



# Staff and Volunteer Show Weekend Pack

To be read and signed alongside Footlights Child Protection and Safeguarding Document Last Reviewed September 2024  
[www.footlightsperformanceacademy.co.uk](http://www.footlightsperformanceacademy.co.uk)

Footlights procedures and expectations for show days and events

Footlights prides itself on the quality of its show weekends and performances. This is at the heart of what we do and we want to make it an enjoyable experience for everyone involved. In order to keep the young people in our care safe when they are participating in a show or event with us we have drawn up these guidelines for all staff, volunteers, pupils and contractors to adhere to.

## **Stage Door:**

- o A member of Footlights staff will remain in position on the stage door for the duration of the event. Their responsibility is to sign in and out all pupils, volunteers and staff members.
- o No adults or children who are not on our pre-approved registers for the event will be allowed past the stage door at any time. Once signed in, children cannot come out from the backstage area until the end of the performance unless they are leaving early and this has been pre- agreed with Footlights directors.



o At the end of the performance or event Footlights staff will conduct a handover from the stage door back to the designated parent or guardians. This can be a slow process but it is necessary to make sure all of our young performers get home safely.

### **Backstage:**

o There will be DBS members of Footlights staff and DBS volunteers. o DBS members of staff will have a green lanyard and non DBS volunteers will have a red lanyard.

o Each child must have a designated DBS member of Footlights staff in attendance which they report to during the course of the event. This will most likely be their class teacher or someone that they work with at their weekly class.

o Only DBS members of staff may supervise and help children when they are changing back stage.

### **Mobile Phones:**

o No one other than DBS footlights staff members can use mobile phone backstage.  
o Footlights DBS staff can take photographs in areas where children are not changing. These must be removed from any personal phones and only stored on the Footlights Shared drive.

o Children in our junior groups age 11 and under will not be permitted to bring any mobile devices with cameras to the show weekend.

o Children in our senior groups age 11+ can bring their own mobile phones if necessary as long as they adhere to the mobile phone policy and do not use them in the backstage area.

### Raising Concerns at Show Weekends or Events:

o If anyone working backstage has any concerns for a child's safety, welfare or happiness during the event they must report these without delay to the designated safety officer and director Tina or the deputy Emma Cook.

o All staff members and volunteers should familiarise themselves with our child protection and safeguarding policies and procedures that have been sent to them via e-mail and are available on our website prior to the event. Behaviour Code for

### Footlights Adults Working with Children Purpose

This behaviour code outlines the conduct we expect of all of our staff and volunteers. This includes students or outside contractors working with Footlights to undertake specific duties. This behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of our staff and young people. Responsibility

You are responsible for;

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people

o This includes ensuring equipment is used safely and for its intended purpose.

o This includes having a good awareness of issues to do with child protection and taking action when appropriate · Following our principles, policies and procedures

o This includes child protection and safeguarding, whistle blowing, e-safety and other procedures outlined in the full policy document. -Staying within the law at all times

- Modelling good behaviour for children and young people to follow -

Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Tina Kelly. Children's Rights You Should;

· Treat children and young people fairly and without prejudice or discrimination

· Understand that children and young people are individuals with individual needs

· Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to Footlights

· Challenge discrimination and prejudice

· Encourage young people and adults to speak out about attitudes or behaviour that makes them feel uncomfortable. Relationships You should:

· Promote relationships that are based on openness, honesty, trust and respect

· Avoid favouritism · Be patient with others

· Use special caution when discussing sensitive issues with children or young people

- Ensure your contact with children and young people is appropriate and relevant to the work that you are involved with within Footlights
  
- Ensure that whenever possible there is more than one adult present during activities with children and young people
  - o If this isn't possible, ensure that you are within sight or hearing of other adults
  
  - o If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are
  
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.
  - o This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely. Respect

You should;

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities whenever possible
- Respect a young person's right to personal privacy as far as possible
  - o In some cases it may be necessary to break confidentiality in order to follow our child protection procedures, if this is the case it is important to explain this to the child involved.

Unacceptable Behaviour When working with children and young people.

You must not;

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Consume

alcohol or use illegal substances

- Develop inappropriate relationships with children and young people
- Engage in behaviour that is in anyway abusive
  - o This includes having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or Footlights to protect you. If you have behaved inappropriately, depending on the severity of the situation you may be asked to leave your position at Footlights Performance Academy. We may also make a referral to statutory agencies such as the police or the local authority children's social care department. If you become aware of any breaches of this code, you must report them to a Footlights Director or our Designated Child Safety Officer. To do this you should follow the whistle blowing procedure or, if necessary, the child protection/ safeguarding procedures



I have read and understood Footlights Child Protection and Safeguarding Procedures.

I have also read and understood Footlights procedures and expectations for show days and events.

I have read and understood the behaviour code for Footlights adults working with children. I agree to adhere to all of these policies and procedures.

Signed.....

Date.....

Printed.....

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