

Accident & Emergency Policy

Accident / Injury

In the event of an accident, incident or injury to a young person whilst with Rising Youngstars, the situation will be assessed by a First Aider who is member of the Committee. If necessary, they will seek medical treatment immediately or the emergency services will be called. The parents/carers/guardian/next of kin will also be contacted.

During any rehearsal or performance, we will have at least one qualified First Aider and/or our Child Protection Officer present. We will also ensure all volunteers and committee members familiarise themselves with emergency procedures and 'front of house' safety checks (for regular and one-off events).

In the event of an accident, we will:

- Evaluate the incident and act appropriately or seek advice immediately from the Executive Officer/Child Protection Officer
- Deal with any minor accidents using the first aid kits
- Call for the emergency services, if required
- Evacuate the area if required using the nearest available exits
- Write all information, including names of witness(es), on the accident form / accident book
- On collection - Inform parents/carers/guardians/next of kin, to read and sign the accident form/ accident book.
- Email a copy of the accident report for their records

Emergency / Major Incident

In the event of an emergency such as a fire or other serious incident the following procedure will be adopted:

- The Executive Officer or Child Protection Officer will take control of the situation instructing the committee members / volunteers and acting as designated fire Marshall until the attendance of emergency services
- The immediate area will be evacuated if required by using the nearest suitable exits

The fire evacuation procedure for the occupied building will be followed, using the designated fire assembly points to ensure safety of all attendees

- The emergency services will be called as appropriate giving a clear, concise description of what has occurred and what is required
- Ensure that any witnesses / members are kept calm and available as required for the emergency services

Complaints Procedure

If you have a complaint about our group, we want to hear about it and we will do our best to put it right.

Our Complaints Procedure has the following goals:

- To deal with complaints fairly, efficiently and effectively;
- To ensure that all complaints are handled in a consistent manner throughout;
- To use complaints constructively in the planning and improvement of our Group.

How to complain

Rising Youngstars would like to amicably resolve any complaint as soon as possible. Many complaints can be discussed informally without need for further action.

In the first instance, please contact us by email at Risingyoungstars123@gmail.com and a member of Senior Management Team make contact within 48 hours to discuss the matter in detail.

As a committee organisation, when making contact in person or via social media, your enquiry may be dealt with by any committee member. We endeavour to subsequently direct any enquiries or complaints to the relevant person/s. Please ask and make a note of who you speak to, this will allow us to deal with your matter in the most efficient and effective way.

In the event you are not satisfied or do not wish an informal solution, you may pursue a formal complaint.

Complaints can be made in writing to:

Rising Youngstars Junior Musical Theatre Group
5 Glenfarquhar Road
Auchenblae
Laurencekirk
Aberdeenshire
AB30 1WU

What Happens Next?

All complaints will be logged and recorded. You will receive acknowledgement of receipt of your complaint within 5 working days. You may be contacted to ensure we have understood all aspects of your complaint correctly. All complaints will be formally investigated, as part of this investigation process you may also be interviewed by our Executive Officer and/or Child Protection Officer. We endeavour to resolve any complaints within 28 working days of their receipt. All parties, where appropriate, will receive a written response.

In all cases, a complaint will be given full and fair consideration. However, if as a result of your complaint, proceedings are taken against a member of our Committee, an internal procedure will apply. You will be informed proceedings have taken place, however, as these proceedings are confidential, this will detail the outcome of matters only, outside of this procedure.

If a criminal offence is alleged, then the police will be informed. See our Child Protection Policy, available on our website.



Inclusion Policy

Children should be treated fairly regardless of gender, sexuality, race, religion or abilities.

All children and young people have an equal right to be listened to and valued. Our group is an 'inclusive setting'. This means that ALL children and young people are welcome and will be respected. Children and young people are given equal opportunities and we have a positive attitude towards diversity. They are encouraged to make a positive contribution to our group and we listen and care about what they want and how they feel.

We endeavour to provide a safe and supportive environment which is free from harassment. We will challenge racial, religious, disability and gender stereotypes and all expressions of discrimination or prejudice.

We ask that parents and carers fill in the contact forms of each child accurately. This allows us to ensure each child gets the best from their time at Rising Youngstars.

At times where children or young people are finding rehearsals overwhelming, we will discuss strategies with the parents/carers in the first instance. Parents/carers may be asked to attend rehearsals with their young person.

Mobile Phones Policy

This policy outlines the appropriate use of mobile phones during our rehearsals and show week.

The purpose of this policy is to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our young people.

Rising Youngstars has established the following Acceptable Use Policy for mobile phones that provide the production team, committee members, parent helpers and young people, guidelines and instructions for the appropriate use of mobile phones during rehearsals and show week.

Responsibility

- It is the responsibility of the young person to ensure that they abide by the guidelines outlined in this document. Mobile phones are brought to rehearsals entirely at the owner's own risk.

Guidelines

- Except in urgent or exceptional situations, mobile phone use is not permitted during a rehearsal. Children and young people will get a break during rehearsals and mobile phones may be used at this time. If a child or young person is required to have a mobile phone available during a rehearsal, please let a member of our committee know on arrival.
- Parents are asked that should an emergency occur – Contact is made with our Executive Officer or Child Protection Officer, in the first instance.
- At no point should a mobile phone be taken onto the stage. This includes any periods on stage where notes are being given. If a child or young person wishes to take notes, pen and paper will be provided, adult assistance will be available where needed.
- Mobile Phones must not be used to take pictures of other cast members without their permission and/or for use on social media.

Parents

- For safeguarding reasons, parents are advised not to use camera phones during rehearsals.
- Parents should not place images of other children on social media sites without the permission from the parents involved.

Official show photos will be taken which will be shared with parents/ carers and any official photos taken during the rehearsal period will also be shared.

Acceptable Uses

- Mobile phones should be on silent throughout the rehearsal period. These should be stored in a bag and not in a pocket whilst performing.
- Mobile phones can be used during any breaks but must be put back on silent when rehearsals start again.

If a child or young person is seen to be using a mobile phone during a rehearsal, without prior permission, the production team or a committee member will ask them to put this away. If this continues, a member of our committee may ask that the mobile phone is left at the reception table for the remainder of the rehearsals and collected at the end.

Any child or young person who repeatedly goes against our Mobile phone Policy will be asked to leave their mobile phone at home during rehearsal periods and parents/carers will be made aware.

Child Protection Policy

Rising Youngstars Junior Musical Theatre Group recognises the duty of care under the Children and Young Persons Act (Scotland) 2014, the Child (Performances) Regulations 1968, the Protection of Children Act (Scotland) 2003

The group understand abuse can take many forms, whether it be physical, emotional, sexual abuse and/or neglect. We are committed to practice which protects children from harm in any form. All adults within the group accept and recognise the responsibilities to develop awareness of the issues which cause children harm.

As a group we believe:-

- The welfare of the child is paramount.
- All children regardless of race, age, culture, disability, gender, religious beliefs, and/or sexual identity have equal right to protection from abuse.
- All suspicions or allegations of abuse should be taken seriously and responded to swiftly, appropriately and in confidence.
- All members/volunteers within the group will be clear on the procedure of how to respond appropriately.

As a group we will ensure:-

- All children are treated equally and with dignity and respect.
- The duty of care towards children will always be paramount.
- A mutually trustful relationship will empower children to play an important role in any decision-making processes.
- Constructive feedback, with a positive tone and connotation will always be given.
- Bullying will not be accepted or condoned, in any form.
- All adult members/volunteers will demonstrate positive behaviours.
- Immediate action will be taken to deal with any inappropriate/unwanted behaviours.
- We will keep up-to-date with any amendments to health and safety guidance and legislation.
- We will keep informed of any amendments to Child Protection legislation which would inform any policy updates and/or amendments.
- Adult members will undertake relevant training to their role/responsibilities.
- A register of participants will be taken at each meeting and we will retain up-to-date emergency contact details for all children, at all times.

The groups Child Protection Procedure accompanies this policy. All/any other policies are available on request.

Rising Youngstars Junior Musical Theatre Group has a designated Child Protection Officer, who ensures the policy and procedures are adhered to:- Emma Kidd – 07899324120 or emmapepc@gmail.com

Our policy is regularly monitored and reviewed.
2024

Review Date: January

Child Protection Procedure

Responsibilities of the group

At the outset of any production the group will:

- Undertake a risk assessment and continually monitor any risk throughout the production.
- Identify at the outset any person/s with designated Child Protection responsibilities and make this known to participants and parents/carers.
- Actively engage in the recruitment of Parent volunteers/chaperones to (where necessary) undergo appropriate vetting - PVG disclosure checks, where appropriate.
- Ensure adequate and effective levels of supervision of children, at all times.
- Have up-to-date knowledge of local authority/social services child protection reporting procedures.

Parents

- The group emphasises the importance of strong partnership working between ourselves and the Parents/Carers of our young people.
- All parents/carers will have access to the Child Protection Policy and Procedures.
- All Parents/Carers will be encouraged and welcomed to be involved in the activities of the group.
- All Parents/Carers are responsible for safe transport of children to and from rehearsals and performances.

Unsupervised Contact

- All efforts will be made to ensure there is no unsupervised, lone adult contact with children.
- If unsupervised contact is unavoidable, all possible mitigations will be in place to minimise risk, eg doors left open.
- All adults in regular contact with child participants will obtain a PVG disclosure check, long standing and/or ongoing adult volunteers will complete 2 year cyclical checks.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only come into physical contact with children where necessary in relation to specific activities.
- Adults will seek verbal consent from the child prior to any physical contact, clearly stating the purpose of the contact.

Managing Sensitive Information

- The group have a policy and procedure for the taking, using and storage of photographs/images of children.
- Permission will be sought from Parent/Carers for use of any such images/material for promotional or other purposes.
- Any web-based materials/activity will be closely monitored for inappropriate use.
- The group will ensure confidentiality to protect the rights of all members, including storage and disposal of any sensitive information.

Suspicion of Abuse

- If you see or suspect any form of abuse, please make this known to the designated Child Protection Officer. In the event of any conflict of interest please report your concern to the Executive officer.
- Please ensure you make a note of your concern/s, along with any action/response, for your own records.
- In the event a serious allegation is made against any group member/volunteer, the individual will be immediately suspended from any duties or involvement with the group, until such a time as the investigation is conducted and concluded.

Disclosure of Abuse

In the event of disclosure of abuse by a child

- Remain calm.
- Do not delay action.
- Listen carefully, allowing the child to disclose any details at their own pace, asking questions for clarification only.
- At the earliest opportunity, note facts, date, time and the names of any parties involve or with knowledge. Sign and date this record.
- Immediately share the information with the Child Protection Officer, the child must be made aware this information will be shared, in order to get help and support.
- It is the responsibility of the Child Protection Officer to inform the relevant authorities.

Recording

- The details of all reported incidents and allegations will be recorded, regardless of whether concerns are passed onto a statutory agency.
- Accurate notes will be made of any/all reported incidents, allegations or disclosures, together with a record of any action taken and details of any referrals/reports made.
- These records shall be securely stored and shared only with parties on a “need to know” basis.

Rights and Confidentiality

- All parties, both the accuser and accused, have a right to confidentiality under the Data Protection Act 1998. Any criminal investigation could be compromised through inappropriate sharing of information.

Accidents and Incidents

- All performers will be asked to sign a behaviour/conduct agreement at the start of the production. Parents/Carers hold responsibility for ensuring their child is aware of and adheres to the group expectations of behaviour/conduct standards.
- If a child is injured while in the care of the group, a designated first-aider will administer care. A report of the injury and first aid administered will be recorded. Parents will be notified and offered a copy of this report. The report will be countersigned by the Child Protection Officer and/or committee representative.

Criminal Record Disclosures

- A PVG Disclosure is mandatory for all adults in unsupervised contact with children and advised for all adults in supervised contact with children.

Chaperones/Parent volunteers

- Chaperones and Parent volunteers will act in loco parentis during production. The maximum number of children in the care of a chaperone will not exceed 10.
- Chaperones and Parent volunteers will be made aware of the child protection policy and procedures.
- Chaperones and Parent volunteers will be expected to hold a relevant PVG disclosure, in the event they do not, they will be accompanied/paired with an individual with a relevant check.
- Chaperones and Parent volunteers will make the producer aware should a child become too unwell or tired to continue.
- Chaperones and Parent volunteers must be aware of the children's whereabouts at all times.
- Chaperones and Parent volunteers must be informed as to fire evacuation/emergency evacuation procedures and any safety/first aid arrangements.
- Children must be signed in and out by a committee member at every rehearsal and performance. Senior students, who have been given consent from a parent or guardian, may leave the building on their own. All junior children and those without consent, must be collected by a parent/guardian. Chaperones and Parent volunteers must remain with any uncollected children until a parent/carer arrives or is contacted and arrangements made.

Behaviour Policy and Code of Conduct

We believe that drama should be fun and we do our best to keep a happy, friendly and safe atmosphere but we also know that to put on a production with a large amount of children, discipline is needed and children are expected to be polite, courteous and respectful to all around them.

We will introduce all children and young people to our code of conduct

- Respect other people
- Respect other people's work
- Listen when other people are speaking
- Be courteous to others on stage when you are off stage
- Be respectful and listen to the production team and any committee/parent helpers
- Be respectful of venue staff and the workspace we are rehearsing in
- Keep the rehearsal space, dressing rooms and bathrooms clean and tidy, leaving them as you found them

Rising Youngstars Rules

- Please arrive on time for rehearsals and let us know as soon as possible about any absences or lateness.
- All children must sign in and out of the building
- Children under the age of 12 must have a parent/guardian collect them from each session
- Children should not leave the rehearsal space unless a committee member is aware and permission has been given
- No fizzy juice is to be taken to rehearsals
- No eating unless at the break
- No chewing gum at anytime
- Children and young people should wear loose, comfortable clothing and flat soled shoes so that they are free to move about.
- Mobile phones not to be used during rehearsals – please see our Mobile Phone Policy
- Accidents and breakages must be reported immediately
- Children and young people must never interfere with equipment, particularly electrical or large scenery
- Please note that although we would see the following as highly unusual for our Rising Youngstars, we have a strict rule on smoking, drugs and alcohol.
No alcohol is to be brought into or consumed within our rehearsal space. Smoking or vaping is not permitted in any of our rehearsal buildings and we ask that young people who do smoke or vape, do not do so outside the rehearsal venues and away from younger, impressionable cast members. This is for the health and safety of all our children and young people.

Breaking the Rules

Minor infractions of the Code of Conduct or Rules will result in a verbal warning. Major infractions will result in a conversation with the parent/carer and the opportunity to take part in the show may be revoked.

Bullying and Harassment Policy

Rising Youngstars Junior Musical Youth Theatre is committed to providing a creative working environment free from harassment and bullying and ensuring all committee members, volunteers, visitors, audience members (and any staff and freelancers) are treated, and treat others, with dignity and respect.

This policy covers harassment or bullying which occurs at rehearsals, performances, meetings or during any other activities arranged by the group, including social functions.

The theatre and creative world pushes boundaries; it explores, expands, and celebrates the spectrum of human emotions and experiences. This should never be at the expense of safety or people's right to not be bullied or harassed.

What is harassment?

- Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing.
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive harmless)
- offensive emails, text messages or social media content; or mocking, mimicking, or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

What is bullying?

- Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

- Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, for example:

- i) physical or psychological threats;
- ii) overbearing and intimidating levels of supervision; or
- iii) inappropriate derogatory remarks about someone's performance.

Young people and bullying or harassment

Young people may be more susceptible to being bullied and less likely to come forward. A young person may indicate signs they are being bullied or harassed and it is important adults are aware of some of the signs a young person may demonstrate. They may:

- be frightened of walking to or from a youth activity;
- not want to use public transport;
- change their usual routine;
- become withdrawn anxious, or lacking in confidence;
- start stammering;
- be frightened to say what is wrong; or attempt self-harm, or threaten suicide or run away.

If a young person displays any of these signs, Our Child Protection Officer and/or a Committee member should be made aware so they can investigate.

If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to a committee member, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under the Groups Complaints Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. We will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Protection and support for those involved

Anyone who make complaints or who participates in good faith in any investigation must not suffer any form of retaliation or victimisation as a result.

Codes of behaviour

Bullying and harassment can take many forms. However, below are some suggested codes of behaviour.

Do:

- Call out bullying and harassment when you see it
- Report any bullying and harassment (either to yourself or others)
- Support those suffering bullying and harassment
- Respect changing and performances spaces

Don't

- Put young people in uncomfortable positions by making unreasonable demands
- Push people to share personal experiences if they don't wish to (particularly in creative environments)

Record-keeping

Information about the incident may be placed in the Society's records, along with a note of the outcome and of any documents compiled during the process. These will be processed in accordance with our Data Protection Policy.