

Sadler's Wells Safeguarding Policy Statement

Sadler's Wells delivers work locally, nationally, and internationally. Sadler's Wells strives to be a welcoming organisation for all our patrons and visitors including children, families, school groups and vulnerable adults.

Sadler's Wells Safeguarding Policy aim is to ensure that all our activities are safe and well-considered, especially those involving children and vulnerable adults. The policy also aims to educate and increase awareness amongst staff, and to foster an emphasis on prevention.

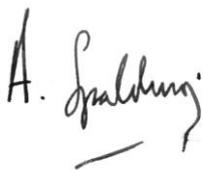
In particular, Sadler's Wells aims to:

- Support the belief that all children and young people whatever their age, culture, disability, gender, language, religious beliefs, and/or sexual identity have the right to protection from abuse and to a happy and healthy childhood. The needs of disabled children or those who may be particularly vulnerable should also be taken into account.
- To ensure that all staff and volunteers working with children and vulnerable adults are aware of their responsibility towards the safety and well being of each child and person in our care.
- Work in partnership with children and young people, their parents, carers and other agencies in promoting welfare.
- Provide protection for children, young people and vulnerable people who receive services from Sadler's Wells as audience members or event and project participants.
- Provide guidance on procedures to staff and volunteers which should be adopted in the event they suspect a child or vulnerable person may be experiencing, or be at risk of, harm.

Sadler's Wells fully recognises its responsibilities for safeguarding of children, young people and vulnerable people, and follows the procedures set out by Islington Safeguarding Children Board, the DfE document *Working Together to Safeguard Children*, and the ACE document *Keeping Arts Safe*.

This policy will be reviewed annually, and whenever there is a review of legislation or a substantive organisational change.

This policy is posted on Sadler's Wells website, and is communicated to staff, visiting companies, volunteers, contractors and participating artists.



Alistair Spalding CBE
Chief Executive and Artistic Director
September 2017

Sadler's Wells Safeguarding Policy

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1 DEFINITIONS

The following terminology is used throughout this policy:

“Child” refers to anyone under the age of 18 years. This policy applies to all children whether they are a project participant, performer or audience member.

“Young person” Although widely used to describe someone in the upper age range of the official definition of a child, the term has no legal status. The term acknowledges that people aged 15-17 may not think of themselves as ‘children’

“Vulnerable person” refers to a person who is or may be in need of community care services and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. They may have a) a learning or physical disability; b) a reduction in physical or mental capacity; c) physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs

“**Disclosure of abuse**” is the statement a child or vulnerable adult makes to another person which describes abuse.

“**Enhanced DBS disclosure**” is a term used to check with the Disclosure and Barring Service (formerly the Criminal Records Bureau).

“**Designated responsible person**” is a person who has specific responsibility for ensuring effective safeguarding procedures. Their responsibilities including acting as a source of information on child protection matters, co-ordinating action within the organisation and liaising with health, children’s services and other agencies regarding suspected or actual cases of abuse.

2 DESIGNATED SAFEGUARDING LEAD:

Joce Giles Director of Learning and Engagement

If not available, speak to the following members of staff:

Hannah Kirkpatrick General Manager, National Youth Dance Company

Lesley Owusu Manager, Human Resources

The role of the Designated Safeguarding Lead includes:

- Attending child protection and safeguarding training and keeping up-to-date with current legislation and developments in the field of Safeguarding
- Liaising with internal departments to ensure the implementation of the Safeguarding Policy.
- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns. Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially with a statutory child protection agency regarding any doubts or concerns as soon as possible. If necessary, to make a formal referral to a statutory child protection agency within 24 hours.

3 SAFEGUARDING IN RECRUITMENT PROCEDURES:

3.1 Employees

Enhanced DBS (Disclosure and Barring Service) disclosure certificate is required for all employees of the Learning and Engagement team and any volunteers or placement students working with Learning and Engagement. Various other roles in the organisation may require a disclosure for safeguarding children, young people or vulnerable adults and this will be co-ordinated by the HR department.

Where DBS disclosure is a requirement of the role, this will be clearly stated in the recruitment advertisement and a copy of the Safeguarding Policy supplied with the

recruitment information for these posts. The HR department will co-ordinate an application for DBS enhanced check with the new employee at offer stage.

3.2 Contractors and self-employed people

Self employed artists or educators who have access to children, young people or vulnerable adults as part of their work at Sadler's Wells should be able to present evidence of a valid DBS disclosure no more than two years old. This should be presented and a record kept of the date and certificate number.

Where such evidence is not available, a new disclosure application should be made. Sadler's Wells can process applications and the cost may be passed onto the contractor.

3.3 Working practice prior to Enhanced DBS clearance

If clearance has not been received by the start of work or project, managers should ensure that additional protective measures are taken when the new employee or contractor is working with children, young people or vulnerable groups. In the interim period, it is essential that employees or contractors waiting for DBS clearance should not be alone with a child or vulnerable adult. If someone is working prior to an Enhanced DBS certificate the following control measures should be used:

- Follow the Sadler's Wells guidelines for working with children and vulnerable adults in Appendix A.
- Make sure the person is not in any position which may place themselves or a child/vulnerable adult at risk
- If a child/vulnerable adult wants to share information, the person must make sure this takes place in an open space where both parties can be clearly observed.

4 TRAINING

Sadler's Wells will provide suitable training and guidance to all employees with specific responsibilities in relation to children, young people and vulnerable persons. This will include:

- Induction training which includes familiarisation with Sadler's Well's Safeguarding Policy.
- Comprehensive Safeguarding training to staff in the Learning and Engagement department and to other staff members where deemed necessary by the designated responsible persons.
- Specialist advice and training for designated persons.

5 PERFORMANCE CONTENT FOR CHILD AUDIENCE MEMBERS

Where a performance contains explicit content which may be considered inappropriate for children or young people, it is the Director of Programming's responsibility to consult with the Executive Team to reach agreement on what guidance should be communicated to patrons and whether there should be any restricted entry.

Children under the age of five are not permitted into Sadler's Wells performances unless otherwise indicated. Some performances are specifically promoted for family audiences, in which case there is free entry for children under 2 where permitted.

6 LEARNING AND PARTICIPATION EVENTS ORGANISED BY SADLER'S WELLS

Such events are generally organised by Learning and Engagement, Breakin' Convention, and Programming. Sadler's Wells recognises that making arrangements for the proper supervision of children and vulnerable adults is one of the most effective ways of minimising opportunities for children or vulnerable to suffer care in our care. A risk assessment will be completed for each event at Sadler's Wells by the person or department in charge.

6.1 Planning

- Project Managers should plan and prepare a detailed programme of activities for the children/vulnerable adult involved in the project.
- Planning should ensure that all children should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, parental consent to children joining an organised project. The purchase of a ticket or place on a project shall be deemed to be such consent.
- Parents should be given full information about a project/event, including details of the programme of events, the activities, and the supervision ratios.

6.2 Supervision

- Project Managers must be satisfied that those workers and adults who work on projects are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, preferably by two or more adults.
- Children must not be left unsupervised at any venue, indoors or out.
- Workers should know at all times where children are and what they are doing.
- Any activity using potential dangerous equipment or substances e.g. aerosol cans should have constant adult supervision.

7 PHOTOGRAPHY AND FILMING:

All photographs and film footage of children, young people and vulnerable adults participating in Sadler's Wells events will be obtained with the school/parent/carer's permission (see Appendix D for proforma media consent form). The images will be kept securely, stored in limited access files and used only in accordance with the consent provided. The details of images will be used sensitively and will avoid the use of children's names or other personal details.

Photography and filming in public spaces with large numbers of participants will only be allowed with clear signage to inform the public that if they enter the space they are agreeing to the possibility of being filmed.

When working with professional photographers/press, Sadler's Wells will always issue written expectations to photographers or the press who are invited to an event, making clear

the organisation's expectations of them in relation to Safeguarding. Photographers/film-makers will not be allowed unsupervised access to children and vulnerable adults.

8 WORKING WITH PARTNERSHIP ORGANISATIONS

On occasion, Sadler's Wells works in partnership with external organisations such as schools, youth groups, community groups or arts organisations. All partner organisations when working at Sadler's Wells will be issued with a copy of the Safeguarding Policy. Each group will be responsible for the children, young people and vulnerable adults in their care and must follow their own Safeguarding/Child Protection policy. The teacher/group contact is the designated responsible person for the participants.

9 EXTERNAL HIRES (for any space in Sadler's Wells or Peacock Theatre)

External hiring organisations and individuals are responsible for the children, young people and vulnerable adults in their care and must follow their own Safeguarding/Child Protection policy. The teacher/group contact is the designated responsible person for the participants and should always ensure compliance with supervision ratios and chaperones as stipulated in the contract and house rules.

10 CHILDREN VISITING BACKSTAGE AREAS AS GUESTS OF VISITING COMPANIES/PERFORMERS

As outlined in the Theatre's House Rules, guests are permitted backstage with the prior agreement of the Company Manager and only if accompanied by a member of the visiting/performing company. Any visitors/guests must be signed in at Stage Door when they enter the building.

Sadler's Wells does not permit children/infants on or around the stage areas at any time without prior written permission.

11 CHILD PERFORMERS:

Child performers are occasionally used in Sadler's Wells performance events. There are no age limits for the performers, however there are strict guidelines on the length and number of performances in which they are allowed to participate.

The child must be licensed to perform by the local authority of the area in which s/he lives. Sadler's Wells Programming team co-ordinate the engagement and participation of child performers, liaising with the event producer to ensure necessary licences and working conditions are in place. A child may perform up to four days out of every six months without licence or pay, or if the performance is organised by the school or certain other bodies and the child is not paid. It is the responsibility of the licence holder to provide a suitable adult to act as chaperone for the child. See Appendix E for Child Performer guidelines. Child

performer licences are held at Stage Door and available for inspection by the Local Authority if requested.

Children taking part in performances need to be accompanied by a parent or registered chaperone at all times. The parent / chaperone will be responsible for ensuring the welfare need of the child is met, including the child's journey to the performance, during the performance, and during any intervals or periods of quiet.

A thorough risk assessment of hazards must be undertaken and suitable precautionary measures must be in place. The Head of Programme is responsible for ensuring the event producer (Sadler's Wells or a visiting company) adheres to the following responsibilities:

- Undertake/obtain a suitable risk assessment
- Obtain a copy of the local authority licence for the child/children and ensure compliance by cross checking with any updates to the proposed performance and rehearsal times
- Ensure that suitable security arrangements are in place for the child/children.
- Ensure separate dressing rooms are set aside for the child/children. Splitting male and female as necessary.
- Monitor rehearsals and performances for risks and hazards to the child/children.

Queries relating to children in performance can be directed to Islington Council Education Welfare Service, 2nd Floor, 222 Upper Street London, N1 1XR Telephone: 020 7527 5833
Email: ews@islington.gov.uk

12 COMMUNICATIONS /SAFE SOCIAL NETWORKING:

Sadler's Wells acknowledges that social networking sites are a key tool for communication and marketing of its performances and participatory projects and can act as effective recruitment tools for projects and events. However, all staff and contractors should limit communication with individuals to official Sadler's Wells phone or email communications channels. Staff should not use their personal mobile devices for communication with children or vulnerable adults unless in an emergency.

Staff should not have any current project participant or student as their 'friend' on any of the social networking sites such as Facebook and Twitter.

13 DATA AND RECORD KEEPING:

Human Resources is responsible for the management of data relating to employees. Learning and Engagement, Breakin' Convention, Programming and other departments engaging staff will manage records of DBS certificates for contractors working on projects they have initiated, as well as personal details of children, young people and vulnerable adults participating in Sadler's Wells events.

All personal information relating to children, young people and vulnerable adults participating in Sadler's Wells events must be kept securely in a restricted access folder. Personal information will be kept in compliance with the Data Protection Act 1998.

14 RECOGNISING ABUSE:

Adults looking after children, young people and vulnerable adults should be aware of the risks of abuse (by adults or other young people), taking steps to reduce those risks in their working practice. Recognising child abuse is not easy. A list of signs and symptoms can serve as indicators of possible abuse, but this is not fail-safe. Government guidelines in *Working Together to Safeguard Children* categorises abuse as: Physical abuse; Emotional abuse; Sexual abuse and Neglect.

There is usually an overlap between the signs and symptoms of the different types of abuse listed above. Within each category there are both physical and behavioural signs and changes to be aware of. Appendix B provides guidance on what to look for.

15 DISCLOSURE AND RESPONSE PROCEDURES:

Sadler's Wells recognises the importance in having clear procedures available to enable staff to handle situations where an appropriate response is needed to a Safeguarding concern. The term 'disclosure' is generally used to describe what happens when a child/vulnerable person tells an adult that they are being abused. It is not the responsibility of anyone working at Sadler's Wells, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Designated Safeguarding Lead for Sadler's Wells, and, where appropriate, the responsible authorities. There are other ways that a concern may arise, including when a disclosure is made by another child or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously.

Staff and artists working within Sadler's Wells have been instructed and should adhere to the procedures outlined below and in Appendix C.

Responding to a child – The Four Rs

Receive	Listen to the child Take them seriously Keep an open mind
React	Stay calm, stay professional Ask open questions Don't criticise Explain the next steps Contact Sadler's Wells' Designated Safeguarding Lead
Reassure	"You've done the right thing!" Be honest about outcomes Never promise confidentiality – find an appropriate early opportunity to explain it is likely that information will need to be shared with others
Record	Make brief notes immediately and keep them secure, use Appendix C as a checklist of details that should be recorded Record specific words used by the child/vulnerable adult Record impartially

Appendix A: Sadler's Wells Good Practice Guidelines for Safeguarding

Sadler's Wells has a duty to act responsibly to ensure that policies and procedures promote safe working practices, and a clear understanding of what to do if abuse is suspected or disclosed. In addition, there is responsibility to ensure all staff and volunteers are not placed in a situation where abuse might be alleged.

All Sadler's Wells personnel should be encouraged to demonstrate exemplary behaviour in order to promote children, young people and vulnerable persons' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a safe, positive culture and climate for effective working.

Good practice in **planning an event/project** means:

- Undertaking, at the outset of the event/project planning, a risk assessment and then monitoring the risk throughout the project.
- Identifying the people with designated protection responsibility.
- Putting systems in place to create and manage good relationships with parents/carers and other stakeholders.
- Be aware of the content of the work and the impact it may have on children, young people and vulnerable group.
- Knowing how to get in touch with local authority social services, in case you have report a concern to them.

Good practice in appropriate **physical contact** means:

- Maintaining a safe and appropriate distance from participants.
- Due to the nature of a dance workshop it is accepted that there will be physical contact during a class, however this should be for correctional purposes only and the artist should seek permissions from the individual before physical contact is made.

Good practice in **interpersonal dealings** means:

- Treating all persons with respect and dignity.
- Always putting the welfare of each participant first, before achieving goals.
- Building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Being an excellent role model for dealings with other people.
- Communication with children, young people or vulnerable adults should be via Sadler's Wells email address only. Staff should not have any current project participant or student as their 'friend' on any of the social networking sites such as Facebook and Twitter.
- Recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people.

Good practice in **managing sensitive information** means:

- Having a policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults
- Careful monitoring and use of web-based materials and activities.
- For marketing purposes we do not use surnames, locations or other information which may lead to a child being identified.
- Agreed procedures for reporting any suspicions or allegations of abuse.

- Ensuring confidentiality in order to protect the rights of employees, contractors and volunteers, including safe handling, storage and disposal of any information provided about artists or workshop facilitators (or others involved in projects) as part of the recruitment process (DPA 1998).

Good practice in **professional development** means:

- Keeping up to date with health and safety in artistic practice
- Regularly updating Sadler's Wells Health and Safety committee regarding cross-organisation safeguarding policy and procedures
- Undertaking relevant development and training

Good practice in **residential-based safeguarding** means:

- Employing services of appropriately qualified and checked chaperones.
- Undertaking a thorough risk assessment of all residential-based activities to include project schedules, meal times, leisure time and accommodation arrangements.
- Ensure accommodation arrangements are suitable to the needs of the group.
- At the beginning of the child's involvement/contract - securing parental consent in writing to act in loco parentis, should the need arise at a later time to administer emergency first aid and/or other medical treatment.
- Ensure that if children of mixed genders are to be supervised they should always be accompanied by a male and female member of staff.
- Ensuring comprehensive handbook supplied to young people and their parents/carers to prepare them to residential situation
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Ensuring that at residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Keeping a written record of any injury that occurs, along with the details of any treatment give any unusual events/ happenings to be reported.
- Question any unknown adults who enter the premises and attempts to engage with the children.

Appendix B: Recognising abuse

Neglect

Neglect is the persistent failure to meet a child's or young person's basic physical and or/psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Physical signs to look out for:

- Unusual tiredness
- A change in appetite – a significant and prolonged increase or decrease; being constantly hungry and sometimes stealing food from others; loss of weight or being constantly underweight
- Unexplained patterns of lateness or illness
- Sudden changes in behaviour or mood e.g. hyperactivity, extreme passivity or depression
- Acting out of aggressive, disruptive, unacceptable or inappropriate behaviour in such a way as to indicate stress or turmoil
- Inappropriate clothing or poor personal hygiene; being in an unkempt state; frequently dirty or smelly; being dressed inappropriately for the weather conditions
- Untreated medical conditions – not being taken for medical treatment for illnesses or injuries Reluctance to change in front of peers and others of same gender
- Fear of medical treatment
- Having few friends.
- Being left alone or unsupervised on a regular basis
- Stories of a 'friend' who suffers from abuse

Physical abuse

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child they are looking after.

Physical signs to look out for:

- Injuries which the child cannot explain, or explains unconvincingly
- Injuries which have not been treated or treated inadequately
- Injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs
- Bruising which reflects hand or finger marks
- Cigarette burns, human bite marks
- Scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or 'tide marks' – rings on the child's arms, legs or body where the child has been made to sit or stand in very hot water

Appendix B: Recognising abuse (*continued*)

Behavioural signs to look out for:

- A child is reluctant to have their parents contacted
- Aggressive behaviour or severe temper outbursts
- A child who runs away or shows fear of going home
- A child who flinches when approached or touched
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- Covering arms and legs even when hot
- Depression or moods which are out of character with the child's general behaviour
- Unnaturally compliant to parents or carers

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

Physical signs to look out for:

- A failure to grow or to thrive (particularly if the child thrives when away from home)
- Sudden speech disorders
- Delayed development, either physical or emotional

Behavioural signs to look out for:

- Compulsive nervous behaviour such as hair twisting or rocking
- An unwillingness or inability to play
- An excessive fear of making mistakes
- Self-harm or mutilation
- Reluctance to have parents contacted
- An excessive deference towards others, especially adults
- An excessive lack of confidence
- An excessive need for approval, attention and affection
- An inability to cope with praise

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

Appendix B: Recognising abuse (*continued*)

Physical signs to look out for:

- Pain, itching, bruising or bleeding in the genital or anal areas
- Any sexually transmitted disease
- Recurrent genital discharge or urinary tract infections without apparent cause
- Stomach pains or discomfort when the child is walking or sitting down

Behavioural signs to look out for:

- Sudden or unexplained changes in behaviour
- An apparent fear of someone
- Running away from home
- Nightmares or bedwetting
- Self-harm, self-mutilation or attempts at suicide
- Abuse of drugs or other substances
- Eating problems such as anorexia or bulimia
- Sexualised behaviour or knowledge in young children
- Sexual drawings or language
- Possession of unexplained amounts of money
- The child taking a parental role at home and functioning beyond their age level
- The child not being allowed to have friends (particularly in adolescence)
- Alluding to secrets which they cannot reveal
- Telling other children or adults about the abuse
- Delayed or no learning progress
- Low self-esteem
- Acting in a sexually inappropriate way towards adults and/or peers
- Uneasiness or unusual behaviour with adults
- Drawings of a specific sexual nature

Appendix C: Checklist for Reporting Suspected Abuse

Name of child	
Age and date of birth	
Religion	
Ethnicity	
First Language	
Disability	
Any special factors?	
Parents/carers name(s)	
Home address and phone number (if available)	
Reporting your own concerns or those of somebody else?	
Brief Description: include dates, times etc of any specific incidents	
Any physical signs? Behavioural signs? Indirect signs?	
Have you spoken to the child? If so, what was said?	
Have you spoken to the parent(s)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, give details.	
Have you consulted anybody else? If so, give details.	
Your name and position:	
To whom reported/date of reporting:	
Today's date:	
Signature:	

**Appendix D: Consent form for the use of photographs and video
Learning and Engagement Department**

The Learning and Engagement department at Sadler’s Wells film and photograph all learning projects to support the creation of its work, to raise standards and for archive purposes. These images may be used to advertise the work of the department in Sadler’s Wells print, for display in the theatre, on the Sadler’s Wells website, project blogspot or other learning or participation related websites.

We recognise the need to ensure the welfare and safety of all children, young people and vulnerable adults in our work. In accordance with our Safeguarding/Child Protection policy, we do not permit photographs, video or other images of participants to be taken/used without the consent of the parents/carers of the children. Sadler’s Wells will take all steps to ensure these images are used solely for the purposes they are intended, and are stored safely and securely.

Please complete and return the below form to:
Sadler’s Wells
Rosebery Avenue
London, EC1R 4TN.

If you would like to discuss this further please contact: 020 7863 8140.

Participant Name: _____

Participant Contact Tel number: _____

Participant Contact Email: _____

Participant Postal Address: _____

Emergency Contact Name: _____

Emergency Contact Tel number: _____

Please delete as necessary:

- **I give / do not give** permission to be photographed and/or filmed for the purposes of Sadler’s Wells.
- **I give / do not give** permission for the resulting images/video to be used to advertise the work of Sadler’s Wells in brochures, displays or on the website.

Participant Signature: _____ Date: _____

Parent/Guardian Signature (where required): _____ Date: _____

Appendix E – Child Performer Guidelines

The child performance licensing and activities legislation sets out the arrangements that must be made to safeguard children when they take part in certain types of performances, paid sport or paid modelling. Streamlined and simplified regulations, the Children (Performances and Activities) (England) Regulations 2014, came into force on 6 February 2015.

The revised regulations remove unnecessary restrictions on different types of performance that a child may take part in on a single day. Theatre and TV working hours have been allied to allow greater freedom on broadcast and non-broadcast performances.

Children may perform for 6 consecutive days in performance or rehearsal.

Children's working hours

Children aged 0-4 can perform for 5 hours

Children aged 5-8 can perform for 8 hours

Children aged 9 and over can perform for 9.5 hours

Earliest and latest permitted times at place of rehearsal or performance

Children aged 0-4: 7am - 10 pm

Children aged 5-8: 7am - 11pm

Children aged 9 and over: 7am - 11pm

Maximum total hours of performance or rehearsal

Children aged 0-4: 2 hours

Children aged 5-8: 3 hours

Children aged 9 and over: 5 hours

There are no age limits for performers; however there are strict guidelines on the length and number of performances in which children of different ages can participate.

Full policy document and guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401345/Child_performance_and_activities_licensing_legislation_in_England_-_departmental_advice_-_final.pdf

Appendix F: Code of Conduct for schools/organisations/groups receiving Sadler's Wells artists

To ensure that the project/event runs smoothly, and for the protection of both the participants and the artists, please adhere to Sadler's Wells guide for best behaviour.

Please read the following and sign to state that you acknowledge what is being asked of you and your group, and that you agree to these terms.

You must:

- Notify Sadler's Wells of any children with special needs, behavioural problems or anything else that is of relevance in advance of the project start date.
- Ensure that the participants are dressed in appropriate clothing for dance at the start of the workshop remembering to remove all jewellery.
- Ensure groups should not have more than 30 unless agreed in advance
- Be responsible for the welfare and safety of the group for the entire duration of the event.
- Ensure an appropriate number of legally responsible adults are present, please ensure that a member of staff is present **at all times**.
- Ensure that parental permission has been sought for the activity the group will take part in.
- Take responsibility for the behaviour of your group – inappropriate or dangerous behaviour will not be permitted.
- Ensure that the room being used for the workshop is clear and ready for the session and that it is the appropriate temperature.
- Ensure that any spillages are cleared up immediately.
- Allocate male and female changing areas where possible.
- Ensure timings of workshop, including breaks, start and finish times are confirmed with the artists at the beginning of the workshop. .
- Equipment must meet safety standards
- Risk assessments must be carried out
- Ensure there is a first-aid box which meets current Health and Safety (First Aid) Regulations

Sadler's Wells is committed to Safeguarding. You can view our policy for children, young people and vulnerable adults on our website www.sadlerswells.com

All artists working for Sadler's Wells have a clear Enhanced Disclosure and Barring Service (DBS) check.

Name:

Signed:

Date:

Appendix G: Code of Conduct for Groups Visiting the Theatre

Welcome to Sadler's Wells. To ensure your visit smoothly, and for the protection of both the participants and the artists the following is Sadler's Wells guide for best behaviour.

Please read the following and sign to state that you acknowledge what is being asked of you and your group, and that you agree to these terms.

You must:

- Notify Sadler's Wells of any children with special needs, behavioural problems or anything else that is of relevance in advance of your visit.
- Ensure that the participants are dressed in appropriate clothing for dance at the start of the workshop or performance removing all jewellery.
- Ensure that the appropriate number of adult-supervisors accompanies the group at all times. Sadler's Wells recommends the ratio is one adult for every four children for reception and early KS1 and then 1:6 for KS2 and then 1:10 for KS3.
- Be responsible for the welfare and safety of the group for the entire duration.
- Ensure that parental permission has been sought for the activity the group will take part in.
- Take responsibility for the behaviour of your group – inappropriate or dangerous behaviour will not be permitted.
- Be aware that Sadler's Wells is a non-smoking building and that this includes the dressing rooms.
- Ensure that any dressing room space allocated for your group at the theatre is left clean and tidy as found.
- Ensure that any spillage's are cleared up immediately.
- Ensure that on theatre visits that the group have lunch with them or organise to provide them with lunch. Please note that no food or drink can be consumed in the Lilian Baylis Studio, rehearsal studios, lecture theatres or dressing rooms.
- On a theatre visit it is your responsibility to ensure that dressing rooms are left secured at all times. Sadler's Wells Theatre does not accept any responsibility for loss or damage to your property.
- Please note that on theatre visits any cost incurred through breakages will need to be invoiced to your school or organisation.
- During performances, ensure the group respects other audience members and follows theatre etiquette.
- Adhere to safety procedures set out by theatre technicians while rehearsing or working on the stage.

When working at Sadler's Wells the emergency contact number is 020 7863 8198 (Stage Door)

Sadler's Wells is committed to Child Protection. You can view our policy statement on our website www.sadlerswells.com.

All artists working for Sadler's Wells have a clear Enhanced Criminal Record Bureau Disclosure.

Appendix H: Code of Conduct for Staff and Artists working with Children and Vulnerable Adults

To ensure that the project/event runs smoothly, and for the protection of both the participants and the artists, please adhere to Sadler's Wells guide for best behaviour.

Please read the following and sign to state that you acknowledge what is being asked of you and your group, and that you agree to these terms.

The following is a code of conduct for artists employed by Sadler's Wells or a contractor who working with children and vulnerable adults. This is for the protection of both the individual/artist and the participants. Please read the following and sign to state that you acknowledge what is being asked of you and that you agree to work under these terms.

You must:

- If working off-site, arrive on time and follow the school or organisation's policy on visiting artists, i.e. sign in and out.
- Arrive with your session fully planned with appropriate music.
- If you are team teaching the session must have been planned in advance and both parties need to be clear on what they are teaching.
- Be an advocate for Sadler's Wells and provide an example of good conduct you wish others to follow.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Wear clothing appropriate to the setting and remember to remove all jewellery.
- Treat all children, young people and vulnerable adults with respect.
- Ensure that when working in schools or community setting that a qualified adult from the school, youth centre or organisation is present at all times.
- Use appropriate language throughout the duration of the workshop and when the participants are present.
- Use staff toilets and changing areas and ensure that any breaks are spent in the staff room or staff areas.
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that special caution is required when discussing sensitive issues with children or young people, e.g. themes/content of performances
- Be aware of and follow Sadler's Wells Safeguarding Policy.
- Report any suspicions surrounding child abuse and a participant to the delivery agent who will notify the designated Child Protection officer at Sadler's Wells who will deal with this further.
- Ensure that you follow Sadler's Wells guide to recording any possible abuse cases.

You must not:

- Engage in inappropriate touching, physical or verbal contact with children or young people.
- Show favouritism to any participant, bullying in any form is not accepted.

(cont.)

- Be under the influence of either drugs or alcohol.
- Smoke.
- Be left unsupervised with any child at any time during the workshop.
- Exchange personal phone numbers with any child, young person or vulnerable adult.
- Arrange to meet up with a child, young person or vulnerable adult outside the theatre, workshop setting.
- Talk to a child on social networking sites.

Name:

Signed:

Date:

Sadler's Wells is committed to Safeguarding. You can view our policy for children, young people and vulnerable adults on our website www.sadlerswells.com

All artists working for Sadler's Wells have a clear Enhanced Disclosure and Barring Service (DBS) check.