

Touchwood Theatre Group Company Child and young person safeguarding policy

Touchwood Theatre Group have a dedicated Child Protection Officer. That person's name is [Jill Straw](#) and she can be contacted at 01752 923670.

This policy applies to a child or young person under the age of 18 years, who attends Touchwood Theatre Company.

Touchwood Theatre Company has a duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

Touchwood Theatre Company understands that abuse can be displayed in different ways such as physical, emotional, sexual abuse or neglect.

The committee of Touchwood Theatre Group acknowledge and accept their responsibilities to protect children and young people from harm.

Touchwood Theatre Company will comply with the following actions

- Safety and wellbeing of the child or young person is important.
- All children will be treated with fairness, respect and dignity.
- All allegations of abuse will be treated with the upmost importance and reported using the correct channels.
- Bullying of any forms will not be accepted.
- If a child/young person attends a rehearsal/production with a physical injury, consent will be asked for from Parent/Guardian to ensure the child/young person can participate in the session.
- In a result of an accident, this will be recorded in the accident book and stored securely.

As a group of adult volunteers, we always to endeavour to provide a happy, safe and enthusiastic space.

The committee will also

- Do a risk assessment and monitor risk throughout production week and weekly rehearsals.
- Ensure all children are always supervised by at least two adults
- Know how to report a safeguarding concern to the local authority
- Follow the Children (Performances and Activities) in England Regulations 2014 when rehearsing and throughout the duration of a production
- Keep up to date with any changes to legislation
- Have a register of attendance
- Have emergency contact numbers for each member
- Seek permission of the child/young person for any physical contact and the reason of the contact will be explained.
- A child attending any rehearsal or performance will remain supervised until a parent arrives to collect at the end of the session.

In an event of an allegation of abuse being reported, the following will apply

- The details of the incident will be recorded.
- The record will be stored confidentially and only shared with those who it concerns
- The incident will be reported to the local authority

When a child/young person joins Touchwood Theatre Company a membership form will be issued to a parent/guardian to complete. This form will include consent for Touchwood Theatre Company use of photography, featuring the children for promotional purposes.

The form will also ask for emergency contact information and to state any medical conditions.

Touchwood Theatre Company uses a closed Facebook group for communications purposes. This private social media group is closely monitored, ensuring only those who have a purpose are given permission to join/post. `

Touchwood Theatre Company

Committee members and positions:

Chairman: David Hunter

Vice President: Maggie Lutley

Treasurer & Safeguarding: Jill Straw

Secretary: Carol Cox

Membership leader: Trish Small

Social Committee & fundraiser: Sarah James

Production Committee: Liz Fedrick

Committee member: Anthony Stoneman

This policy and document was last reviewed and updated on 30.07.25