

# Act Two Theatre Company

## Safeguarding Policy and Guidance

Draft Prepared by: H Beeken, Aug 2023

Reviewed & Updated by: N Doyle, Sept 2025

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Annex:

ANNEX 1 - APPOINTMENT OF SAFEGUARDING LEAD AND DEPUTY

ANNEX 2 - SUPPORT and TRAINING FOR CHAPERONES

ANNEX 3 - PERFORMANCE ACTIONS AND BEHAVIOURS

ANNEX 4 - SAFEGUARDING COMPLAINTS PROCEDURE

## **Act Two Theatre Company**

### **Safeguarding Policy and Guidance**

#### **1. INTRODUCTION**

The purpose and scope of this policy statement is to ensure the wellbeing of all individuals involved in the delivery of Act Two Performance Events and workshops, and the adherence to the rules and guidance purporting to the participation of young people up to and including the age of 16 years in those events.

***This Policy should be read in conjunction with Act Two's Child Protection Practical Guidance***

#### **2. PURPOSE**

The purpose of this policy statement is:

- To protect children and young people who receive Act Two's services from harm. This includes the children of adults who use our services.
- To provide volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Act Two, including group members, volunteers and Chaperones.
- This policy with the has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. (Working Together to Safeguard Children (2023) and The Children's Acts 1989 and 2004) as well as the appropriate guidance from Lincolnshire County Council ([Safeguarding – Lincolnshire County Council](#)).

#### **3. SUPPORTING DOCUMENTATION**

Supporting documents This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Role description for the designated safeguarding officer (Annex 1).
- Dealing with disclosures and concerns about a child or young person (Annex 4).
- Managing allegations against volunteers (Annex 4).
- Recording concerns and information sharing.
- Child protection records retention and storage.
- Code of conduct for staff and volunteers (Annex 3).
- Behaviour codes for children and young people (Annex 3).
- Photography and sharing images guidance.
- Managing complaints.
- Health and Safety (See Act Two Health and Safety Policy).
- Training and support to our chaperones and volunteers (Annex 2).
- Adult to child supervision ratios. (Annex 2).

#### 4. VALUES AND STANDARDS

Act Two Committee and members believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated safeguarding lead and a deputy for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- Providing effective communications so that members and volunteers know about and follow our policies, procedures and behaviour codes confidently
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the information commissioner's office: [ico.org.uk/for organisations](https://ico.org.uk/for-organisations)]
- Sharing information about safeguarding and good practice with children and their families
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations appropriately
- Creating and maintaining an anti-bullying environment
- Ensuring that we have effective complaints measures in place
- Ensuring that we provide a safe physical environment for our young people, members and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where members, volunteers, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## 5. CONTACT DETAILS

Nominated Child Protection Lead:

Sally Nicholson

email: sally.louise.martin@hotmail.com

Deputy Child Protection Lead(s):

Nicole Doyle

email: nicolelouisedoyle@hotmail.com

## ANNEX 1

### APPOINTMENT OF SAFEGUARDING LEAD AND DEPUTY

The committee of Act Two Theatre Group will identify and appoint a lead and deputy for Safeguarding.

The Lead will be responsible for the administration of and compliance with Act Two Theatre Company's Safeguarding Policy.

The Lead or Deputy will be first contact for any Safeguarding issues arising.

The Lead or Deputy will be responsible for contact with or applications to the Local Authority [www.lincolnshirescp.org.uk](http://www.lincolnshirescp.org.uk).

The Lead or Deputy will ensure that any members of Act Two Theatre Company productions or workshops are aware of the appropriate procedures and arrangements.

The Committee will fully support the Lead or Deputy in these matters.

## ANNEX 2

### SUPPORT and TRAINING FOR CHAPERONES

For any performance involving children and young people Act Two Theatre Company will appoint the required number of chaperones.

Current legislation identifies the required number of chaperones to be on a ratio of 1 adult to 12 young people / children.

It is Act Two Theatre Company's practice to appoint 2 chaperones for each performance regardless of if this is above the current requirements.

Act Two Theatre Company will ensure that one of the two chaperones per performance is licensed by the Local Authority [www.lincolnshire.gov.uk/keeping-children-safe/apply-chaperone-licence](http://www.lincolnshire.gov.uk/keeping-children-safe/apply-chaperone-licence)

To meet this requirement, Act Two Theatre Company will seek licensed chaperones from within our community, or provide training for any chaperones that are identify as being required.

Training will be provided by the Lincolnshire County Council scheme using the contact information [safeguarding\\_training@lincolnshire.gov.uk](mailto:safeguarding_training@lincolnshire.gov.uk).

## ANNEX 3

### PERFORMANCE ACTIONS AND BEHAVIOURS

Prior to any Act Two Theatre Company performance the Lead and Committee will identify the actions required to ensure that the Group meets all legislative requirements and delivers on our policy.

This will include but not be limited to:

- Identifying, appointing and training as required Licensed Chaperones for the period of the Performance (Currently the period from the first performance to a paying audience up to and including the last one)
- Applying for the required licence from Lincolnshire County Council (currently the Body of Persons Approval) [www.lincolnshire.gov.uk/keeping-children-safe/apply-body-persons-approval](http://www.lincolnshire.gov.uk/keeping-children-safe/apply-body-persons-approval).
- Ensuring all cast and crew members are aware of what is required of them from a Safeguarding Behavioural standpoint as identified in the Act Two Theatre Company's Code of Conduct Policy.

## ANNEX 4

### SAFEGUARDING COMPLAINTS PROCEDURE

All safeguarding issues or complaints should be managed by the Safeguarding Lead and need to be brought to their attention as soon as is practicable.

If someone other than the Lead receives the complaint they should direct the complainant to the Lead.

The Lead will interview the complainant; a record of the details will be made and agreed with the complainant.

The Lead will decide on required actions, seeking advice, if necessary, from the County Council Safeguarding Team (LADO) and/or referral made