



# **CHILD AND ADULTS AT RISK PROTECTION POLICY**

**THEATRE ROYAL & ROYAL CONCERT HALL  
THEATRE SQUARE  
NOTTINGHAM  
NG1 5ND**

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## **POLICY STATEMENT**

The Theatre Royal and Royal Concert Hall recognise our duty of care to safeguard from harm all children and adults at risk involved in activities that we run or promote.

All children have the right to protection, and the needs of disabled children and others who may be particularly vulnerable will be taken into account.

The Theatre Royal and Royal Concert Hall will do our utmost to ensure the safety and protection of all children and adults at risk involved in our activities through adherence to our protection guidelines, which aim to create safe working practices alongside a stimulating and creative environment.

This policy also allows all those working in the Theatre Royal and the Royal Concert Hall to make informed and confident responses to specific child protection and adults at risk issues.

## **WHAT WE MEAN BY ‘CHILD PROTECTION’**

Child protection means recognising, understanding, and carrying out our responsibility as an organisation to protect the children and adults at risk with whom we come into contact from physical, sexual and emotional abuse, and from accidents, by ensuring that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity are protected from abuse;
- All suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately;
- All staff (paid or unpaid) and artists working with us or on our behalf understand their responsibility to report concerns to the appropriate persons.

## **WHAT WE MEAN BY ‘CHILDREN AND ADULTS AT RISK’**

As defined by the Children Act 1989, a child is ‘anyone who has not yet reached their 18<sup>th</sup> birthday’. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection

As defined by the Care Act 2014, an adult at risk is a person aged 18 or over, who is or may be in need of care services by reason of mental or other disability, age or illness, and who is, or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation.

## **WHAT WE MEAN BY 'CHILD ABUSE'**

Child-abuse is a situation in which a person under the age of 18 years has either suffered, or is believed to be at risk of, sexual abuse, emotional abuse (including bullying), neglect, or physical injury. The perpetrator may be an adult or another child, and the abuse may have occurred either as the result of direct action by an abuser or through the failure of organisations or individuals responsible for the child's safety and well-being.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. We must also remember that we are not trained to deal with situations of abuse or to determine in most circumstances whether or not abuse has occurred.

Abuse can occur within many situations and environments. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Situations could arise where arts workers find themselves identifying cases where children need protection.

All suspicions or cases of poor practice should be reported following these guidelines in this document.

## GENERAL GOOD PRACTICE GUIDELINES

All staff, visitors and artists are encouraged to demonstrate exemplary behaviour in order to safeguard the welfare of children with whom they are working, and to protect themselves from false allegations.

The following are common sense examples of how to create a positive culture and climate.

- Always work in an open environment, by avoiding private or unobserved situations and encourage open communication with no secrets.
- Never transport children in a car or other vehicle belonging to a member of staff and, where possible, avoid travelling alone with a child when using the company's vehicles.
- When working with groups of children from schools, colleges, youth clubs and other organisations, always ensure that the teacher/group leader is present throughout the activity.
- Never agree to or seek to make any contact with a child outside of the work context.
- Avoid entering into direct correspondence with a child by telephone, email, post, or by any other means, except where such correspondence is an essential and pre-planned component of a project or work-placement. Any written correspondence must be copied to the child's teacher, group leader or parents. Telephone contact should only be made where strictly necessary, and staff must make calls from the Theatre Royal and Royal Concert Hall, not from home or a mobile.
- Never allow a child to leave or become separated from a group unsupervised.
- Treat all young people/adults at risk equally, and with respect and dignity.
- Recognise that children with disabilities may be more vulnerable to abuse than other children.
- Always put the welfare of each child first, before achieving goals.
- Maintain a safe and appropriate distance with pupils or participants.
- Avoid wherever possible offering manual or physical support during workshop exercises.
- Build balanced relationships based on mutual trust that empower children to share in the decision-making process.
- Make the arts fun and enjoyable, and promote equality.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Endeavour to be an excellent role model - which includes not smoking or drinking alcohol in the company of children.

## PRACTICES NEVER TO BE SANCTIONED

We must never:

- Engage in rough, physical or provocative games.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun, or allow children to make sexually suggestive comments to us unchallenged.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with us or visit us at our homes unsupervised.

It may sometimes be necessary, particularly in emergencies, for staff or volunteers to do things of a personal nature for children or a vulnerable adult, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the persons involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

It can be very hard for children and young people to reveal abuse. Often they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to.

Children value being believed and, as the adult they have chosen to tell, it is vital that you act on what you have been told.

It is important to remember that if a child is suffering, or at risk of suffering significant harm, the law supports you in sharing the information with appropriate agencies or professionals without the child or parent's consent.

There are some basic guidelines for dealing with a disclosure of abuse:

- Listen to what the child is saying
- Accept what they are saying, and show that you believe them
- Reassure the child that they have done the right thing in telling someone
- Explain that you cannot keep it a secret, and must report the disclosure to professionals who can help
- Don't question the child, except to ensure their immediate safety - interviews should be carried out by a qualified professional, as they may constitute evidence in a subsequent legal action
- Do not talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- Try and record what was said as soon as possible, using the child's own words

There are different situations in which the reporting of a disclosure can be made.

For staff, artists and companies working with schools groups it is advisable that the school staff take charge of the situation, and to activate their own child protection procedures, as soon as possible after the disclosure and to work in partnership with the Theatre Royal & Royal Concert Hall.

The reporting of disclosures can also be made directly to:

- Theatre Royal & Royal Concert Hall Designated Person - contact details on page 19
- NSPCC Helpline on 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk) (NSPCC will respond within 72 hours to email reporting)
- Centralised Duty Team at Nottingham Social Services on 0115 915 5500
- The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns - telephone 0300 500 80 90, email [mash.safeguarding@secure.nottsc.gov.uk](mailto:mash.safeguarding@secure.nottsc.gov.uk) or online at <https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision/multi-agency-safeguarding-hub-mash>

- If you believe a child is in immediate danger then contact the Police on 999
- The Police can also be contacted on 101 to report a non-emergency, such as information about a crime or an offender or information and advice about a policing issue.
- NSPCC Whistleblowing Advice Line - free advice and support to professionals with concerns about how child protection issues are being handled in their own or others organisations - telephone 0800 028 0285 email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)



The Theatre Royal & Royal Concert Hall strongly adheres to the legal definition of a child, namely **'anyone who has not yet reached their 18<sup>th</sup> birthday'** (Children Act, 1989 - please see page3)

However, legislation on licensing young performers and chaperones applies only to young people up to the age of 16-years old, (The Children (Performances and Activities) (England) Regulations 2014 and Department for Education guidance on child performance licensing 2015) whereas safeguarding legislation and guidance applies to young people up to 18-years old.

The DfE guidance states that: "licensing requirements apply only to children under the upper limit of compulsory school age (as defined by section 8(3) of the Education Act 1996) As a general rule, this up to the last Friday in June in the school year in which they have their 16th birthday.

However, although chaperones are only legally required for children up to 16-years old, **organisations still need to take measures to keep children safe up to the age of 18**. This includes making sure they are properly supervised by people who are trained to do so and have undergone all the necessary checks.

Therefore, any Theatre Royal or Royal Concert Hall show requiring children, up to the age of 18, as part of the performance will be overseen by the TRCH Safeguarding Officer, who will be in touch prior to and meet with the visiting company at the beginning of their visit to ensure all the following child protection arrangements are fully met and appropriate supervision is in place.

Our Safeguarding Officer will still oversee any production with 16 and 17 year old children involved to ensure that an essential duty of care is being met. This can include separate dressing rooms and toilet facilities where possible, along with appropriate conduct and management of these children.

Any companies working with 16 and year olds must inform TRCH at an early stage so that our necessary checks can be made.

All requested backstage information as detailed below, in regard to chaperones, dressing room allocation, company contact and other child policy related issues, along with necessary checks, to be sent to:

Dave Guy  
Technical Director  
Theatre Royal & Royal Concert Hall  
Theatre Square  
Nottingham  
NG1 5ND

[dave.guy@nottinghamcity.gov.uk](mailto:dave.guy@nottinghamcity.gov.uk)

0115 989 5595

The Theatre Royal & Royal Concert Hall must receive from the visiting touring company for a Theatre Royal or Royal Concert Hall show a copy of their Child Protection Plan, detailing chaperones and management of children backstage for their production.

This must be received no later than 14 days prior to first performance and any issues raised and resolved with relevant staff and Child Protection Designated Person.

Each visiting company must provide a company name and contact to whom all incidents regarding children backstage can be reported during their visit. This will be displayed prominently on company notice board at Stage Door.

Any incidents, such as accidents, falls, child misbehaviour or chaperone problems need to be reported immediately to the designated company contact.

Please see separate policy in this document concerning child disclosures of abuse.

The visiting company must make sure that children occupy dressing rooms only. Children over the age of five must be split boys and girls.

Due to the needs of a production, a 'quick change space' can be created at the side of the stage. This area must be chaperone led and will be designed to ensure the modesty and protection of the child performer(s).

Under no circumstances must a child be dressed/undressed in the wings, unless it is within the 'quick-change' space. This is highly inappropriate for the child and all backstage staff and will be deemed as a major infringement of our child protection policy.

If a company requires a 'quick change' space then the request needs to be submitted to the venue no later than 14 days prior to the first performance.

For a production that utilises children and young people it is essential that separate toilet facilities are provided and managed backstage, ensuring that adults and children do not share the same facilities. A chaperone must accompany children to the toilets. A detailed diagram of the Theatre Royal and Royal Concert Hall's backstage facilities can be obtained on request from our technical department. To assist chaperones in their work and to ensure the protection and safety of children, only performers and show-related crew are allowed backstage. At the end

of a performance, children will be collected from an agreed place, such as Stage Door or Front of House. All children must be signed in and out of the building.

Due to the size and scale of the venue, chaperones and children in their care are restricted only to the performance space they are working in and their designated changing room space.

This policy of only performers and show-related crew being allowed backstage relates to any performance at the Theatre Royal and Royal Concert Hall, regardless of whether or not children are appearing in the show. Our Stage Door team will actively enforce this policy.

Any breaches in our backstage policy for children will be treated extremely seriously. If deemed necessary we will ask for proper supervision of children backstage before any performance can go ahead. Companies will be charged £50 per hour if the Theatre Royal & Royal Concert Hall deem it necessary to bring in chaperones to ensure the safety of children backstage.

We will also not hesitate to report any actions that we believe are not conducive to a child's welfare to local authority and other agencies

Such breaches of our child protection policy may affect future bookings with the Theatre Royal & Royal Concert Hall.

In order to ensure the safety and well-being of all children performing on our stages, the Theatre Royal & Royal Concert Hall is firmly committed to the professional role and nature of a chaperone. It is not an add-on or baby-sitting role for any company or show taking place at our venue.

All chaperones, including those appointed by the visiting company, at the Theatre Royal and Royal Concert Hall need to provide and show the venue with their current chaperone ID when requested.

Please note that the Theatre Royal & Royal Concert Hall does not regard possession of a DBS certificate as sufficient proof of a chaperone licence.

Details about applying for a chaperone licence can be found at <https://www.gov.uk/apply-for-child-performance-licence>

A Chaperone must be responsible for a maximum of 12 children only of the same gender at all times. However, the age and gender of children must be factored in when determining the number of chaperones.

It is essential that the correct number of chaperones be employed to manage the children in their care. This is to ensure there is adequate cover both for dressing rooms and for when the children are back stage in the wings. No child must ever be left alone at the side of the stage.

All chaperones are to have a list of all children performing, with a copy to be held at Stage Door.

If a chaperone were to work for an extended period, then we would recommend an additional chaperone to enable adequate breaks for the chaperone(s) concerned.

Chaperones must also hold a copy of children's licence to perform, which may be requested at any time by the venue.

The responsibility of the chaperone is to receive the children from their responsible adult and ensure they have signed in.

The chaperone is performing their duties in loco parentis and must have all their children in sight at all times.

At the end of the performance, the chaperone must ensure that all children remain with them until collected and signed for by their responsible adult.

The chaperone must ensure that no child is left unattended at any time whilst on the premises of the Theatre Royal and Royal Concert Hall.

It is recognised that chaperones do not need to be the same gender as the children they are looking after, but full care and attention needs to be paid to ensure that there is appropriate privacy and assiduousness at all times for the individual child.

If for any reason a chaperone is not satisfied with the conditions for a child or children in their care during a production, they should bring this immediately to the attention of the venue and/or visiting company.

If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the venue and the visiting company and not allow the child to perform. The chaperone's decision concerning this must be respected.

All chaperones need to be aware of the venue's safety arrangements, first aid procedures, locations of first aid boxes and to ensure that children in their care do not place themselves and others in danger.

Chaperones should ensure that any accidents are reported to and recorded by the venue and the visiting company (if applicable).

The Theatre Royal & Royal Concert Hall recognise that a chaperone is not legally required if a parent or teacher who would ordinarily provide the child's education looks after a child during a performance (Children - Performances and Activities - Regulations 2014). However, the Theatre Royal and Royal Concert Hall will always strive to have a licensed chaperone, due to knowledge of venue and show and to prevent other family members of child intervening in parental role.

To this end, the Theatre Royal & Royal Concert Hall will also no longer accept exemption certificates from licensing procedures.

An authorised and trained chaperone is always required for a licensed child.

Please refer to photography and video policy for role of chaperone in these circumstances.

Any breaches in our chaperone policy for children will be treated extremely seriously.

If deemed necessary we will ask for proper supervision and chaperoning of children backstage before any performance can go ahead. Companies will be charged £50 per hour if the Theatre Royal & Royal Concert Hall deem it necessary to bring in chaperones to ensure the safety of children backstage.

We will also not hesitate to report any actions that we believe are not conducive to a child's welfare to local authority and other agencies

Such breaches of our child protection chaperone policy may affect future bookings with the Theatre Royal & Royal Concert Hall.

## PHOTOGRAPHY AND VIDEO

Many of our projects and productions are photographed, and some are videoed. We may wish to make a photographic record of activities for a number of reasons, including the promotion of our work, the compilation of reports, and archival purposes. However, it is possible for offenders to manipulate images of children to create child pornography; individual children can also be identified with a particular school or setting and then targeted for abuse or kidnapping. In order to mitigate these risks Theatre Royal & Royal Concert hall staff must adhere to the following.

Seek the active and informed consent of parent/carer, preferably through a signed form, that photography will be taking place and for what purpose it shall be used.

If working with school groups seek consent of the lead teacher of the group and check that the school has completed their relevant consent forms, with consent from each individual child. It is up to the school to inform us of any extra requirements pertaining to photography, such as preventing children to be identified by means of their school uniform or school logo.

When photographing very large groups, e.g. audiences. Signs need to be displayed informing that photography will be taking place and that those who do not wish to be photographed need to see a member of staff.

Ensure that images of children are stored securely.

Please refer to photo consent information and photo consent examples available on request from the venue. This information has been updated and is in accordance with GDPR regulations.

If children are to be used for promotion and publicity purposes, a chaperone or teacher must always be used and full parental consent obtained. A member of staff will be present throughout a press call to ensure that the safety and the welfare of the child is paramount.

Dressing rooms will always be provided for children to change into appropriate costume for a photo/film shoot. Chaperone/teacher will only allow shoot to begin when the child is ready and fully dressed. Photographers/film crew must not be escorted to the dressing room area before the chaperone has confirmed that the child/children are ready.

The Theatre Royal and Royal Concert Hall will never send a publicity image featuring a child to any individual/s specifically requesting such image for personal use, i.e. a family member. Such requests will be referred to the chaperone/teacher in charge.

## **WORKSHOPS & PERFORMANCES**

As a general guideline and rule, child protection policies for general workshops at the venue will be overseen by the Creative Learning Department, whilst all stage performances, requiring stage licensing, the appointment of necessary chaperones and liaison with touring company, if applicable, will be overseen by the venue's Wardrobe and Technical Departments.

Under workshop conditions, in which there is no performance or sharing, licencing is not required and supervision can be overseen by practitioners or by teaching staff, in relation to school workshops. All practitioners need to have an up-to-date DBS certificate.

The Theatre Royal & Royal Concert Hall recognise that First Aid training is not a requirement for workshop practitioners, but may be a useful addition for an artist's general practice.

## WORK EXPERIENCE

TRCH Creative Learning staff provide work experience twice a calendar year (once for the RSC Associate Schools and once for general public). This work experience takes place over 3 days and follows all guidelines and rules outlined in this policy, plus the following:

- Recognising that the children taking part in our scheme may all be about the same age, but they will have very different levels of ability, maturity, self-confidence and social skills.
- Maintaining good communication with students, parents and students school and immediately reporting any concerns about a student's attendance, behaviour, health or well-being to their school and/or parent/carer.
- Obtaining relevant photo consent, medical and/or access needs and emergency contact details for health and safety purposes.
- Keeping any personal information about students in a GDPR compliant safe location and destroying after the work experience has taken place.
- To try and ensure parents/carers and school are informed of timings of the work experience days, as students are expected to make their own way to and from TRCH during the work experience.
- TRCH Creative Learning staff who is DBS checked and First Aid trained will be the lead facilitator of the work experience, and will be present to support all other TRCH staff who assist with the work experience, and to ensure the safety of the students at all times.
- All content of the work experience will be risk assessed and this risk assessment will be reviewed and updating before each subsequent work experience takes place. The risk assessment will be available to the students' parents/carers and school on request.



## SUMMER SCHOOL

The Theatre Royal & Royal Concert Hall presents an annual week-long summer school in the venue for up to 60 children and young people aged from 7 to 16. This is currently presented in partnership with performance company West End In.

Photo consent is requested for each child and is strictly adhered to throughout the Summer School programme.

Following extensive clarification the current Summer School programme does not require individual child licensing, but instead can be issued a Body of Persons Approval Licence for its final day sharing performance. As the venue is located within the city this is issued via Nottingham City Council. For further details please contact Karen McAndrew, Service Manager for Education Welfare, at [karen.mcandrew@nottinghamcity.gov.uk](mailto:karen.mcandrew@nottinghamcity.gov.uk)

Chaperoning will be appointed for the full duration of the Summer School.

Separate toilet facilities will be provided for children taking part in the Summer School programme.

Trained first aid Theatre Royal & Royal Concert Hall staff are always available during the duration of the Summer School.

All Summer School practitioners must submit an up-to-date DBS certificate for inspection. Following GDPR guidelines, certificate will not be retained but will form part of a Summer School checklist to be maintained by staff as proof of being seen.

The Summer School programme for Theatre Royal & Royal Concert Hall will always adhere to all aspects of our main child protection policy

## ACCESS

To further support vulnerable children and adults, The Theatre Royal and Royal Concert Hall have a free to join **Access Requirement Register (ARR)**. This helps to identify customers additional access needs and safeguard staff when supporting a vulnerable child or adult. The ARR also provides a free PA for any deaf or disabled person who is unable to attend an event or performance without a personal assistance. Anyone designated as a Personal Assistant must be able physically to assist the person they are with to leave the building in an emergency.

The Theatre Royal and Royal Concert Hall is part of the **Safe Places Scheme**. The scheme enlists local businesses and public places within the local community where vulnerable people can go when they are in distress and in need of assistance. The safe place will supply basic support to the individual to help them contact their friends, family, carers / support workers and the emergency services, if a crime has taken place.

The Theatre Royal and Royal Concert Hall supports **Dementia Friends**, an Alzheimer's Society initiative. Staff regularly undertake Dementia Friends training help develop an understanding of dementia and support customers and employees who are affected by the condition.

The Theatre Royal and Royal Concert Hall is committed to treating each person as an individual and will prioritise inclusion when interacting with members of the public. Understanding how a person with autism communicates is vital to supporting them to access the arts. Our employees are briefed on inclusion and acceptance and encouraged to treat all members of the public with respect and dignity. In recognition of the work we have completed so far, we have been accredited with the **Autism Access Award** from the **National Autistic Society**. Further training for staff on Autism Awareness and Relaxed Performances is completed on a yearly / show by show basis.

Further information about any of the above is available on request.

## **UNACCOMPANIED CHILD / ADULT AT RISK POLICY**

The Theatre Royal & Royal Concert Hall has a comprehensive Lost and Unaccompanied Child/Adult at Risk Policy, which fully documents the procedures in place in the event of a lost or unaccompanied child or adult at risk in the venue.

The policy is available on request.

## RECRUITMENT AND DBS CHECKS

Staff who work directly with children and vulnerable adults, such as the Creative Learning Department, will be subject to DBS checks. TRCH Policy Designated Person will conduct these checks.

These checks and any changes in legislation pertaining to child protection are to be made in conjunction with HR department of Nottingham City Council, who will also conduct DBS check for TRCH Designated Person.

All freelance artists or visiting company practitioners working with the Theatre Royal and Royal Concert Hall for projects involving children or vulnerable adults must show proof of a DBS check.

This will be requested at time of booking and needs to be viewed by relevant TRCH staff, with confirmation email sent to Designated Person to confirm check for future reference. Copies of DBS check do not need to be made.

The date provided on the disclosure must be within three years.

Full details about the Disclosure & Barring Service can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **TRAINING, REVIEWS AND OTHER INFORMATION**

The Theatre Royal & Royal Concert Hall is committed to reviewing our child protection policy on an annual basis and will make any necessary amendments as appropriate.

Quarterly child protection meetings are held at the venue, comprising Designated Safeguarding Officers, Senior Management and other relevant staff to discuss this policy and ongoing child protection issues that may affect us.

Through working with agencies such as the NSPCC, we will endeavour to provide training to staff on issues of child protection wherever possible.

More details relating to information contained in this policy can be found in the education share drive for the Theatre Royal & Royal Concert Hall under Child Protection:

A Guide to Child Performance Licensing by National Network for Children in Employment and Entertainment

The Children (Performances and Activities) (England) Regulations 2014

## THEATRE ROYAL AND ROYAL CONCERT HALL DESIGNATED PERSON

The Designated Persons at the Theatre Royal & Royal Concert Hall to whom issues or concerns relating to this policy, as well any suspicions or allegations of abuse should be reported is:

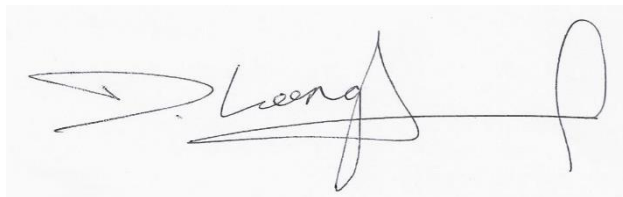
DAVID LONGFORD  
Creative Learning Manager  
Tel. 0115 9895531 / 07914 942019  
[david.longford@nottinghamcity.gov.uk](mailto:david.longford@nottinghamcity.gov.uk)

LESLEY BROWN  
Wardrobe Supervisor / Safeguarding Officer  
Tel. 0115 9895500  
[lesley.brown@nottinghamcity.gov.uk](mailto:lesley.brown@nottinghamcity.gov.uk)

The Designated Person will receive, record, and assess information, inform or consult the statutory authorities where necessary, and deal with any personnel issues.

In all cases relating to child protection, the Designated Person will not act independently but will consult and advise the Theatre Royal & Royal Concert Hall Senior Management Team in regards to action taken and necessary steps that need to be taken in relation to this policy.

**Signed on behalf of Theatre Royal and Royal Concert Hall Nottingham**

A handwritten signature in black ink, appearing to read 'David Longford', written over a light grey rectangular background.

**Name** David Longford

**Position** Creative Learning Manager

**Date** 8 July 2019

**Date of next review** July 2020