

Code of Conduct When working with children

This guidance aims to promote good safeguarding practice when working with children and young people in performance, entertainment or similar voluntary/paid work. It is recommended that Executive Producers, Production Managers, Safeguarding Co-ordinators and Chaperones are trained to observe the following:

- On arrival at the location complete the Council checklist – make sure the child's licence is in place, that you have emergency contact details and information you may need about the child.
- Familiarise yourself with the layout, the environment and the safeguarding procedures.
- Make sure you complete a sign in and out register at each performance/rehearsal and confirm the children you are responsible for.
- Always carry photo-identification to confirm your identity; be ready to show this to children/young people and other personnel at the location.
- Be professional at all times. Chaperones should not:
 - Make inappropriate physical contact with a child.
 - Make offensive or inappropriate comments, such as the use of swearing, aggressive, sexual language or making radicalised or judgemental comments.
 - Attempt to misuse personal details obtained via the performance about a child; for example communicating with a child at their postal address, or by social network, internet or mobile telephone or by using any other information disclosed as part of the performance or obtained by any other aspect of the performance.
- Keep the children you are responsible for, within your sight, at all times.
- Never relax the rules – safeguarding is your responsibility.
- A complaints procedure must be followed.
- Where a child or other children are at risk the Chaperone can remove the child but they should consider it carefully and record all information, including the reasons for their decision.
- If you, or a member of staff, is concerned about the safety, welfare or behaviour of a child, say something! If it is an emergency dial 999, or report direct to Children's Social Care Services (0114 2734855). The Safeguarding Co-ordinator, Production Manager or other such responsible person should also be informed. The nature of the concern and actions taken should be recorded in a confidential incident log.