



MAIDENHEAD DRAMA FESTIVAL YOUNG PEOPLE POLICY

1 AIM

The aim of this Policy is to ensure the safe and secure presence of all young people under the compulsory school leaving age at the time of the start of the Maidenhead Drama Festival, whilst taking part in any role on or off stage and clearly indicate who is responsible for each stage of their presence during the festival.

2 RESPONSIBILITIES FOR THE CARE OF YOUNG PEOPLE

- Young people participating from a recognized school must be accompanied/supervised at all times by teachers/members of staff who have been officially cleared by their school/local authority.
- Young people who belong to a recognised youth drama group must be accompanied/supervised by adult members/volunteers who have been fully DBS checked by their local authority.
- Any young person performing as part of a generally adult group must be accompanied/supervised by a licenced chaperone.
- Any young person volunteering in the running of the festival, or providing technical support, must be accompanied/supervised by a licenced chaperone.

All groups should be prepared to show proof to the Stage Director/Festival Organiser at the technical rehearsal. The Stage Director/Festival Organiser has the right not to accept a supervisor/chaperone and does not have to give a reason for such refusal.

Teams entering the festival are responsible for ensuring that any such person is accompanied/supervised whilst

- backstage,
- in the lighting/sound box,
- in the dressing rooms,
- on stage, or
- in the auditorium when a play is not in process.

Any person employed directly by Norden Farm must meet their Youth Policy guidelines.

3 BODY OF PERSONS

Maidenhead Drama Festival will be considered a 'Body of Persons' under S37 of The Children & Young Persons Act 1963 by the Royal Borough of Windsor & Maidenhead. All participating groups, other than recognised schools, are obliged to provide the Festival Organiser with names, addresses and dates of birth of all relevant young people at least 4 weeks before the Festival start date.

4 DRESSING ROOMS

The Festival Stage Director is required to provide separate Dressing Rooms for boys and for girls under the compulsory school leaving age.

5 COMPLAINTS

Any complaint or concerns must be registered with the Stage Director and any appeals to the Festival Director.

6 CODE OF PRACTICE

DO treat everyone with dignity and respect

DO set an example you would wish others to follow

DO treat all young people equally – show no favouritism

DO plan rehearsals that involve more than one other person being present, or at least are within sight and hearing of others

DO advise young people if physical contact is required in order to demonstrate something that you ask their permission first

DO respect a young person's right to personal privacy

DO avoid unacceptable situations within a relationship of trust

DO allow young people to talk about any concerns they may have

DO have separate changing areas for boys and girls, and for over 16s and under 16s

DO encourage others to challenge any attitudes or behaviours they do not like

DO avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes

DO ensure a no alcohol policy when young people are in your care – adults and young people

DO make everyone aware of the child protection procedures – young people, parents/carers, and all other helpers

DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse

DO keep others informed of where you are and what you are doing during rehearsals and performances

DO remember someone else might misinterpret your actions, no matter how well-intentioned

DO take any allegations or concerns of abuse seriously and refer immediately

DO NOT trivialise abuse

DO NOT form a relationship with a young person that is an abuse of trust

DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying

DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual

DO NOT play physical contact games with young people

DO NOT make suggestive remarks or threats to a young person, even in fun

DO NOT use inappropriate language – writing, phoning, email or internet

DO NOT let allegations, suspicions or concerns about abuse go unreported

DO NOT just rely on your good name to protect you

What happens if....?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report your concern.

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell another member of Maidenhead Drama Festival
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your note to the Maidenhead Drama Festival Committee
7. Ensure that no situation arises which would cause further concern

Note: In an emergency (young person at imminent risk of significant harm) contact police or social services direct. Inform the Maidenhead Drama Festival Committee of the action you have taken.

If you have a concern about a young person's safety and well being:

1. Immediately tell a Maidenhead Drama Festival Committee member
2. Write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to the Maidenhead Drama Festival Committee
4. Ensure that no situation arises which would cause further concern

If you receive a complaint or allegation about an adult or about yourself:

1. Immediately tell the Maidenhead Drama Festival Committee
2. Write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to the Maidenhead Drama Festival Committee
4. Try to ensure no-one is placed in a position which could cause further compromise

You must refer not investigate