

CHILDREN IN ENTERTAINMENT AND EMPLOYMENT

Advice and Guidance for completing a Safeguarding Risk Assessment for Child Performance

When doing a safeguarding risk assessment you should consider ALL children who have may have access to the location including children who are involved in performing, entertaining, employed or unpaid work at the location.

To complete the risk assessment, think about what activities take place at the premises and what risks children and young people may be exposed to. This includes what is happening or may happen in the environment that may impact on children, such as the behaviour of individuals or groups, exposure to inappropriate material or other risks. It is important to recognise that this safeguarding risk assessment is in addition to your health and safety assessment. Please note: some of the measures below are recommended for the protection of your business.

As a guide, there is a list of potential risks below, which you can use to inform your safeguarding risk assessment. Once identified, enter the risks the left hand column and record how each risk will be managed in the right hand column in the template provided. [Please make sure that staff are trained to be aware of the risks and how they should respond if a safeguarding issue arises.](#)

Environment

- Children exposed to inappropriate or dangerous adult behaviour
- is alcohol on sale (risk of underage drinking; risk of proxy sales; risk of inappropriate behaviour if adults are drinking).
- Does the location have a drugs/substance misuse policy; are security checks/monitoring systems in place (cctv;patrols) including toilet and changing areas
- does the performance involve a transition to other locations (for example moving outside where children may be exposed to the general public)
- has the secondary location been risk assessed and recorded
- are provisions in place to make sure children are suitably dressed in transit to the secondary location
- where is the location of the green room or rest break/play area; who has access to it; how is it supervised
- are chaperones and staff briefed to work to a code of conduct
- are chaperones/staff easily identifiable
- Are security trained to be aware of staff and customer activity
- do they know how to respond if a safeguarding issue arises?
- Are staff briefings signed and recorded
- Are regular patrols / CCTV monitoring in place

- Is there an opportunity for adults to develop an inappropriate relationship with a child (for example through regular or private contact)
- What are the toilet arrangements; are there separate toilets for children; are they unisex; how are toilet visits monitored; is signage in place
- Are children and chaperones given a tour of all site/locations prior to the performance

Content of the production

- Children being exposed to inappropriate or frightening material (such as radicalisation, violence, horror, strong or offensive language, sexual content)
- Have parents/carers had sight of the script or previewed the material
- Have parents/carers signed to evidence that they understand the material and have assessed any possible impact on their child(ren)
- How is the content assessed/categorised/classified
- Are age restrictions in place for performers/entertainers and other children exposed to the material? How will age verification be enforced
- Are presenters briefed to ensure that the content of their material is age appropriate and in compliance with the law

Supervision and safeguarding procedures

If security measures are not in place, or if Chaperones fail to supervise, child(ren) may expose children to the risk of physical, emotional, sexual harm

- Have chaperones been trained or briefed and have they signed to say they understand and will undertake their role and responsibilities
- Is there a record of DBS, references and photo identification to evidence vetting; who is responsible for maintaining these records
- Is there a child protection policy; how is this communicated
- is there a complaints policy
- do chaperones know who to report concerns to; how is this communicated to chaperones and staff
- are children told about what they should do / who they can talk to if they are unhappy/uncomfortable about something; how is this communicated
- is there a safeguarding co-ordinator;
- Is signage displayed to remind chaperones to remain with their children at all times and of designated children's areas
- Is there a protocol for when a chaperone becomes sick or has to take absence at short notice; does your policy require only staff who are qualified/suitably vetted to have one to one supervision or responsibility for a child; are measures such as self-declaration used in response to short notice absence. How is the policy communicated to chaperones and key staff?
- Are chaperones required to wear photo ID at all times
- Is there a vetting process to authenticate references and ID
- Are records maintained of chaperones credentials and photo ID
- Is there a 'team photo' of chaperones so that key staff are familiar with official helpers? How is this communicated to children/chaperones/ security
- Is there a register for children (signed in and out)

- Is there a register for chaperones
- In case of an emergency/evacuation at the location is there a protocol in place to account for all children (eg a register); are chaperones informed about the procedure; are they required to sign that they are aware of and understand the procedure and are these records retained
- Are children restrict access to designated areas; how is this communicated
- Are chaperones required to observe a code of conduct

Personal welfare

To promote the child's sense of well-being and safety it is important that the individual child's needs are recognised and are being met.

- Are key personnel (chaperones, production management, safeguarding co-ordinator) aware of any special needs of the child (for example, communication needs, dietary, medical, religious, behavioural triggers); how are these communicated and recorded; are key people clear about how to respond
- What provisions are in place to accommodate special needs; how is the information gathered and shared?
- Is there a list of all children's emergency contact details
- Is there a secure place for children to store personal items
- Are refreshments available including healthy or specialist food options available (for example healthy meals or snacks, or food that is prepared in a way to respect religious requirements)
- Are rest breaks scheduled; who is responsible for enforcing and monitoring these
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Please also ensure your responsibilities towards the Health and Safety at work and yours company's working policies should reflect this. If you have any health and safety enquiries or need further information, please contact the Health and Safety Enforcement on, 0114 273 4415 or email healthprotection@sheffield.gov.uk

For information about child protection, the venue/risk management/Licensing Act 2003 ~

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Or visit our website at:
www.safeguardingsheffieldchildren.org.uk

For information about child performance licences or child employment ~

Children in Entertainment and Employment Team
Tel: 0114 203 7442
Childpermits&licences@sheffield.gov.uk
Or visit our website at:
www.sheffield.gov.uk search
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