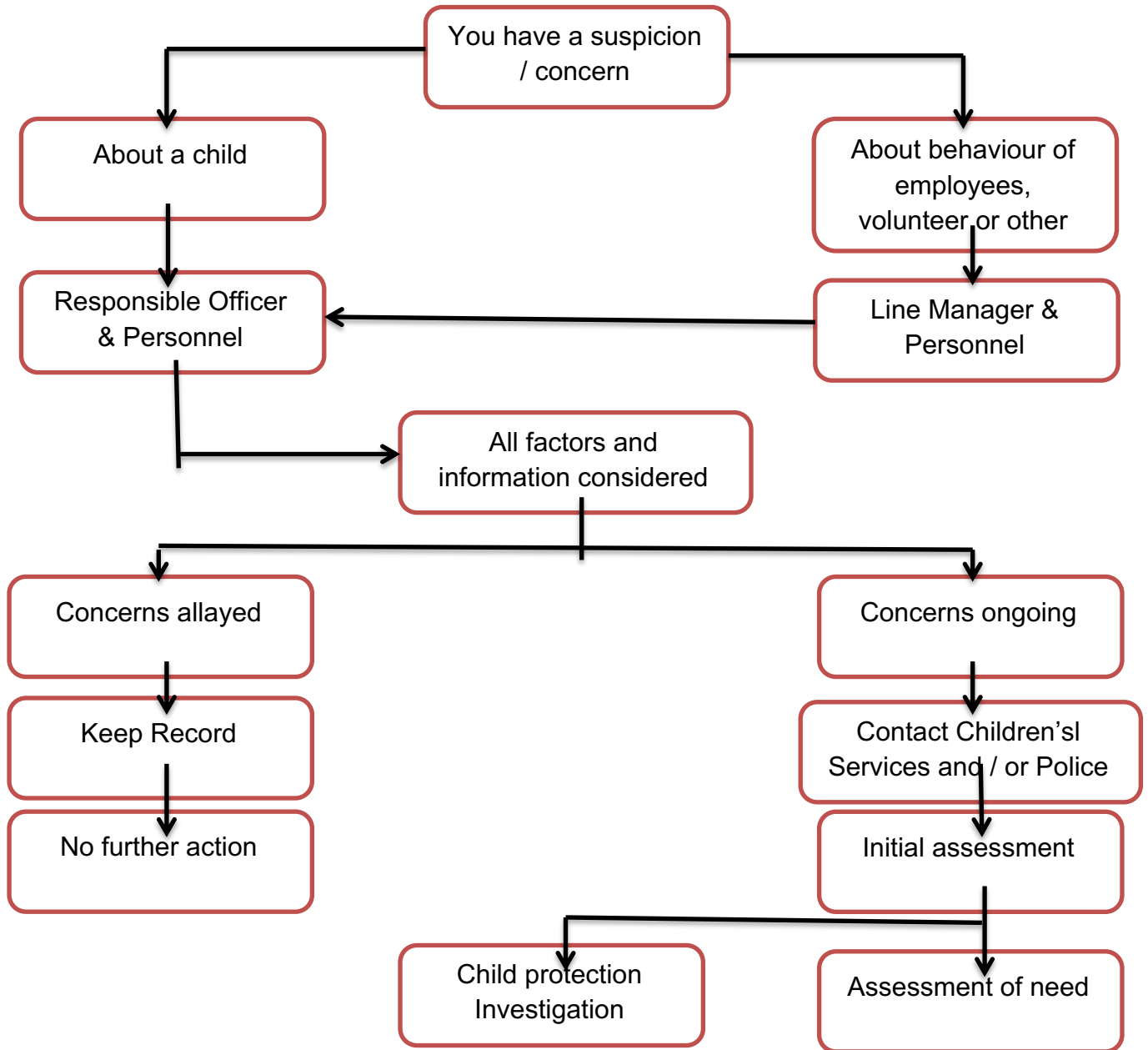
## APPENDIX 2

### CHECKLIST FOR REPORTING SUSPECTED ABUSE:

Your Name & Position		
Name of Child:	Age and Date of Birth	
Any special factors e.g. disability or non- English speaker		
Parents / carers names:		
Home address and phone number:		
Are you reporting your own concerns or passing on those of somebody else?		
Give Details:		
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.		
Any physical signs, behavioural signs, indirect Signs?		
Have you spoken to the child? If so what was said?		
Have you spoken to the parent(s)/carer(s)? If so what was said?		
Has anybody been alleged to be the abuser? If so, give details.		
Have you consulted anybody else? Give details.		
Signature: _____ Today's date _____		
Received By: _____	Position: _____	Date _____

APPENDIX 3

REPORTING CHILD PROTECTION CONCERNS – A SUMMARY



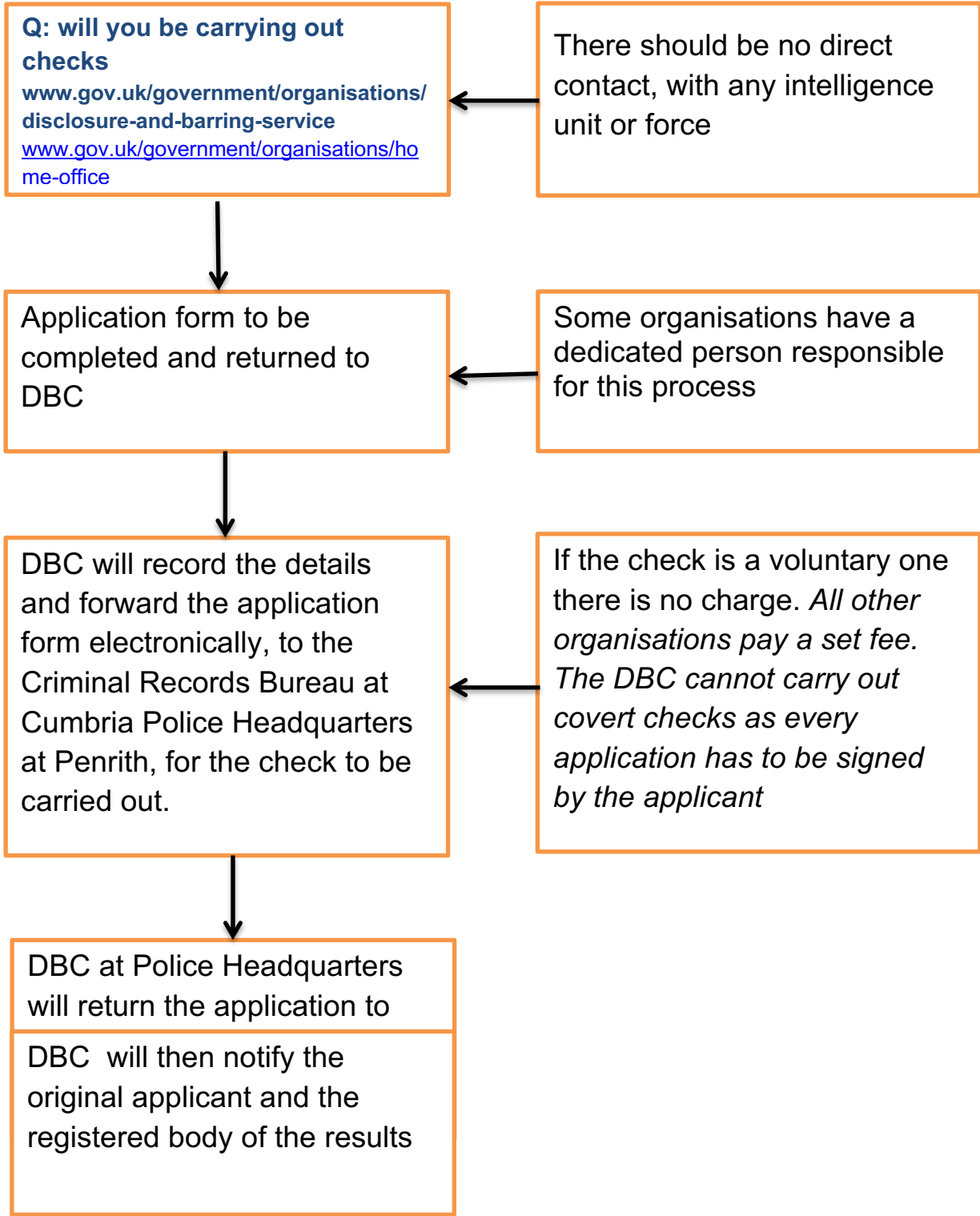
## APPENDIX 4

### USEFUL CONTACT INFORMATION

<b>Cumbria Child Employment and Entertainment Team</b>	<b>Blencathra House Tangier Street, Whitehaven CA28 7UW</b>	<b>Cumbria SCP 03332401727 Email:safeguardinghub.fax.cumbria.gov.uk</b>
<b>Cumbria Police</b>		<b>08453300247</b>
<b>Sports Coach UK</b>	<b>114 Cardigan Rd Headingley Leeds LS6 3BJ</b>	<b>0113 274 4802</b>
<b>Department of Health</b> <i>(for Protection of Children Act POCA list details, DBC information and current legislation)</i>	<b>Consultancy Services Room 133 Dept. of Health Wellington House 133-135 Waterloo Rd. London SE1 8NG</b>	
<b>Childline</b> Childline is a service provided by NSPCC	<b>Freepost 1111 London N1 OBR</b>	<b>0800 1111</b>
<b>DISCLOSURE AND BARRING Bureau</b>	<b>15 Perry Avenue Rhewl Oswestry SY10 7AW</b>	<b>01691 662255 Helpline: 01325 953795</b>
<b>The NSPCC</b>	<b>Weston House 42 Curtain Rd. London EC2A 3NH</b>	<b>020 7825 2500 Helpline 0808 800 5000</b>

APPENDIX 5

DISCLOSURE AND BARRING CHECKING SERVICE -PROCESS AND FLOW CHART



## APPENDIX 6

### USE OF PHOTOGRAPHS OR RECORDED IMAGES

It is our duty to ensure that all publications and media represent children and vulnerable adults appropriately and with due respect

It is not our intention to prevent parents/carers from taking pictures of their children but rather to ensure photographic practices are carefully monitored and to deter anyone with undesirable intentions.

- Any person wishing to engage in the use of video or photography must register their intentions and provide proof of identity, to the event organiser.
- The use of photographic mobile phones at organised events or training is prohibited, unless registered as a photographic device.
- At the event, following registration and proof of identity, a sticker with the name and date will be issued and must be worn during the event.
- Failure to adhere to these criteria may result in the individual being refused entry or being asked to leave.
- If the event organiser or their representative suspects inappropriate photography or filming, they will request the person to leave the venue and to surrender any film relating to the event.
- A list of registered persons will be confidentially archived to facilitate any enquires by police or social services.
- A statement regarding these procedures will be displayed at the event and be included in the programme.
- A photograph or video/still image of a child printed in publications or on our website should not be published without written consent from parent/carer, and personal information of any individual should not accompany the image.
- If commissioning a professional photographer or inviting the press to an event, it is important that they understand your expectations. *NB It is common policy for the Press to print personal details in their publications if they obtain the information, however you must ensure that they are aware of our policy and that parents are aware it is at the discretion of the press to publish personal details not our own.*
- Care must be taken to ensure that images of children who are under court order are not recorded or published without permission
- Simultaneous streaming of images onto a website should be avoided to inappropriate editing of the images. It is also recommended that an independent server is used to ensure that images cannot be accessed, copied or downloaded.

### FOR COACHING PURPOSES

- Ensure that the performers and their parent/carer are aware of the purpose of the filming as a coaching aid.
- Care should be taken to securely store the video materials to avoid inappropriate usage.
- Images taken should not be shared with anyone else or for promotional purposes unless written consent form parent/carer

**APPENDIX 7**

**PHOTOGRAPH & RECORDED IMAGES USAGE FORM**

The Carnegie Theatre Trust recognises the need to ensure the welfare and safety of children. As part of our commitment to ensure the safety of children we will not permit photographs, video or other images of children to be taken or used without the consent of the parent/carer of the child.

The Carnegie Theatre Trust will follow guidance for the use of photographs or recorded images as set out in our Child Protection Policy. We will take all steps to ensure these images are solely used for the purpose they are intended, which is the promotion and celebration of the event.

**To be completed by parent/carer**

Event Name \_\_\_\_\_  
Event Organiser: \_\_\_\_\_  
Venue: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I \_\_\_\_\_ (insert parent/carer full name), consent to The Carnegie Theatre Trust, photographing or videoing \_\_\_\_\_ (name of child) under the stated rules to be used in local papers and or other publicity material including the Theatre website. I also confirm that I am legally entitled to give consent.

I also confirm that \_\_\_\_\_ (name of child) is not under a court order.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ On behalf of \_\_\_\_\_  
Date \_\_\_\_\_

*NB:* The Carnegie Theatre Trust will not print any personal details with photographs/images however, please be aware that it is common policy for the Press to print personal details in their publications if they obtain the information. We will ensure that they are aware of our policy.



**APPENDIX 8**

**REGISTRATION FORM – Photography, filming or video**

The Carnegie Theatre Trust Child Protection Policy requires that any person wishing to engage in photography or filming at an event must register their intent with the event organiser in advance of any photography or filming taking place. Please refer to the policy for further guidance.

Please complete the information and bring proof of identity with you and show to the event organiser to be included in the registration list.

Event Name \_\_\_\_\_  
Event Organiser: \_\_\_\_\_  
Venue: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_  
Name of Child: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I declare that the purpose of videoing, filming or photographing at the organised event is for coaching or family use and that I will not in any way use or alter or permit the use or altering of images for inappropriate use.

Signed by the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ On behalf of \_\_\_\_\_  
Date: \_\_\_\_\_

## APPENDIX 9

### GUIDANCE FOR PARENTS/CARERS

If your child is participating in any events organised by the Carnegie Theatre Trust it is essential that you are aware of the event organiser and develop good communications with them so that you can easily discuss any concerns you or the organiser have. As a parent/carer you should be aware that:

- The Trust has a child protection policy in place.
- There is a designated child protection officer (Responsible Officer) in place and children and parents/carers can talk to them about concerns without fear or victimisation and reprisal.
- There are procedures in place for dealing with concern, complaints and disciplinary issues.
- The Trust requires all staff/volunteers working with children to attend Child Protection Awareness training and that CRB checks have been carried out.
- Parents/carers are not discouraged from watching or becoming involved.
- It is within our policy not to publish personal details of a child when producing publications or articles on our website however if the Press attend an event they may print pictures with personal details only where written permission has been given by Parent. Press will be made aware of our policy