



Act Ready Safeguarding and Child Protection Policy

Act Ready provides one-to-one acting coaching to young people under 18. We want coaching to be a place where young performers can take creative risks, make mistakes, build confidence and develop their craft while feeling safe and respected.

We recognise that one-to-one coaching creates particular responsibilities. We therefore maintain clear professional boundaries, involve parents and guardians appropriately, and have procedures for responding to concerns about a young person's welfare.

Our Principles:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Safeguarding concerns should be acted upon immediately and all Act Ready employees should be equipped with how to respond appropriately.
- Professional boundaries are maintained.
- All children will be treated equally and with respect and dignity.

Designated Safeguarding Lead:

The organisation has a dedicated Child Protection/Welfare/Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to. That person's name is Dominic Semwanga and he can be contacted on 07575971849

The DSL is responsible for responding to safeguarding concerns, maintaining safeguarding records, seeking appropriate advice and making referrals where necessary.

Safeguarding responsibilities

- Maintain the policy.
- Complete appropriate safeguarding training.
- Maintain appropriate checks.
- Respond to concerns.
- Maintain safeguarding records.
- Review arrangements.
- Seek external advice when necessary.
- Retain a contact name and number close at hand in case of emergencies.

How Act Ready Keeps Young People Safe:

Before a young Person Receives Coaching:

- Parent/guardian consent is obtained.
- Emergency contact details are collected.
- Relevant accessibility/medical information is requested.
- The parent/guardian knows how and where coaching will take place.
- Parents/guardians receive information about safeguarding arrangements.
- Appropriate suitability/DBS checks and safeguarding training are maintained where applicable.

Because ActReady provides one-to-one coaching, maintaining appropriate professional boundaries is particularly important.

- Sessions have a clear start and end time.
- Coaching remains focused on the agreed purpose.
- Parent/guardian contact details are held.
- Administrative communication takes place primarily with the parent/guardian.
- Personal social media accounts are not used for communication with young people.
- Physical contact is avoided unless genuinely necessary for an exercise and appropriate consent has been established.
- Sessions are not routinely recorded.

Online Coaching

- Online sessions take place using Google Meet.
- Parents/guardians are informed of session times and are welcome to remain nearby or observe where appropriate.
- Act Ready does not ask young people to communicate through private social media accounts or secret communication channels.
- Sessions are not recorded unless there is a specific coaching purpose and appropriate consent has been obtained.

Home-Based Coaching

ActReady recognises that some coaching sessions may take place at the young person's home. Where coaching takes place in a private residence, the following safeguards apply:

- A parent or guardian must be aware that the session is taking place and have provided consent for the session.
- A responsible adult must be present in the home for the duration of the coaching session.
- The responsible adult does not need to remain in the room but must be contactable and able to access the session if required.
- Sessions should take place in a suitable area of the home that is safe, appropriate and free from unnecessary interruptions.
- Where practical, doors should remain open or sessions should take place in a space that can be easily accessed by the parent or guardian.
- Coaching sessions remain focused on the agreed coaching objectives and professional boundaries are maintained at all times.
- All scheduling, administrative communication and safeguarding matters will be conducted through the parent or guardian.
- Act Ready maintains appropriate records of coaching sessions, including date, time and location.

Recording and self-tapes

- Sessions are not routinely recorded.
- Where recording is part of an acting exercise, the purpose of the recording will be explained beforehand.
- Recordings or photographs will not be used for ActReady marketing without separate parental/guardian consent.

ActReady will never:

- Ask a young person to keep inappropriate secrets.
- Contact a young person through personal social media.
- Engage in inappropriate or sexualised conversations.
- Use humiliating or degrading language.
- Arrange private social meetings outside coaching.
- Exchange inappropriate gifts or favours.
- Use unnecessary physical contact.
- Share images or recordings without appropriate consent.

A concern or allegation involving the ActReady coach should not be investigated by the person who is the subject of the concern. Parents, young people or professionals can raise the concern directly with the relevant Local Authority Designated Officer (LADO), children's social care or the police, depending on the nature and urgency of the concern.

This policy will be regularly monitored and will be subject to annual review.

Date: 16/08/2026