

THE HEALTH AND SAFETY OF CHILDREN AND YOUNG PERSONS WORKING WITH MONTGOMERYSHIRE YOUTH THEATRE

Guidelines and Procedures

1. Supervision

- I. A record must be kept of all members, their addresses, any medical information (to be kept confidential) and contact numbers for parents or other responsible adult. This must be on hand whenever you are working with the group. If a young person attends a “one-off” event who is not registered as a member, you must obtain a contact number from them before they participate.
- II. A register of attendees must be kept and filled in at the start of each session. A copy of this register is to be sent to the Director at the end of each term.
- III. Proper supervision must be undertaken throughout the contact time. Younger members or attendees (up to the age of 13) must not be left unsupervised, or sent away to work independently. Always be aware of where any sub-group or individual is if they are working away from the main group.
- IV. Discourage rough play by individuals or groups at all times.
- V. You should arrive at least ten minutes before the start time of any session. Advise members and their parents that they will not be supervised before then.
- VI. Ensure that all attendees have left safely at the end of a session, and (where appropriate) that they have been collected by a responsible adult known to them. If you find yourself in the position of having to take a child or young person to their home in an emergency, you should contact the home to say that you are doing so, or advise some other responsible adult.
- VII. Be particularly vigilant on dark nights, and discourage lingering outside the premises.
- VIII. You must not allow another adult to work with a group unsupervised unless proper CRB checks have been carried out. If it doubt, consult the Director about this.

2. Premises and Equipment

- i. Make a thorough, practical safety check of the premises you are using, on a sessional basis. Identify fire exits and routes, and advise members of them. Note any potential hazards (sharp corners etc.), and the general cleanliness of areas you are using, to minimise health risks. If you judge that there are unacceptable risks (eg. trailing wires, unguarded heaters etc.) you must consult with the Director. Minor hazards which are structural and cannot be altered must be pointed out with a warning to members.
- ii. No young person must be allowed to handle any electrical equipment without supervision, and then only if that equipment has an up-to-date safety certificate. If you bring in your own equipment, and this has not been tested, you use it at your own risk, and must not allow others to handle it.
- iii. No young person can be allowed to work above six feet in height, except under the closest supervision. All ladders must be footed whenever used.

3. Medical and Other Emergencies

- I. Ensure that a properly-stocked first-aid kit is available where you are working.
- II. Deal with all medical emergencies yourself, with the back-up of a trusted member if necessary. No young person must be asked to deal with a bleeding wound. If you have to deal with one, take proper protective measures.
- III. Any head injury must be notified to a parent/responsible adult.
- IV. Know where the nearest telephone is, and ensure that you have either a 'phone card or change to use it: alternatively, always carry a fully operative mobile 'phone'
- V. Ensure that you know which, if any, of your members are asthmatic, or suffer from any other medical condition which may be recurrent.
- VI. Always err on the side of caution when dealing with injuries or medical emergencies.
- VII. Complete an Accident Report Form for any accident and send it to the Director within 36 hours.

4. Parental Consent

All parents receive a letter at the time of their child(ren)'s application to join the youth theatre, setting out the conditions under which they will be working, and parental responsibility for cooperation to ensure the safety of all members.

Before the child(ren) may join any activities, a parent/guardian must sign the attached form and return it to the Director. This document forms part of the Health and Safety procedures of the Youth Theatre.

**CONSENT FORM****CHILD'S NAME****SCHOOL ATTENDEDSCHOOL YEAR****YOUR NAME****ADDRESS.....****.....****..... POST
CODE.....****E-MAIL.....****TELEPHONE****MOBILE**

**I have read and understood the terms and conditions under which
Montgomeryshire Youth Theatre operates and consent to the above named
child taking part in all current and future MYT activities.**

**I am willing / not willing for images of my child to be used for publicity or
promotional purposes**

**I am willing / not willing for my child's details to be held on the MYT
database**

SIGNED**.....(PARENT/GUARDIAN)****DATED****.....**



MEDICAL INFORMATION

Please let us know if your child has any medical/dietary/physical or emotional needs that we should be made aware of. Failure to disclose any important information will limit our ability to take care of your child whilst they are our responsibility. In particular please let us know if any of the following applies:-

1. Does your child use an inhaler? If the answer is 'yes' then the inhaler must be sent to every MYT activity with your child.

YES

NO

Details

2. Does your child need to take medication whilst in our care? If the answer is 'yes' then the medication must be sent to every MYT activity with your child, along with comprehensive instructions as to its use.

YES

NO

Details

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3. Does your child have any allergies? If so please give details of any food or substances that must be avoided. If your child needs to carry an EpiPen then please make sure this is handed over to the workshop leader at the beginning of every session, together with any details for its use.

YES

NO

Details

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