



Bright Light Productions

Safeguarding Policy for the Love, Loss and Discovery Concert

1. Purpose

Bright Light Productions is committed to safeguarding all participants in the *Love, Loss and Discovery Concert*. This includes children, young people, and vulnerable adults, whether they are performers, volunteers, or members of the audience.

2. Scope

This policy applies to:

- Performers under the age of 18.
- Adult performers and volunteers who may be considered vulnerable.
- Parents, guardians, and chaperones supporting the event.
- Staff, crew, and contractors working on the production.

3. Key Principles

- The welfare of children and vulnerable persons is our first priority.
- Everyone has the right to enjoy the concert in a safe and supportive environment.
- Safeguarding is the responsibility of **all** staff, volunteers, and supervisors.
- Concerns will always be taken seriously and dealt with promptly.

4. Responsibilities

- Designated Safeguarding Lead (DSL):
 - The DSL for this concert is **Bethany Edwards** (☎ 07837 439556).
 - She holds the highest safeguarding qualification within the company.
 - Bethany will be the first point of contact for all safeguarding concerns.
- Escalation of Complaints:
 - If the concern relates to the DSL herself, it should be reported directly to the Company Director:
 - William Thirlaway (☎ 07460 853468).
- **Parents/Guardians:** Responsible for their child's welfare unless a licensed chaperone arrangement has been formally agreed.
- **Chaperones:** Must hold a **valid local authority chaperone licence**, be DBS-checked, and fully briefed on their duties. They act *in loco parentis* while children are under their supervision.
- **Staff/Volunteers:** Must follow this policy, maintain professional boundaries, and report any concerns.

5. Performers Under 18

- Written consent from a parent/guardian is required for all under-18 performers.

- A register with emergency contact and medical information will be kept securely.
- Young performers must not be left unsupervised.
- Changing spaces for under-18s will be separate from adults where possible.

6. Chaperones

- Only licensed chaperones, holding a valid council-issued licence, may supervise children at this concert.
- Ratios will not exceed 1 chaperone to 12 children, with more support provided for younger performers or those with additional needs.
- Chaperones are responsible for:
 - Signing children in and out.
 - Supervising rehearsals, backstage areas, and performance times.
 - Monitoring wellbeing and responding to concerns immediately.

7. Chaperone Documentation

All chaperones must present the following documentation before being permitted to supervise children at the concert:

1. Valid Local Authority Chaperone Licence (original document, in-date).
2. **Photo Identification** (passport or driving licence).
3. **Enhanced DBS Certificate** (issued within the last 3 years or on the update service).
4. Emergency Contact Details for the chaperone.

Copies of these documents will be checked and recorded by Bright Light Productions for safeguarding compliance. Chaperones who cannot provide the above documentation will not be permitted to supervise children.

8. Parental Supervision

- Parents are encouraged to supervise their children during the concert whenever possible.
- Where parents are present, they remain responsible for their child's welfare.
- No child will be released without being signed out by a parent, guardian, or designated licensed chaperone.

9. Vulnerable Adults

- Vulnerable adults participating in the concert will be offered appropriate support and supervision.
- Accessibility and wellbeing needs will be identified and accommodated wherever possible.
- Staff and volunteers must act respectfully and sensitively at all times.

10. Photography, Filming & Social Media

- Unauthorised photography or filming of children and vulnerable adults is not permitted.
- Parental/guardian consent must be obtained for under-18s.
- Any official promotional photography will be managed by Bright Light Productions in line with GDPR and safeguarding guidance.

11. Reporting Concerns

- Concerns must be reported immediately to the DSL (**Bethany Edwards – 07837 439556**).

- If there is an immediate risk of harm, call emergency services (999) first and then inform the DSL.
- If the concern relates to the DSL, report directly to the Company Director (**William Thirlaway – 07460 853468**).
- All concerns will be recorded and handled according to local safeguarding procedures.

12. Code of Conduct

- No adult should be alone with a child or vulnerable person unless unavoidable and in a visible space.
- Respect privacy and dignity in all rehearsal, performance, and backstage areas.
- Always maintain professional boundaries.
- Act as a role model in behaviour, language, and attitude.

13. Review

This policy is specific to the *Love, Loss and Discovery Concert* and will be reviewed following the event or earlier if required by incident or changes in safeguarding guidance