Child Protection and Safeguarding Risk Assessment

Beauty and the Beast

September 2026

Purpose

This risk assessment identifies safeguarding risks associated with any adult working with children and young people under the age of 18 within Durham Musical Theatre Company and outlines control measures to minimise those risks and ensure a safe environment for all participants.

Risk Assessment Table

Hazard / Risk	Potential Harm	Control Measures	Risk Rating
Adult is alone with a child or young person	Allegations against adult, abuse, safeguarding concern	Two-adult rule in place. Activities conducted in open and observable spaces. Under-16s always supervised by qualified Chaperones.	Low

Physical contact during rehearsals, choreography or costume adjustments	Misunderstanding, distress, allegations	Physical contact only when necessary and explained beforehand. Consent sought where appropriate. Another adult present.	Low
Inappropriate communication outside theatre activities	Boundary issues, grooming concerns, allegations	No private messaging, personal social media contact or direct communication with under-18s.	Low
Adult with young people in a private vehicle	Safeguarding allegations, safety concerns	Adults not permitted to provide lifts or travel with under 18s unless authorized by the organisation and parental consent obtained.	Low
Use of changing rooms and backstage areas	Privacy concerns, allegations	Separate facilities for adults and children. Adult access restricted and justified.	Low
Use of toilet facilities	Privacy concerns, allegations	All children to use disabled toilet facilities to avoid any communal use. Children to be escorted through the building to outside the toilet by a Chaperone.	Low
Photography and video recording	Breach of privacy or safeguarding concerns	Only authorised persons may take photographs. Consent obtained from parents/carers. Images stored securely.	Low
Disclosure of abuse or welfare concerns by a young person	Failure to protect child, emotional impact on adult	Listen, record and report concerns immediately to Designated Safeguarding Lead (DSL).	Medium

Social activities	Boundary issues, safeguarding incidents, allegations	Adults not alone with children, professional boundaries, code of conduct in place	Low
Adults unaware of safeguarding responsibilities	Increased safeguarding risk	Relevant policies provided and adhered to.	Low
False allegation against adults	Stress, reputational damage, investigation	Clear code of conduct, open working practices, supervision by other adults and incident reporting procedures.	Low

Safeguarding Controls

Adults must:

- Read and agree to DMTC's Child Protection and Safeguarding Policy and Vulnerable Persons Protection policy.
- Read and agree to the Code of Conduct.
- Follow all instructions from the Designated Safeguarding Lead (DSL).
- Avoid being alone with any child or young person.
- Maintain professional boundaries at all times.
- Never exchange personal contact details with young people under the age of 18.
- Never communicate with young people under the age of 18 through personal social media accounts.
- Report any safeguarding concern immediately to the DSL.
- Record incidents, disclosures, or concerns promptly and accurately.

Supervision Arrangements

- A designated safeguarding lead and/or Chaperones are available at all sessions.
- Activities involving under-18s are conducted in visible and accessible locations.
- At least two responsible adults are present at organised activities.
- Attendance registers are maintained.

- Parents/carers are informed of rehearsal, performance and collection arrangements.

Emergency Contact

Designated Safeguarding Lead: Katy Haggart

Web Contact Form: https://dmtc.co.uk/contact-us/

Email: admin@dmtc.co.uk

Acknowledgement and Responsibility

This document will be made available to all adults associated with DMTC, including adult members, committee members, chaperones, production staff, creative teams, volunteers and other adults involved in DMTC activities with children and young people under the age of 18.

By participating in or supporting DMTC's activities, all adults are expected to familiarise themselves with and adhere to the principles, standards and expectations set out in this document.

Appendix A: Code of Conduct

DMTC Safeguarding Code of Conduct for Adults Working with Children and Young People

This Code of Conduct forms part of the Safeguarding Risk Assessment and applies to all adult members, committee members, chaperones, production staff, creative teams, volunteers and other adults involved in DMTC activities with children and young people under the age of 18.

The purpose of this code is to:

- Protect children and young people from harm.
- Protect adults from situations that could lead to misunderstanding or allegations.
- Promote a safe, positive and inclusive theatre environment.
- Establish clear professional boundaries.

1. Expected Standards of Behaviour

All adults must:

- Treat all children and young people with dignity, respect and fairness.
- Act as positive role models at all times.
- Promote a culture of inclusion regardless of age, disability, gender, race, religion, sexual orientation or background.
- Put the welfare of children and young people first.
- Follow all safeguarding and organisational policies.
- Challenge or report inappropriate behaviour by others.
- Maintain professional relationships with young people at all times.

2. Professional Boundaries

All adults must:

- Maintain clear and appropriate boundaries.

- Ensure relationships with young people remain professional and theatre-related.
- Avoid favouritism or the appearance of favouritism.
- Avoid excessive attention towards any individual child or young person.
- Refrain from sharing personal problems, intimate details or inappropriate information with young people.
- Never form secretive relationships with children or young people.

All adults must not:

- Develop personal, romantic or inappropriate relationships with a young person.
- Encourage emotional dependency.
- Arrange meetings with children or young people outside authorised theatre activities.
- Exchange gifts of significant value without parental knowledge and organisational approval.

3. Supervision and Lone Working

All adults must:

- Work within sight and hearing of other responsible adults whenever possible.
- Ensure activities are open and observable.
- Inform another responsible adult if individual support is required.

All adults must not:

- Be alone in a private space with a child.
- Invite children to their home.
- Visit a child's home unless authorised by the organisation and risk assessed.

4. Physical Contact

Appropriate physical contact may occasionally be necessary within a theatre environment.

Adults may:

- Provide first aid if appropriately trained.
- Assist with choreography, stage combat direction or costume adjustments where necessary.
- Offer reassurance in a manner consistent with safeguarding guidance.

Adults must:

- Explain the reason for any physical contact beforehand.
- Seek consent where appropriate.
- Ensure contact is appropriate, proportionate and observable by others.

Adults must not:

- Initiate unnecessary physical contact.
- Engage in rough play.
- Use physical punishment or restraint except where immediate safety requires intervention.
- Touch young people in a way that could be considered intrusive or inappropriate.

5. Communication and Social Media

All communication should be professional, transparent and related to theatre activities.

Adults must:

- Use approved communication channels.
- Include parents/carers or designated leaders where appropriate.
- Ensure electronic communications are transparent and accountable.

Adults must not:

- Use private messaging services to communicate individually with young people.
- Connect with under-18 members through personal social media accounts.
- Share personal telephone numbers with children and young people unless authorized by the organisation.
- Communicate late at night or in a manner that could be interpreted as personal rather than organisational.

Any necessary electronic communication should be:

- Relevant.
- Professional.
- Accessible to organisational oversight.

6. Photography, Video and Digital Content

Adults must:

- Follow the organisation's guidance on photography.
- Respect parental consent arrangements.
- Store images securely where authorised.

Adults must not:

- Take personal photographs of young people.
- Share photos or videos of young people on personal social media accounts.
- Use images of young people for personal purposes.
- Identify children publicly without appropriate consent.

7. Changing Rooms, Toilets and Backstage Areas

Adults must:

- Respect young people's privacy and dignity.
- Minimise time spent in changing areas unless supervision duties require access.
- Announce their presence before entering changing facilities where appropriate.

Adults must not:

- Use changing or toilet facilities designated for children and young people.
- Observe young people changing unless there is a safeguarding or welfare necessity and appropriate authorisation.

8. Transporting Young People

Adults must not:

- Provide private transport arrangements unless expressly authorised by the organisation.
- Transport a young person alone except in exceptional, authorised circumstances.

Where transport is authorised:

- Parental consent must be obtained.
- Journey details must be recorded.
- Insurance requirements must be met.
- Wherever possible, more than one child or adult should be present.

9. Language and Behaviour

Adults must:

- Use language that is respectful and age appropriate.
- Encourage confidence and participation through positive reinforcement.

Adults must not:

- Use offensive, discriminatory or abusive language.
- Humiliate, ridicule or belittle young people.
- Engage in inappropriate jokes, banter or discussions of a sexual nature.
- Use threats, intimidation or aggressive behaviour.

10. Alcohol, Smoking, Vaping and Substance Use

Adults must not:

- Consume alcohol while responsible for young people.
- Attend activities whilst under the influence of alcohol or drugs.
- Smoke or vape in designated areas used by children or during supervision responsibilities.

- Supply alcohol, tobacco, vaping products or illegal substances to young people.

11. Safeguarding Concerns and Disclosures

Where a child discloses a concern, adults must:

- Remain calm.
- Listen carefully.
- Reassure the child that they have done the right thing.
- Make an accurate factual record.
- Report the concern immediately to the Designated Safeguarding Lead.

Adults must not:

- Promise confidentiality.
- Investigate allegations themselves.
- Ask leading questions.
- Delay reporting concerns.

12. Managing Allegations Against Adults

Any allegation concerning an adult must:

- Be treated seriously.
- Be reported immediately to the Designated Safeguarding Lead.
- Be managed in accordance with safeguarding procedures.

Adults must:

- Co-operate fully with any investigation.
- Maintain confidentiality throughout the process.

13. Breaches of this Code

Failure to comply with this Code of Conduct may result in:

- Additional supervision.
- Restriction of duties.
- Suspension from activities.
- Referral to statutory agencies where appropriate.
- Termination of membership and/or involvement in DMTC.

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