

High Tor Players

Safeguarding and Child Protection Policy

Organisation: High Tor Players

Safeguarding Officer: Rose Oliver

Policy approved by: High Tor Players Committee

Effective date: 1st September 2026

Next review date: 1st September 2027

1. Policy Statement

High Tor Players recognises its responsibility to safeguard the welfare of children, young people, and adults at risk who participate in or attend its activities.

We are committed to creating a safe, supportive and inclusive environment in which all participants are protected from harm, abuse, neglect and exploitation.

High Tor Players will take all reasonable steps to:

- Protect children, young people and adults at risk from harm.
 - Promote their wellbeing and safety.
 - Respond appropriately to concerns or allegations of abuse.
 - Ensure all members understand their safeguarding responsibilities.
 - Ensure High Tors Players are compliant with Child Performance Licensing regulations and DBS regulations
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2. Scope of the Policy

This policy applies to:

- Committee members
- Volunteers
- Cast and crew
- Workshop leaders
- Members of High Tor Players
- Anyone representing High Tor Players

It applies during:

- Rehearsals
 - Performances
 - Auditions
 - Workshops
 - Meetings
 - Social events organised by the group
 - Any other activity arranged by High Tor Players.
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3. Legal and Policy Framework

This policy operates within UK safeguarding legislation and guidance, including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children
- The Children (Performances & Activities)(England) Regulations 2014.
- Relevant Disclosure and Barring Service (DBS) legislation, regulations and guidance

4. Definitions

Child / Young Person

Anyone under the age of 18.

Adult at Risk

An adult who has care and support needs and may be unable to protect themselves from abuse or neglect.

Safeguarding

Protecting the health, wellbeing, and human rights of individuals to enable them to live free from abuse, harm, and neglect.

5. Safeguarding Principles

High Tor Players will ensure that:

- The welfare of children and adults at risk is paramount.
 - Safeguarding is everyone's responsibility.
 - All concerns are taken seriously and acted upon.
 - Participants are treated with dignity and respect.
 - Safe recruitment and working practices are followed.
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6. Safeguarding Roles and Responsibilities

Safeguarding Officer

The appointed Safeguarding Officer for High Tor Players is:

Rose Oliver

The Safeguarding Officer is responsible for:

- Acting as the main contact for safeguarding concerns.
 - Advising the committee and members on safeguarding matters.
 - Maintaining confidential safeguarding records.
 - Liaising with relevant authorities if necessary.
 - Ensuring safeguarding procedures are implemented.
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Committee Responsibilities

The committee will:

- Support the Safeguarding Officer.
 - Promote a culture of safeguarding within the group.
 - Ensure safeguarding policies are implemented and reviewed.
 - Address safeguarding concerns appropriately.
 - Ensure High Tor Players are compliant with Child Performance Licensing regulations and DBS regulations
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Member Responsibilities

All members must:

- Follow this safeguarding policy.
 - Maintain appropriate boundaries.
 - Report safeguarding concerns promptly.
 - Act in the best interests of children and adults at risk.
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7. Safer Recruitment, Supervision and Child Performance Licensing

Where High Tor Players works with children or adults at risk, reasonable steps will be taken to ensure appropriate supervision.

These include:

- Children are not cast without explicit parental consent
- Ensuring responsible adults (chaperones, parents or guardians) are present during activities involving children.
- Avoiding situations where an adult is alone with a child (unless they are a parent, guardian or trained chaperone)
- Ensuring clear communication with parents or guardians.
- If an under 16 performs for more than 4 days in a 6-month period then a Child Performance License will be required.
- A child taking part in a performance or an activity **under a licence**, or a rehearsal during the licensing period, must be supervised at all times during the performance, activity or rehearsal by a chaperone that has been approved by the licensing authority, unless they are under the direct supervision of their parent, or a person who has parental responsibility for the child.
- Restrictions under the Child performance regulations will be adhered to at all times.

Where necessary, roles may require checks through the Disclosure and Barring Service.

Children (Performances and Activities) (England) Regulations 2014
CHILDREN IN ENTERTAINMENT
RESTRICTIONS IN RELATION TO ALL PERFORMANCES

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days

8. Adult and Triggering Content

For performances with adult or triggering content reasonable steps will be taken to minimise potential harm caused.

For Audiences this may include:

- Ensuring Publicity is clear that the performance contains adult content
- Trigger warnings in publicity and before performances in the venue.

For all performers & crew this may include:

- Openness about content during the casting process
- Compassion if triggering occurs, including Time out & privacy

For children & young performers

- Clear discussions with parents & those with parental responsibility about the content, including how this will be managed with the child.
- The child's wellbeing will be monitored throughout the process

9. Code of Conduct

Members of High Tor Players must:

- Comply with current DBS regulations and follow any updated guidance, including the recent changes affecting work with children outlined by NODA:
<https://www.noda.org.uk/news/important-dbs-changes-affecting-work-with-children>
- Treat all participants with dignity and respect.
- Maintain appropriate professional boundaries.
- Avoid inappropriate physical contact.
- Not use offensive, abusive or discriminatory language.
- Avoid private or secretive communication with children.
- Avoid situations where they are alone with a child unless unavoidable and appropriate.
- Report Safeguarding concerns as soon as possible and always within 24hrs

Members must not:

- Plan to be alone with a child or young person (unless you have parental or chaperone responsibilities)
- Trivialise concerns or abuse or let them go unreported
- Engage in bullying, harassment or intimidation.
- Develop inappropriate relationships with children or adults at risk.
- Share personal contact details with children without parental consent.
- Use inappropriate suggestive or threatening language, whether verbal, written or online

- Get involved with a safeguarding concern if you have a personal friendship or family connection.
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10. Safeguarding Procedures

If a safeguarding concern arises:

Step 1 – Immediate Safety

Ensure the person is safe. If there is immediate danger, contact emergency services on 999.

Step 2 – Report the Concern

Report the concern as soon as possible to:

1. **Rose Oliver – Safeguarding Officer**
2. **If the safeguarding officer is not available – any committee member**
3. **Do not be afraid to go directly to the Derbyshire County Council Safeguarding team (contact details below)**

Step 3 – Record the Concern

Make a written record including:

- Date and time
- What was observed or disclosed
- The exact words used where possible
- Names of people involved
- **Never promise to keep a safeguarding concern secret.** If someone tells you something that suggests they or another person may be at risk of harm, listen calmly and carefully, reassure them and explain that you may need to share the information with Rose Oliver (the Designated Safeguarding Lead) or appropriate professionals to help keep them safe. Only share information with those who need to know, and always follow the group's safeguarding procedures.

Step 4 – Referral

- The Safeguarding Officer will determine whether the concern should be referred to appropriate safeguarding authorities and may take advice from the Derbyshire County Council safeguarding team in making that determination.

Local Authority Safeguarding Contacts

Our local authority is Derbyshire County Council.

- **Children's safeguarding:** Derbyshire Starting Point — 01629 533190. All referrals must be followed up in writing using the online referral form:
<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-contact-and-referral-service.aspx>
- **Adult safeguarding:** Call Derbyshire Adult Social Care: 01629 533190. Out of hours: 01629 532600.
- **Allegations involving someone working or volunteering with children:** Local Authority Designated Officer (LADO) — 01629 533190;
professional.allegations@derbyshire.gov.uk.
- **Immediate danger:** Call 999.

11. Confidentiality and Information Sharing

Safeguarding information will be handled in accordance with Caldicott Principles

1. Justify the purpose(s) for using confidential information.
2. Use confidential information only when it is necessary.
3. Use the minimum necessary confidential information.
4. Access to confidential information should be on a strict need-to-know basis.
5. Everyone with access to confidential information should be aware of their responsibilities.
6. Comply with the law.

7. The duty to share information for individual care is as important as the duty to protect confidentiality.
8. Inform people about how their confidential information is used and what choice they have. There should be no surprises.

Records will be stored securely and accessed only by the Safeguarding Officer and relevant committee members if necessary.

12. Photography and Media

High Tor Players will:

- Obtain parental consent before photographing or filming children.
 - Use images responsibly and appropriately.
 - Avoid publishing identifying details without permission.
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13. Online Communication and Social Media

Members should:

- Use official group communication channels where possible.
 - Avoid direct private messaging with children.
 - Ensure online interactions remain appropriate and professional.
 - Not publish personal details or images online without consent
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14. Responding to Allegations Against Members

If an allegation is made against a member of High Tor Players:

- The Safeguarding Officer will be informed immediately.
- The committee will take appropriate action.
- External safeguarding authorities may be contacted if necessary.

Confidentiality will be maintained throughout the process.

14. Policy Review

This policy will be reviewed annually by the High Tor Players committee or sooner if:

- Legislation changes
 - An incident occurs
 - Best practice guidance is updated.
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Signed:

Rose Oliver
Safeguarding Officer
High Tor Players

Date: __1st September 2026_____