



EXTENT

Stage Productions

Extent Stage Productions

Child Protection and Safeguarding Policy

Reviewed	January 2025
Owner	Courtney Clark
Next Review	January 2026

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Policy

1.1 Introduction

This Child Protection and Safeguarding Policy outlines the commitment of EXTENT STAGE PRODUCTIONS to promoting the welfare and safety of all children and young people involved in our activities. We believe that every child deserves to participate in a safe, secure, and enjoyable environment. This policy applies to all members, staff, volunteers, and anyone involved in the activities of EXTENT STAGE PRODUCTIONS.

1.2 Legal Framework

Our child protection and safeguarding practices are guided by relevant legislation and regulations, including but not limited to:

- a. The Children and Young persons Act 1963.
- b. The Child (Performances) Regulations 1968.
- c. The Protection of Children Act 1999.

1.3 Definitions

- a. Child: Any person under the age of 18 years.
- b. Safeguarding: The process of protecting children from harm and promoting their well-being.
- c. Child Protection: Actions taken to protect children who have been identified as suffering, or at risk of suffering, significant harm.

1.4 Roles and Responsibilities

- a. Designated Safeguarding Lead (DSL): A designated individual responsible for child protection and safeguarding within EXTENT STAGE PRODUCTIONS. Their role includes ensuring compliance with this policy, promoting awareness, and handling any child protection concerns.
- b. Next Senior Member: A designated individual responsible for child protection and safeguarding within EXTENT STAGE PRODUCTIONS when the DSL is not present, or if the report is regarding the DSL.
- c. Staff and Volunteers: All individuals involved in EXTENT STAGE PRODUCTIONS activities must familiarise themselves with this policy, report any concerns to the DSL, and adhere to the procedures outlined herein.
- d. Parents and Guardians: Parents and guardians are encouraged to communicate with EXTENT STAGE PRODUCTIONS and inform us of any relevant information regarding their child's welfare, including medical conditions or special requirements.

1.5 Recruitment and Training

- a. All staff and volunteers who work directly with children and young people must undergo a thorough recruitment process, which includes obtaining references and conducting appropriate background checks, such as DBS (Disclosure and Barring Service) checks.
- b. Regular training sessions will be provided to staff and volunteers to ensure they are aware of child protection issues, recognise signs of abuse, and know how to respond appropriately to concerns.

1.6 Health and Safety

- a. We will maintain a safe and secure environment for all participants, including regular inspections of the premises to identify and address potential hazards.
- b. Risk assessments will be conducted for all activities, considering the age, abilities, and individual needs of the children involved.
- c. First aid provisions will be available during all EXTENT STAGE PRODUCTIONS activities, and staff/volunteers will receive training in basic first aid. A fully stocked first aid kit will be available at all venues.

1.7 Reporting and Responding to Concerns

- a. All staff, volunteers, and participants have a responsibility to report any concerns or suspicions regarding the welfare of a child. These concerns should be raised immediately with the DSL.
- b. The DSL will follow the appropriate procedures, maintain accurate records, and liaise with relevant agencies as required.
- c. Confidentiality will be respected, but the welfare of the child will always take precedence.

1.8 Anti-Bullying

Definition of bullying:

Bullying is any behaviour that is repeated and intended to hurt, intimidate, or upset another individual. This can include physical, verbal, emotional, or cyberbullying, and may take place in person or online.

- a. Extent Stage Productions maintains a zero-tolerance policy towards bullying, both physical and verbal. Bullying will be addressed promptly and robustly.
- b. Participants are encouraged to report any incidents of bullying to a member of staff or volunteer.
- c. Staff and volunteers will be trained to recognise the signs of bullying and to respond effectively.

1.9 Photography, Filming and Mobile Phones

- a. Consent will be sought from parents/guardians before taking photographs or videos of children participating in EXTENT STAGE PRODUCTIONS activities.
- b. Photographs or videos will be used solely for promotional purposes, adhering to the data protection regulations.
- c. Children are not permitted to use personal mobile phones to take photographs or videos during sessions unless explicitly authorised by a member of staff for a specific, supervised activity.
- d. Where permission is granted, children may only take photographs for approved purposes and must upload them directly to the designated and monitored Google Drive.
- e. Staff will review all uploaded content regularly to ensure it is appropriate and complies with our safeguarding standards.

1.10 Review

This policy will be reviewed annually to ensure it remains up-to-date and effective. Any changes or updates will be communicated to staff, volunteers, and parents.

Procedures

2.1 Reporting Concerns

- a. Any member, staff, volunteer, or participant who has a concern about the welfare or safety of a child should immediately report it to the Designated Safeguarding Lead (DSL). If the DSL is not available, the concern should be reported to the next senior member of staff or volunteer.
- b. Concerns can be raised in person, by phone, or in writing. The DSL will provide a safe and confidential environment to discuss the concern.
- c. It is important to record the details of the concern, including date, time, location, and any relevant information about the child or individuals involved. This record should be shared only with authorised personnel involved in handling the concern.

2.2 Responding to Disclosures

- a. If a child discloses any form of abuse or neglect, staff and volunteers should listen carefully, calmly, and without judgment. It is crucial not to ask leading questions or make promises that cannot be kept.
- b. Reassure the child that they have done the right thing by speaking up and that they will be supported and protected.
- c. It is important not to investigate or probe further. The staff/volunteer should only gather the necessary information to pass on to the DSL.
- d. The DSL should be informed immediately about any disclosures or concerns raised. They will take appropriate action, following the organisation's internal procedures and statutory guidance.

2.3 Contacting Authorities

- a. If there is an immediate risk of harm to a child, emergency services should be contacted by dialling the local emergency number, which is 999 in the United Kingdom.
- b. The DSL will contact the relevant local child protection services, such as social services or child protective agencies, to report the concern or allegation.
- c. The DSL will follow the guidance provided by the authorities and cooperate fully with any investigations or inquiries.

2.4 Confidentiality and Information Sharing

- a. Confidentiality should be maintained at all times, and information should be shared on a need-to-know basis only. Staff, volunteers, and participants should be made aware of the importance of confidentiality.
- b. Information relating to child protection concerns should be stored securely and separately from general records. Access should be limited to authorised personnel only.
- c. The DSL will liaise with appropriate agencies and share relevant information as required by law or for the purposes of child protection.

2.5 Support for the Child

- a. The welfare and support of the child involved in a child protection concern are of utmost importance.
- b. The DSL will work closely with the relevant authorities and agencies to ensure appropriate support services are provided to the child and their family.
- c. EXTENT STAGE PRODUCTIONS group will cooperate with any recommendations or requirements made by child protection agencies to safeguard the child's well-being.

2.6 Review and Training

- a. These child protection procedures will be reviewed periodically to ensure they remain up-to-date and effective.
- b. Staff, volunteers, and participants will receive regular training and updates on child protection and safeguarding practices.
- c. EXTENT STAGE PRODUCTIONS will provide opportunities for staff, volunteers, and participants to raise questions or concerns regarding child protection procedures and provide feedback on their implementation.
- d. Any changes or updates to the procedures will be communicated to all relevant individuals within EXTENT STAGE PRODUCTIONS.

Remember, these child protection procedures should be implemented in conjunction with the Child Protection and Safeguarding Policy, and all members, staff, volunteers, and participants should be made aware of their existence and significance.

Designated Safeguarding Lead

COURTNEY CLARK – 07743 491844

Next Senior Member

EMILY-ROSE MALONE – 07802 760579

January 2025