



## Keeping children safe - Documentation and Declaration - 13/07/2024

Keeping Children safe is our number one priority at the Cheer London Allstarz. We have worked with children both inside of school settings and outside for over 13 years. The information below demonstrates and documents our enhanced measures to keep children safe when in our care and whilst attending and performing at our event taking place on Saturday 13th July at the Broadway Theatre, Catford.

Organisation	Cheer London Allstarz (SE Schools Superstars 2024)
Nature of Activity	<b>Cheerleading Show - Schools</b> Local primary schools coming together to showcase their routines for the School year. Children are also the audience members so will sit, watch and enjoy the show, entering the stage only to perform then returning to their seats. All children will be accompanied by DBS checked parent helpers/teachers (more details below) alongside DBS checked CLA Staff and Coaches.
Venue	<b>Broadway Theatre, Catford, Lewisham, SE6 4RU</b>
Date of event/show	Saturday 13th July 2024
Time of show	2pm
Safeguarding officer	Sophie Bastock   Founder & Director Cheer London Allstarz

IMPORTANT: All children participating in our show have a fully updated profile on our Classforkids platform. This is an online software in which all children's medical details, emergency contact details, photo consent are all kept in line with GDPR however ready for us to access at anytime. This platform is accessible at all times by all CLA Staff and Coaches and will be accessible on the day if needed to be shown/accessed. Due to the unlikely event of no network coverage or an extremely unlikely system fault we will also have all children information printed and kept safe at our main admin desk. These will be kept safe and in line with GDPR.

Day Timings/Time Children will be in the Theatre

- (1)10am-11am Children dropped off by parents
- (2)11-1.45pm Short rehearsal/practice on stage.
- (3)1.45-3.45pm Show time
- (4)3.45pm Child collection.

## **(1) Children drop off**

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Children will be dropped off at the Theatre by parents (main foyer drop off)	Parents will enter the main foyer only which we will have a main admin desk with our office manager and assistant sat here to answer any questions parents may have alongside collection of any medications/ inhalers etc Banner stating information point, clearly labelled and accessible.	Children will be directed into two entrances entrance A & Entrance B (see supporting photos) at each entrance children will be met by Team helper and CLA Staff who will tick children off on register and collect children. Parents are not permitted in the main theatre under any circumstances.	Parents are not permitted past the entrance doors when dropping off. Only DBS checked and registered helpers and CLA Staff will be inside the main auditorium/ Theatre.	All helpers will be wearing yellow show t-shirts alongside Green lanyards - Green lanyards will confirm Helpers name + DBS number if needed to be checked. CLA staff will be wearing purple lanyards with same information as above.  CLA Staff will be in the foyer at all times excluding show time.	Once helpers are with teams they will not leave children at any time until children are returned to their parents at the end of the show. Theatre rations are 12 children to 1 adult DBS checked helpers however we have additional DBS checked helpers and staff on hand.	
Helpers being confident in their roles helping children and keeping them safe at all times.	Parent helpers will be briefed prior to the event via a full helpers ZOOM which is mandatory for all parent helpers.	Parent helpers will be confident in their role and safe guarding children.	Parent helpers have been cleared and checked with DBS clearance.			

<p>Children remaining in the theatre at all times.</p>	<p>Children will only be in the main auditorium at all times and under no circumstance will be using backstage</p>	<p>Children will be in sight at all times and no backstage will be used</p>	<p>Helpers remain with children at all times. 1 small bag will be with the children and kept under their seat not blocking escape routes or fire exits</p>			
<p>Medical needs and medical paraphernalia (Children with medical needs)</p>	<p>Children with medical needs will be flagged on register prior to drop off and staff will ensure any medication needed is left with our CLA admin desk lead Stacey. Epi pens for nut allergies will be kept directly with helpers</p>	<p>All team helpers will be briefed on any medical needs of children in their care. All helpers and children will be aware of where the first aid station is (in case of emergency) which is extremely clear with a bright green "First Aid banner" and first aid at the front left of the auditorium.</p>	<p>All children and parents will be told beforehand not to pack any Nut products due to Nut allergy sufferers.</p>			
<p>Drop off times and entrance (staggered)</p>	<p>To ease entrance in to the theatre only one main entrance with holding foyer space will be used. Times will be slightly staggered to allow for a smooth flow of parents dropping off</p>	<p>Parents will be aware of drop off times way in advance alongside receiving a Show day guide in a video format in which all this will be explained in great detail</p>	<p>A video guide we find is an easier communication tool for parents to engage with due to the ease of watching. This will be distributed to all parents 2 weeks prior to the event date.</p>			

## **(2)11am-1.45pm Short rehearsal/practice on stage/time in the theatre**

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Children practicing on the stage prior to show time	All children will have a practice time slot on the stage. This will be a pre planned allocated time led by CLA coaches	Children will remain in their allocated seat whilst the rehearsals are underway unless on stage practicing	Children will enter and exit the stage using the front steps and will not at any point be backstage	Children will be in sight at all times in main auditorium.		
Hydration and water	Children will be asked to bring a water bottle to stay hydrated during rehearsal and show time especially due to increased heat/ time of year	Additional water will be provided by Cheer London Allstarz incase of emptied water bottles	Additional large water containers will be available alongside smaller bottles incase of additional water needed.			
Toilet Breaks	The main toilets in the foyer will be used by Children needing to use the toilet	A parent helper will remain with children at all times accompanying them to the toilet. A CLA staff member will always be on the main foyer admin desk meaning the toilet entrance will always be monitored and not open or used by the general public.	Additional monitoring by CLA staff. Children will not go to the toilet unaccompanied. There must be a parent helper 18+ alongside two or more children at all times.	The foyer will be monitored by CLA staff member in foyer to ensure only pre checked helpers and CLA staff are present.		
Scheduled Break	Children will have a scheduled break during their rehearsal slot	Children will have a scheduled slot for a quick break and toilet trip during their rehearsal time	This will be with their parent helpers and they will remain with children at all times.			
Inside the auditorium/ theatre	Children will sit in an allocated space within the theatre with their parent helpers	Teams/schools will have their own set areas in the theatre. These will be their seats for the rehearsal alongside showtime.	No general public tickets have been sold for the front stalls meaning children will not mix with general public at any point during the day	The Stalls area is for children and designated helpers only. No seats have been sold for general sale	During the show 1x parent will be sat in the circle..upper circle to watch the show (each child was allocated 1 Adult ticket per child)	
Parent helpers	Helpers remain with children at all times	Children will be aware of who is their helper prior to the show as they will meet them at their session.				

### (3)1.45-3.45pm Show time

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Audience/genral public entering the theatre	Doors open at 1.45pm for general public	No general public (parents watching) will mix with children as only circle and upper circle tickets have been sold so no mixing with children	Stalls are blocked out for children and parent helpers only.			
Children inside the theatre	Children will remain in their seats during the show	Every child has been allocated 1x seat. They will remain here for the entire show unless it is their performance time	Alongside parent helped they will be ushered to the stage to enter the stage by CLA Staff.			
Parent Helpers	Parent helpers will be sat with children for the entire show	Parent helpers will be wearing clear lanyards at all times alongside yellow show t-shirts to be easy to spot for children/ other helpers and staff.				
No changing costume changing	No children will be changing/ getting changed	All children will attend wearing their uniform/ team uniform. At no point will children need to be getting changed or undressed	No changing			
Awards/Collecting trophies	Children will remain in their seats	Only teams who win the division/trophy will come up for the trophy enter via one stair case and exit via the other	Backstage will not be used.			

### (4)3.45pm Child collection.

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
General public (parents clearing the theatre)	General public/Parents will be asked to leave the theatre to ensure theatre is clear whilst children prepare to leave	Theatre staff to assist with spactators leaving	Children remain in seats as spectators leave	Ensure Theatre is fully cleared before seeing out.		
Children preparing to leave the theatre	Children will ensure they have all belongings and remain in their seats until their team is called to "see out"					
Collection from theatre	Seeing children out in "Waves"	Parents will be briefed before the show the "waves in which their children will be seen out" Parents not there to collect their children during their collection wave will wait until the end to ensure being seen out safely	All children will be marked off when collected by parent	The team coach will see children out alongside team, helpers meaning known parents only will be collecting children	Collection will be made in the main foyer Entrance A - Entrance B (2 exits) USE Exit waves. This will be explained to parents at the end of the show by the compere	

