



Carver Theatre Production Register for Production Team, Cast, Back Stage Team and Volunteers

Name of Production:

First Name	Surname	Role	Member of the Society?	Code of Good Practice Issued?	Do you hold a DBS Certificate?

Completed by Designated Safeguarding Lead: Name: **Signature:** **Date:**




Carver Theatre Code of Good Practice

For Working with Young People & Children

- **DO** treat everyone with respect
 - **DO** provide an example you wish others to follow
 - **DO** plan activities which involve more than one adult being present, or at least within sight or hearing of others
 - **DO** respect a young person's right to personal privacy
 - **DO** provide access for young people to talk about any concerns they may have
 - **DO** support young people and adults to create a safe environment where they feel comfortable to talk about attitudes or behaviours they do not like
 - **DO** avoid situations that compromise your relationship with young people and are unacceptable within a relationship of trust, irrespective of whether the young person is over the age of consent
 - **DO** remember that someone else might misinterpret your actions, no matter how well intentioned
 - **DO** recognise that caution is required even in sensitive moments of listening, such as when dealing with bullying, bereavement or abuse
-
- **DO NOT** have any inappropriate physical or verbal contact with others
 - **DO NOT** jump to conclusions about others without checking the facts
 - **DO NOT** collude with crushes
 - **DO NOT** show favouritism to any individual
 - **DO NOT** make suggestive remarks or gestures, even in fun
 - **DO NOT** let suspicion, disclosure or allegation of abuse go unrecorded or unreported

And finally...

- **DO NOT** let the presence of this guidance spoil the fun and benefits everyone should enjoy from involvement in our theatre

CARVER THEATRE: PERFORMANCE RISK ASSESSMENT		
Nature of performance:	Performance title:	
Risk assessment completed by:-	Date & time of first performance:	
<p>This is a generic risk assessment used to identify the risk associated with a performance. It is not comprehensive and separate more detailed risk assessments should be carried out if required, in particular before set building commences, before the cast are allowed on stage for rehearsals, before the technical, dress and public performances start. Separate risk assessments must be carried out for external premises that may be used for auditions and rehearsals.</p>		

RISK ASSESSMENT KEY		
Severity	Likelihood	
What is the potential level of injury to persons and / or damage to property caused by the hazard?	How likely is the hazard to happen?	Risk rating =
1. Slight 2. Minor 3. Moderate	1. Highly unlikely 2. Not very likely 3. Possible	Severity * Likelihood

1. RISK OF INJURY DUE TO FALL: Does the production involve working above ground level; on ladders, tables, blocks, raised set or by lifting persons etc?					
Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

2. FALLING OBJECTS: Will any objects be suspended from above?

Description of activity / associated risks	Who could be affected	Severity 1 to	Likelihood 1	Risk Rating	Control measures / action plan
		5	to 5		

3 SLIPPING & TRIPPING : Will any props, set, drapes, costume or other articles that could cause a trip or slip be used on stage?

Description of activity / associated risks	Who could be affected	Severity 1	Likelihood	Risk Rating	Control measures / action plan
		to 5	1 to 5		

4 SPILLAGE: Will any liquids or foodstuffs be used?

Description of activity / associated risks	Who could be affected	Severity	Likelihood	Risk Rating	Control measures / action plan
		1 to 5	1 to 5		

5. FIRE: Will any open flames be used?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

6. ELECTRICAL HAZARDS: Will any electrical equipment be brought in to the theatre?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

7. UNSTABLE SURFACES: Will any persons be standing on any object not specifically designed for that purpose?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

8. IMPACT: Is there any stage fighting or complex rapid movement where injury due to impact could occur, this could be in the form of dance, clowning, etc.?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

9. WEAPONS: Will any form of weapon be used in rehearsal or performance, e.g. swords, knives, guns, clubs, including toys and replicas?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

10. PYROTECHNICS: Will any explosive device be used, no matter how small?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

11. UNUSUAL USE OF OBJECTS OR EQUIPMENT: Will any objects or performance space be used in an unusual or unconventional manner?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

12. IMPAIRMENT: use of alcohol and drugs before or during a performance or rehearsal is not permitted, unless prescribed, Will any other devices be used which could mean that a performer is impaired , e.g blindfold, handcuffs? Are you aware of any personal impairments, e.g. disabilities, illness or medication that may affect the performance?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

13. AUDITIONS : Will auditions be carried out within the theatre premises or outside the theatre premises?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

14. REHEARSALS: Will rehearsals be carried out solely within the theatre premises?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

15. ANYTHING ELSE: The list is not exhaustive! Are you planning any other activity that may pose a significant risk of injury to person or damage to space or property?

Description of activity / associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Control measures / action plan

16. DECLARATION: Please tick which statement applies

We have identified the above hazards and have indicated control measures or an action plan to do so. Further pages to risk assess and introduce control measures may be attached.

None of the above hazards apply to our project /production. There is no significant hazard or risk.

Name:Signed:

Date:

CARVER THEATRE RISK ASSESSMENT FOR STAGE

If the stage and auditorium are being used by any child members of the theatre for Auditions or Rehearsals then the Lead Chaperone, Director, Choreographer and Musical Director and Stage Manager must conduct a risk assessment on using the stage and record the significant findings of their risk assessment.

This risk assessment has been designed to guide the responsible adults through assessing the risk to children when implementing the Carver Theatre Safeguarding Policy when they are using premises that have been hired from an outside organisation. It is not an exhaustive list and should be added to as required.

Production being assessed:

What are the hazards?	How might children be harmed?	What has already been done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Trips</i>	<p><i>Insufficient light to see obstacles and other hazards</i></p> <p><i>Floor coverings in the wings secure</i></p> <p><i>Cables on the floor</i></p> <p><i>Floor is not slippery</i></p>					
<i>Cuts and Bruises</i>	<p><i>No sharp edges on projections or in constricted areas</i></p> <p><i>Any textures surfaces are not abrasive</i></p> <p><i>Floor is clean</i></p>					

What are the hazards?	How might children be harmed?	What has already been done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Falls</i>	<i>Edges of stage and steps clearly marked</i> <i>Changes in level marked</i> <i>Holes in the floor clearly marked</i>					
<i>Electrical Hazards</i>	<i>Any incomplete wiring?</i> <i>Any additional earthing required</i>					
<i>Collapse</i>	<i>Is the set secure.</i>					
<i>Fire</i>	<i>Fire escapes unlocked</i> <i>Escape routes clear and signed</i> <i>Wings not overcrowded.</i> <i>Emergency procedures and equipment in place.</i>					
Falling Objects	Scenery secure Tumble cloths secure Lighting bars secure and safety chains on luminaires					
Poor Lighting	Wings adequately lit					

What are the hazards?	How might children be harmed?	What has already been done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Moving Scenery	Paths for scenery are clear Stage crew can see moving scenery clearly and can hear SM instructions clearly					
Special Effects	Smoke, Haze machine outlets sighted correctly Weapons and ammunition located and stored					

The Carver Theatre has a Safeguarding Policy and Procedures and this risk assessment forms part of those procedures.

It is important you discuss your assessment and proposed actions with the Carver Stage Manager and/or the Carver Theatre Executive.

You should review your risk assessment if you think it might no longer be valid, eg following an accident or if there are any significant changes to the hazards identified, such as new equipment, fixtures or work activities taking place on the premises.

Signed _____

Dated _____

CARVER THEATRE -Risk assessment for Rented Premises

If a premises not owned by the CARVER THEATRE are being used by any child members of the theatre for Auditions or Rehearsals then the Lead Chaperone, Director, Choreographer and Musical Director must conduct a risk assessment on using those premises and record the significant findings of their risk assessment.

This risk assessment has been designed to guide the responsible adults through assessing the risk to children when implementing the Carver Theatre Child Protection Policy when they are using premises that have been hired from an outside organisation. It is not an exhaustive list and should be added to as required.

Premises being assessed:

What are the hazards?	How might children be harmed?	What has already been done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Access to the premises</i>	<i>Are the cast able to access the premises via a separate entrance to other members of the public.</i>					
<i>Control of Access</i>	<i>How will access to the premises /room be controlled, e.g will children be signed in/out?</i>					
<i>Slips and trips</i>	<i>Are there step/stairs to the room?</i>					

What are the hazards?	How might children be harmed?	What has already been done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	<i>Are there carpets/rugs on the floor?</i>					
<i>Fire</i>	<i>Is there a separate fire exit from the room/premises?</i>					
<i>Electrical Hazards</i>	<i>Are there any trailing leads? Are there any broken sockets or switches?</i>					
<i>Access to toilets</i>	<i>Are there separate toilets for the room or are they available to anyone using the premises?</i>					

The Carver Theatre has a Safeguarding Policy and Procedures and this risk assessment forms part of those procedures.

It is important you discuss your assessment and proposed actions with the Carver Youth or Pantomime Committee and/or the Carver Theatre Executive.

You should review your risk assessment if you think it might no longer be valid, eg following an accident or if there are any significant changes to the hazards identified, such as new equipment, fixtures or work activities taking place on the premises.

Signed _____

Dated _____



Behaviour Contract & Code of Conduct

The Society believes it is important that there is a partnership between parents and the Society. Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of children and ensure they behave appropriately in the best interests of all members.

Children and young people who are members of The Carver Theatre are expected to:

- Arrive and be ready to start on time for all sessions/rehearsals/performances.
- Follow the instructions of the adults who are responsible for their safety and welfare.
- Not use their mobile phones during sessions/rehearsals/performances unless given permission to do so (or if needed for medical reasons).
- Not leave the premises during sessions/rehearsals except with prior written permission.
- Always behave in an orderly way. There is zero tolerance for any behaviour that may be considered harassing, intimidating, or bullying. Actions, words, jokes, or comments that are likely to humiliate, shame or threaten will be dealt with accordingly.
- Show respect towards others.
- Show respect for the building, equipment, scenery and costumes.
- Come prepared with all required materials (script, pencil, water bottle)
- Adhere to the uniform policy and dress appropriately for all sessions/rehearsals.

We have read and understood the above and agree to abide by The Behaviour Contract and Code of Conduct. We understand that any inappropriate behaviour may result in temporary or permanent exclusion.

Parent/Carer: Name

Signature

Child/Young Person: Name

Signature



Medical Questionnaire

All sections of form to be completed by parents/carers of children and young people under the age of 16.

Name of child:

Name of person completing this form:

Relationship to child:

Date of completion:

Does your child have any medical conditions or disabilities that we need to know about for their safety during rehearsals and performances?

YES/NO

Details:

Does your child require regular or 'as required' medication and if so how is this administered?

YES/NO

Details:

Does your child have any allergies or sensitivities to medication, food or other substances (eg make-up, plasters)?

YES/NO

Details:

Do you agree to chaperones administering paracetamol if pain relief is required during rehearsals or performances? YES/NO



Photography and filming consent form Children under the age of 16

Activity: _____

In accordance with our Safeguarding policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent/carer.

The Carver Theatre will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Please complete the boxes below using CAPITAL LETTERS.

Name		Age	
-------------	--	------------	--

Declaration of consent – Parent / Carer of child under 16 years of age

Please tick each box (or strike out what you do not consent to), then sign this form.

I give permission for my child's photograph/film to be used for marketing purposes including printed publications, displays within the theatre, The Carver Theatre's social media pages and on The Carver Theatre's website.

I give permission for photographs and video of my child to be used for rehearsal and/ or production purposes.

Signature		Today's date	
Print name			



**Photography and filming consent form
YOUNG PERSON (over the age of 16 years)**

Activity:.....

In accordance with our Safeguarding policy, we will not permit photographs, video or other images of young people to be taken without consent. Any young person over the age of 16 must provide consent for filming and photographic purposes.

The Carver Theatre will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Please complete the boxes below using CAPITAL LETTERS.

Name		Age	
-------------	--	------------	--

Declaration of consent – Young Person over the age of 16 Years.
--

Please tick each box (or strike out what you do not consent to), then sign this form.

I give permission for my photograph or any video recordings to be used for marketing purposes including printed publications, displays within the theatre, The Carver Theatre’s social media pages and on The Carver Theatre’s website.

I give permission for my photographs and any video’s to be used for rehearsal and/ or production purposes.

Signature	Today’s date
------------------	---------------------

Print name	
-------------------	--



Permission to work on the stage crew without a chaperone

For children and young people aged under 16 years

Children and young people who are capable of acting as stage crew are regarded as sufficiently mature and responsible to not need chaperoning. Therefore the Stage Manager will take overall responsibility for safeguarding children and young people aged under 16 who are part of the stage crew.

There may be instances, for example in the control box, when the child or young person is alone with an adult.

To give your permission, please complete this form and return it to the Stage Manager. We will take this permission to stand until we are notified otherwise.

Name of Stage Manager:

Name of child:

I give permission for them to work on the stage crew without a chaperone being present.

Signed

Name of Person completing this form:

Relationship to child:

Date of completion:



**The Carver Theatre
Cause for Concern Record Form**

Your Name:
Your Position:
Child's Name:
Child's Address:
Parents'/Carers' Name and Address:
Child's Date of Birth:
Date and Time of any Incident:
Nature of Incident/Your Observations:
Exactly What the Child Said and What You Said (Record actual details. Continue on separate sheet if necessary)
Action Taken

External Agencies Contacted (Date & Time)	
POLICE Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:
SOCIAL SERVICES Yes/No	If yes – which: Name and Contact Number : Details of Advice Received:
LOCAL AUTHORITY Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:
Other (e.g. NSPCC)	Which: Name and Contact Number: Details of Advice Received:
Signature: Print Name:	
Date:	

CHAPERONE DECLARATION OF SUITABILITY**THE CHILDREN (PERFORMANCES and ACTIVITIES) (ENGLAND) REGULATIONS 2014**

All information given in this application form will be treated in the strictest confidence.

<input type="checkbox"/>	I declare that I am applying to be a chaperone as a volunteer and will not be paid for any work undertaken
--------------------------	---

Title	Mr / Mrs / Miss / Ms / Other
Surname	
First Name(s)	
Date and Place of Birth	
Address <i>Please include post code</i>	
Contact Telephone No. <i>Please include area code</i>	
Email address	

<p>Additional Information</p> <p>(a) Have you ever been approved as a Chaperone? If so, when and by which Local Authority?</p> <p>(b) Have you completed recent first aid training in the last 3 years? If so, please provide a copy of your certificate or details of the training provider and pass dates for verification purposes.</p> <p>(c) Have you undertaken Child Protection training in the last three years? If so, please provide details of the provider and dates.</p> <p>(d) If you hold a DBS Certificate please provide the date of registration, registered body/persons, registered number.</p>	
--	--

DECLARATION TO BE SIGNED BY THE APPLICANT

1. I hereby declare that the above information is true to the best of my knowledge. I understand that I will be liable for prosecution if I have stated anything which I know to be false or do not believe to be true.
2. I declare that I have read the 'Guidance for Chaperones' and understand the duties and responsibilities of a chaperone. I am fit and able to undertake all the duties detailed within the guidance document.
3. I declare that I am not disqualified from working with children and am not the subject of any ongoing investigation or sanctions which may bring into question my suitability to act as a chaperone.
4. If approved, I declare that I will notify The Carver Theatre's Designated Safeguarding Lead within 7 days of:
 - any arrest for an offence that could go to trial in a Court of Law
 - any conviction following an arrest, whether in the UK or otherwise
 - any serious or communicable illness or disease, e.g. scabies, swine flu, typhoid fever etc.
 - any change of name or address or any change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of chaperone.
5. I understand that the applicants' personal data will be held and stored securely by The Carver Theatre in accordance with GDPR guidelines.

Signed: _____ Date _____

Print Name _____



Permission to leave unaccompanied.

For children and young people aged 11+ years*

Children age <11 years involved in productions at the Carver theatre must not leave the theatre unless accompanied by their parent /guardian (or other designated person previously identified)

However children age 11+ may leave unaccompanied with the written agreement of their parent or guardian.

To give your permission, please complete this form and return it to the lead chaperone. We will take this permission to stand until we are notified otherwise.

Name of lead chaperone:

Name of child:

I give them permission to leave the theatre unaccompanied.

Signed:

Name of Person completing this form:

Relationship to child:

Date of completion
