



LAMP

Linlithgow Amateur Musical Productions
incorporating



LAMP Children's Theatre

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SAFEGUARDING POLICIES and PROCEDURES



linlithgow-musicals.co.uk
Registered Scottish Charity 023389
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Safeguarding Policies and Procedures

Child Protection Policy

This policy applies to all members, production team members and volunteers or anyone working on behalf of Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre, henceforth referred to as LAMP.

All of us at LAMP promise to make sure that children and young people have the best time possible while taking part in our activities. We all believe that children and young people have a right to feel safe and comfortable whilst they are with us. We will do our very best to live up to the promises that we make them.

We will:

- ✓ **Make everyone feel welcome**
- ✓ **Always think about children and young people's needs as the main consideration**
- ✓ **Treat all children and young people fairly**
- ✓ **Make sure our members, committee members, volunteers and paid officials know what they are supposed to be doing**
- ✓ **Make our activities as safe as possible**
- ✓ **Listen to our children and young people**
- ✓ **Do our best to ensure our children and young people have fun**
- ✓ **Do what we say we will do**

The purpose of this policy:

- To protect children and young people taking part in our activities
- To provide our members, production team members and volunteers with the principles that guide our approach to child protection

LAMP believes that children and young people should not experience abuse of any kind. We have a responsibility to promote and safeguard the welfare of all children and we are committed to practicing in a way that protects them from harm.

We recognise that:

1. The best interests of the child must always be a primary consideration
2. All children and young people should be treated fairly and with dignity and respect
3. All children and young people have the right to protection from harm, abuse, neglect and exploitation
4. All children and young people have the right to express their views on matters that affect them

We will keep children and young people safe by:

1. Having a designated Child Protection Officer
2. Taking a safe recruitment approach for production members
3. Ensuring our members and volunteers are aware of our Safeguarding policies and procedures
4. Keeping our Safeguarding policies and procedures up-to-date and in line with current legislation

Our Child Protection policy should be used in conjunction with our other policies and procedures:

- Disciplinary and Grievance Policy
- Equal Opportunities Policy
- Social Media Policy
- General Data Protection Policy
- Referral Policy (Appendix 1)
- Children (Performance and Activities) Scotland Regulation 2014 License Application (Appendix 2)
- Code of Behaviour (Appendix 3)
- Bullying Procedures (Appendix 4)
- Typical Rehearsal Schedule (Appendix 5)
- Rehearsal Risk Assessment (Appendix 6)
- Theatre Risk Assessment (Appendix 7)
- Reporting Flowchart

Legal Framework

United Nations Convention on the Rights of the Child (UNCRC)

Protection of Vulnerable Groups (Scotland) Act 2007

Equality Act 2010

Children and Young People (Scotland) Act 2014

General Data Protection Regulation (GDPR) 2018

Getting It Right For Every Child (GIRFEC)



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CHILD PROTECTION POLICY



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CHILD PROTECTION POLICY

Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre (hereafter referred to as the Society) values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in musical theatre in a healthy and safe environment.

Our safeguarding policy

This policy applies to all members and production officials, including Management Committee, paid officials, volunteers and helpers, students or anyone working on behalf the Society.

The purpose of this policy:

- to protect children and young people who participate in the Societies events. This includes the members of LAMP Children's Theatre, young people participating in LAMP productions, children of adults who also participate in Linlithgow Amateur Musical Productions, and those who volunteer.
- to provide members, paid officials and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

The Society believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Protection of Children (Scotland) Act 2003.

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. All members of the society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The Society (by way of the Management Committee) will appoint have a child protection officer for Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre. This person's name shall be minuted at the Management Committee meeting following the AGM.

A copy of this child protection policy will be made available to all playing, non-playing, student and Children's Theatre members and Friends of the Society. The policy will also be made available to all production officials and volunteers for each production of the Society.

The Society will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
- 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.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.

Purposes

The purpose of the Society, specifically LAMP Children's Theatre is to offer its members a safe and welcoming environment where the children can grow and learn in musical theatre. Whether this be through LAMP Children's Theatre activities or through other independent groups working in partnership with LAMP Children's Theatre.

Aims

- To provide musical theatre activities for children theatre members to help them develop in musical theatre to provide support for them.
- To enable the children to express themselves.
- To assist the children in integrating and participating in larger groups, and understand how to effectively work together for the greater good.
- To help children/young people appreciate the diversity of their cultures.

Organisation

- Each Children Theatre member should be formally registered with the group. The information includes an information/consent form which their parent/guardian must complete, including consent to photography/video for publicity purposes for the Society. These forms have vital information about health and emergency contacts and should be kept securely by the Secretary.
- Only the Secretary will have access to these registration forms.
- Only vital health and emergency contact information is to be brought to each session, principally by the Secretary, but a nominated person of the Management Committee (usually the Child Protection Officer) may be responsible for this if the Secretary is not going to be present at rehearsal.
- An attendance register will be kept for each session.

Child Protection Officer

The Society (by means of the Management Committee) shall appoint a child protection officer. If any person has any child safety concerns, they should discuss them with the child protection officer. They will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid officials and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Officer.
- Ensure that any paid officials, management committee and volunteers have an appropriate Volunteer Scotland Disclosure (PVG) Scheme Record or Updated Scheme Record, Standard or Enhanced disclosure specifically for "Linlithgow Amateur Theatre".

This policy will be reviewed by the Management Committee when appropriate to ensure that it is meeting its aims.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a paid official, Management Committee member, volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such, meetings should be planned and have the approval of either the President (or Vice-President in the absence of the President) and Child Protection Officer (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

Parents/Guardians

The Society believes it to be important that there is a partnership between parents/guardians and the Society. Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of children.

- All parents will have access to a copy the Society's Child Protection Policy.
- 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 home.

Unsupervised Contact

The Society will attempt to ensure that no adult has unsupervised contact with children.

- If possible there will always be two adults in the room when working with children.
- 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.

Physical Contact

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

Child Safety

1. Make sure that the area being used for activities is fit for the purpose, e.g. remove furniture, which could cause injury during rehearsals.
2. Make sure that all paid officials and volunteers know
 - Where the vital health and emergency contact information is at each session
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.
4. If private cars are used for an outing, the drivers must be approved by the Management Committee, be properly insured and have rested before driving, and should have valid licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.
5. Backstage chaperones will be appointed by the Society for the care of children during the performances. 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 20.

6. No person shall be allowed backstage before, during or after costume rehearsals, technical rehearsals, dress rehearsals of full performances unless they have been issued with and signed for a backstage pass (usually issued by the Child Protection Officer).
7. Children will always be kept together except when using separate dressing areas. Young people involved in LAMP productions will have designated changing areas separate and secluded from adult changing areas.
8. Chaperones will be aware of where the children are always.
9. Children are not to leave the theatre unsupervised unless in the company of their parents or carers.
10. Children and young people under 18yrs will not normally be allowed to enter the adult dressing rooms, except when passing through as necessary to access the stage.
11. 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.
12. Children should be signed in and out when entering and leaving the theatre and a record made.

Under normal circumstances, paid officials and volunteers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if paid officials and volunteers' cars will be used and where the children or young people will be returned to.

New Paid Officials

Paid officials are by far the most valuable resource the group has for working with young people. When recruiting and selecting new paid officials the following steps will usually be taken:

- Completion of an application form;
- An interview by three people from the Management Committee, one of whom must be the President (or Vice-President in the absence of the President) who will take the final decision;
- Identifying reasons for inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through Volunteer Scotland
- Taking appropriate advice before appointing a paid official with a criminal record;
- Allowing no unaccompanied access to children until all the above have been completed;
- A probationary period of 3 months for new paid officials

- On-going supervision of paid officials
- Ensuring good practice is followed in working with children and young people by providing appropriate guidance

Photographs and Social Media

- Avoid using children's names in photographic captions.
- Always use a parental permission form to obtain consent for a child to be photographed/videoed – this consent is gained on the enrolment form
- Where possible, obtain the child's permission to use their image.
- Only use images for the specific purpose which has been agreed with the parents/carers and child. Additional use without specific permission is not acceptable.
- All images of children must be stored safely and securely. Storing them in limited access files on your computer is advisable. Deleting images from your phone once posted on social media is also advisable.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – including drama – present a greater risk of potential misuse.

In the Facebook era photographs can be posted and viewed by millions of people across the globe with virtually no restriction so we need to be sensitive to photographs of cast members. Only take photographs of people backstage if you have their permission to do so.

Only post photographs on Social Media if you have permission from all those in the photograph to do so (see consent on enrolment form).

Managing sensitive information

The Society has procedures for the taking, using and storage of photographs or images of children.

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes via the initial registration form.
- The Society's web-based/social media materials and activities will be carefully monitored for inappropriate use.
- The Society will ensure confidentiality to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Child Protection Procedure

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
4. It is not the role of the person who is being informed to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
5. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should **not** do

1. Management Committee, paid officials or volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things **not** to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

If a serious allegation is made against any member of the society, paid official, volunteer etc., that individual will be suspended immediately 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 other children in the production.

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 if 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 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 and grievance procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child 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 Procurator Fiscal, or other prosecuting authority, must prove guilt and the defendant is presumed innocent until proven guilty.

- This Child Protection Policy was first adopted by Linlithgow Amateur Musical Productions incorporating LAMP Children’s Theatre on 09/04/2018.
- This policy will be reviewed by the Management Committee on behalf of the Society when appropriate to ensure that it is meeting its aims.

Important telephone numbers:

Position	Name	Telephone Number
NSPCC		020 7825 2775
24hr Confidential Helpline		0808 800 5000
West Lothian Social Work	Livingston Office	01506 282252
	Out-Of-Hours	01506 281028 or 281029
Police Scotland		101

Referrals Policy of Linlithgow Amateur Musical Productions (LAMP) incorporating LAMP Children's Theatre

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

2 conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by our Child Protection Officer. In their absence, the referral process will be carried out by our President. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify our Child Protection Officer or, in their absence, our President of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify our Child Protection Officer or our President when both conditions for making a referral have been met.

Children (Performance and Activities) Scotland Regulation 2014

License Application Procedure

Children (Performance and Activities) Scotland Regulation 2014 came into force on 15th February 2015 to modernise arrangements for the safeguarding of children involved in all performances and licensed activities, including amateur musical theatre.

The licensing system applies to all children and young people under school leaving age. In Scotland, children can leave school on 31 May if their 16th birthday falls between 1 March and 30 September of that year. Those who turn 16 between 1 October and the last day of February can leave at the start of the Christmas holidays of that school year.

The President of LAMP is ultimately responsible for arranging amateur performances, and so is the person responsible for applying in writing for the license. For any granted license, the applicant will become the license holder and will be responsible for ensuring its conditions are met. The license holder will have overall responsibility (in conjunction and co-operation with the Child Protection Officer and Management Committee) for arranging, organising and overseeing the performance involving the child and for ensuring the protection and wellbeing of the child during the performance.

Full details of GIRFEC and ensuring the wellbeing of children involved in performance and licensed activities and how this may affect your child:

<https://www.gov.scot/publications/young-performers-guide-parents-guardians/pages/1/>

LAMP will apply for a **Body of Persons Approval License** for each Children's Theatre production. This removes the need for individual child performance licenses to be obtained for a performance and covers all children, even if they are from another local authority, as it is based on where the theatre is and not where the child comes from.

LAMP will adhere to the following procedures to ensure the wellbeing of the child or young person:

- must not take part in any performance or rehearsal on more than 6 consecutive days.
- an overnight break of no less than 14 hours
- On any one day, they may take part in more than one performance providing these are of the same nature and in which they perform the same part.
- A break of 15 mins after every hour of performing or rehearsing
- A food break of not less than 1 hour if present for more than 3.5 consecutive hours

The child or young person will not be granted a license to perform with LAMP Children's Theatre if during the preceding 12 months they have taken part in other performances on more than 80 days.

Usual license requirement for each child or young person participating are:

1. Name, address, postcode, date of birth
2. School attended
3. Copy of Child Protection Policy
4. Copy of Risk Assessment for rehearsals and the theatre
5. Names and scheme numbers of all PVG members
6. Copy of Constitution

Code of Behaviour

All children and young people have the right to protection from all forms of harm, abuse, neglect and exploitation.

This code outlines what is expected of all members, committee members, paid officials and volunteers who participate in activities organised by LAMP and LAMP Children's Theatre, as well as anyone working in partnership with us or on our behalf.

The purpose of this code is to protect children and young people from harm and to help members, committee members, volunteers and paid officials maintain the standard of behaviour we always expect and conduct themselves in an appropriate manner.

Committee Members, Members and Paid Officials should:

- Operate within our policies and procedures including the child protection guidelines
- Treat everyone fairly, with respect, dignity and as an individual
- Engage with children and young people in a meaningful way, valuing their contribution
- Ensure that contact with children and young people is appropriate and relevant
- Ensure that language used is appropriate and not offensive or discriminatory
- Respect children and young persons' right to privacy
- Ensure that activities are run as safely as possible with risks minimised
- Ensure there is sufficient chaperone presence, no less than a 1:10 ratio at every rehearsal or performance – every chaperone will be PVG Registered with LAMP
- Understand when physical contact is appropriate and be aware that physical contact can be misinterpreted
- Challenge unacceptable behaviour and report any concerns or allegations
- If concerns are raised, record these as soon as possible

Committee Members, Members and Paid Officials should not:

- Ignore or trivialise any concerns
- Promise confidentiality to a child or young person
- Develop inappropriate relationships with children, young people or their families
- Make sarcastic, offensive or sexually suggestive remarks or gestures directly to, or in front of, children and young people
- Conduct a sexual relationship with a young person
- Act in a way which could be perceived as threatening or intrusive
- Allow bullying to take place without challenge
- Take unnecessary risks

Children's Theatre Members should:

- Attend rehearsals in a timely manner ready to start at the appropriate time
- Be polite and courteous to all other members, committee members, volunteers and paid production officials
- Not use mobile phones during rehearsals or performances, except during designated break periods
- Wear comfortable and appropriate clothing for each rehearsal
- Not bully any other member

Bullying Procedures

Bullying in any form will not be tolerated in LAMP and LAMP Children's Theatre

Bullying is any behaviour which makes people feel hurt, threatened, frightened and left out and can happen face-to-face or online

If bullying is identified either through the observations of activities of members, committee members, volunteers or paid officials or if it is reported directly to any member, committee member, volunteer or paid official, this will be taken extremely seriously.

Procedure:

1. The whole company will be reminded at the earliest opportunity, usually by the President or Vice President, that bullying is not acceptable and will not be tolerated in any way.
2. If the bullying continues, the member accused will be approached by two chaperones present, one of which must be a member of the Management Committee (usually the President or Vice President). The member will be asked, without confrontation, if they have an explanation for any observed behaviour and that they have been accused of and/or witnessed bullying another member.
 - If there is an adequate explanation, the members behaviour will continue to be monitored until it is felt that the behaviour has ceased. The member will be informed that a record will be made of the conversation.
 - If there is no adequate explanation, the member will be reminded of their obligations through our code of conduct that bullying of any form will not be tolerated and that their behaviour is unacceptable. The member will be informed that a record will be made of the conversation and that their parent/guardian will be notified. Further discussion should only take place with the members parent/guardian present. Outlining the concerns, they will be asked to amend their behaviour immediately, but will be welcome to continue as a member of the Company.
 - If the bullying behaviour persists beyond this, the member's parent/guardian will be notified immediately and will be required to remove the member from the rehearsal/performance as soon as possible after being notified. The member will be permanently excluded from LAMP Children's Theatre and will have no right to refund of any fees paid.
 - The member is fully entitled to challenge this decision in conjunction with LAMPs Disciplinary and Grievance Procedures.

Typical Rehearsal Schedule

Starting time: 7.30pm on Tuesday's weekly
Icebreaker games lead by director

First few weeks: singing in designated groups and designated and lead by musical director
Stage craft, movement and general direction of performance lead by director
Some movement/dancing of specific chorus numbers lead by choreographer

Break time: 8.30pm – 8.45pm
Tuck shop will be provided, but if your child has specific dietary requirements or allergies, please let any member of the committee know.

Finish Time: 9.30pm

Later weeks will see less setting of singing and more setting of cast on stage.

***If a rehearsal is cancelled, we will give as much notice as possible through Facebook and e-mail. Please ensure your details are up-to-date.
A member of the committee will try to be present at the rehearsal venue if the rehearsal is cancelled at short notice.***

Additional rehearsals:

Principal rehearsals: 7.30pm – 9.30pm Thursday's weekly

Sunday rehearsals: 2.00pm – 5.00pm Sunday's weekly

Rehearsal Risk Assessment

ACTIVITY	POTENTIAL HAZARDS	PERSONS IN DANGER	CONTROL MEASURES
<i>General movement during production setting</i>	<i>Slips, trips and falls</i>	<i>All members present during activity</i>	<i>Ensure loose items are placed at the sides of the room</i> <i>Keep keyboard away from the area of activity</i>
<i>Rehearsals</i>	<i>Fatigue</i>	<i>All members present during activity</i>	<i>Regular breaks will be taken</i>
<i>Dancing/movement rehearsals</i>	<i>Accidental collisions</i>	<i>All members present during activity</i>	<i>All cast briefed before activity</i> <i>Ensure members know their specific roles</i> <i>Ensure appropriate clothing</i>
<i>Singing</i>	<i>Keyboard cables</i>	<i>All members and paid officials present during activity</i>	<i>Ensure cables are tidied away and not a trip hazard</i>
<i>Fire</i>	<i>Risk of suffocation and death</i>	<i>All persons present at activity</i>	<i>Ensure all persons present know of emergency exits and how to exit safely</i>
<i>Electrical appliances</i>	<i>Risk of electrocution</i>	<i>Rehearsal pianist and any others using keyboard</i>	<i>All electrical equipment to be PAT tested prior to use</i>

Theatre Risk Assessment

ACTIVITY	POTENTIAL HAZARDS	PERSONS IN DANGER	CONTROL MEASURES
<i>General movement on stage during production</i>	<i>Slips, trips and falls</i>	<i>All members present during activity</i> <i>Crew and chaperones</i>	<i>Ensure loose items are placed at the sides of the stage or at sides of the room</i> <i>Red lights on in wings to prevent tripping in these areas</i> <i>Ensure cast know their roles and movements</i> <i>All props and scenery fit for purpose and securely restrained</i> <i>Stage edge marked with white tape</i> <i>All cast and crew briefed by Stage Manager prior to first performance on stage</i> <i>Any sharp objects/tools to be safely stored away from stage area</i>
<i>General movement backstage during production</i>	<i>Slips, trips and falls</i>	<i>All members present during activity</i> <i>Crew and chaperones</i>	<i>Ensure loose items are placed at the sides of the room</i> <i>Ensure tidy changing areas</i> <i>Chaperones to help tidy areas and help as many children as possible</i> <i>Ensure props table is kept tidy</i>
<i>Movement from backstage to on stage</i>	<i>Catching fingers on doors</i>	<i>All members present during activity</i> <i>Crew and chaperones</i>	<i>Ensure door latches covered with cloth and tape to prevent full closure of door</i>
<i>Performance</i>	<i>Fatigue</i>	<i>All members present during activity</i>	<i>Regular breaks will be taken</i>
<i>Dancing/movement on stage</i>	<i>Accidental collisions</i>	<i>All members present during activity</i>	<i>All cast briefed before activity</i> <i>Ensure members know their specific roles</i> <i>Ensure appropriate clothing</i>
<i>Manual Handling of scenery</i>	<i>Danger of injury</i>	<i>Cast and crew</i>	<i>Ensure scenery is appropriately built and restrained</i> <i>All cast and crew briefed by Stage Manager</i> <i>Specific roles allocated based on role and experience</i> <i>Stage Manager ensures safe practices are adhered to</i>

<i>Use of smoke machine</i>	<i>Slip hazard due to split water Injury from heavy machinery</i>	<i>Cast and crew</i>	<i>All smoke machines to be used in accordance with ABTT CoP "Pyrotechnics and Smoke Effects" Spillages of water mopped up immediately Area around the hot nozzle to be marked with white tape Machines allowed to cool before moving Placement of machine marked with white tape</i>
<i>Electrical appliances</i>	<i>Risk of electrocution</i>	<i>Cast and crew Chaperones</i>	<i>All electrical equipment to be PAT tested prior to use</i>
<i>Fire</i>	<i>Risk of suffocation or death</i>	<i>All persons present in the theatre</i>	<i>Ensure 2x fire marshals for each performance Fire safety instructions issued to audience prior to commencement of each performance Ensure cast and crew and chaperones know emergency exits and how to leave the stage safely</i>

General Comments of Safeguarding During Performances in Theatre:

1. All chaperones present backstage will have PVG Scheme numbers through LAMP
2. No person will be allowed backstage without an appropriate backstage pass, issued by LAMP, and monitored by a PVG Scheme registered chaperone at the backstage door before, during and after each performance
3. There will be separate changing areas as required



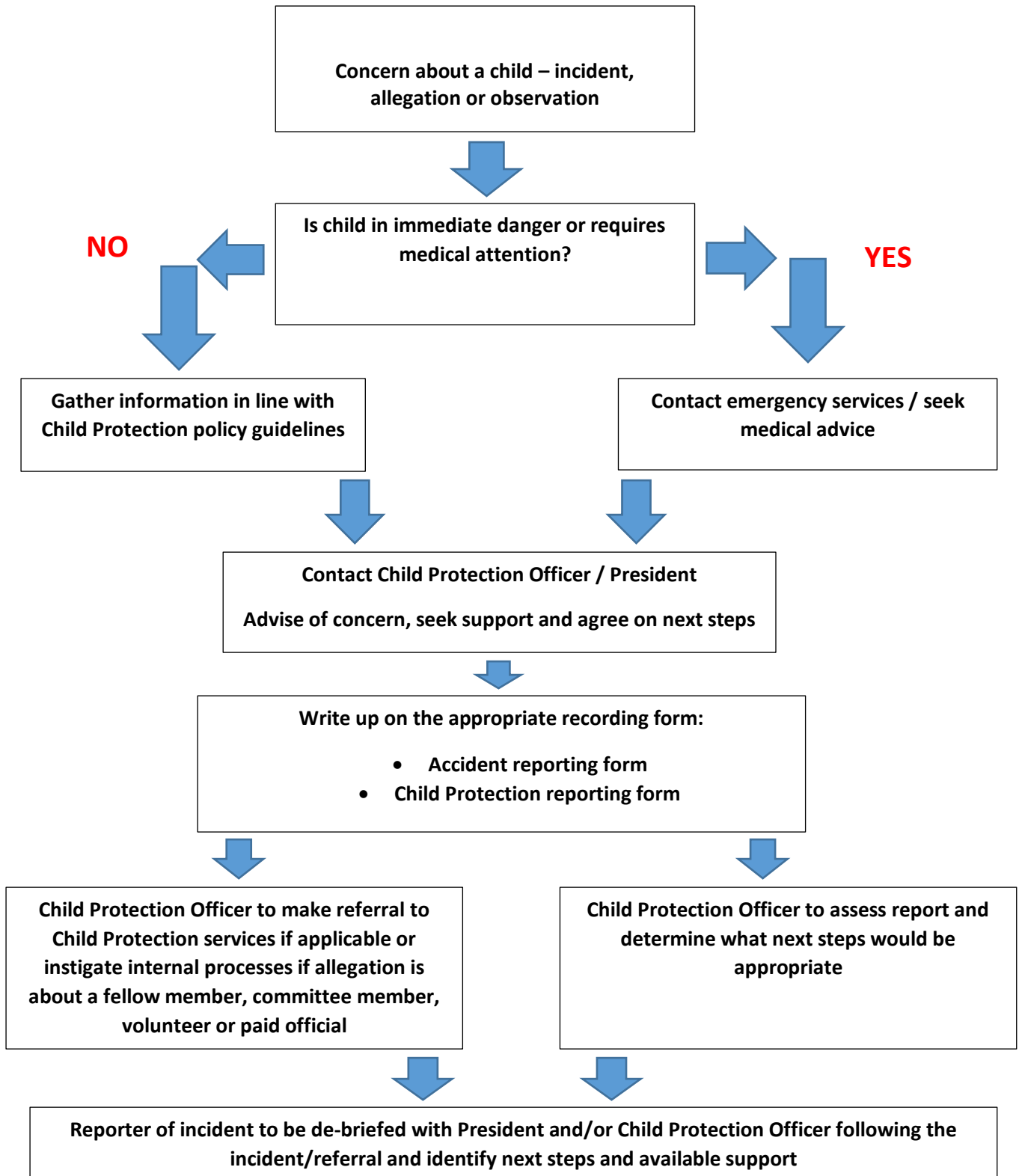
LAMP

Linlithgow Amateur Musical Productions
incorporating



LAMP Children's Theatre

REPORTING FLOWCHART



- This Safeguarding Policy and Procedures document was first adopted by Linlithgow Amateur Musical Productions incorporating LAMP Children's Theatre on 09/04/2018
 - Revised and accepted 31/03/19
 - Revised and accepted 26/06/23
 - Revised (removal of Enrolled Body Number) 01/2024
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- This policy will be reviewed by the Management Committee on behalf of the Society when appropriate to ensure that it is continuing to meet its aims and will be minuted at the appropriate Committee Meeting.