Saundersfoot Footlights (SF)

SAFEGUARDING POLICY

SF works with children & families as part of its activities. These include: all activities related to amateur Operatic & Dramatics e.g rehearsals, shows, workshops, events

The purpose of this Policy Statement is:

- To protect children, young people & vulnerable adults who receive SF services. This includes the children of adults who use our services
- To provide parents, staff & volunteers with the overarching principles that guide our approach to Safeguarding.
- This policy statement applies to anyone working on behalf of SF, including officers of the Committee, paid staff, volunteers, sessional workers, agency staff & students.

Legal Framework:

- This policy has been drawn up based on legislation, policy & guidance that seeks to protect children in England & Wales. A summary of the key legislation & guidance is available from nspcc.org.uk (safeguarding).

We believe that:

- No person should ever experience abuse of any kind
- We have a responsibility to promote the welfare of all persons, to keep them safe, & to practise in a way that protects them.

We recognise that:

- The welfare of any child, young adult or vulnerable person is paramount
- All members regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers & other agencies is essential in promoting young people's welfare.

We will seek to keep children, & young people & vulnerable adults safe by:

- Valuing, listening to & respecting them
- Appointing a nominated Safeguarding Lead from the Committee & a Safeguarding Team
- Developing safeguarding policies & procedures which reflect best practice
- Using our Safeguarding procedures to share concerns & relevant information with agencies who need to know, & involving children, young people parents, families & carers appropriately
- Creating & maintaining an anti-bullying environment & ensure that we have a policy & procedure to help us deal effectively with any bullying that does arise
- Implementing an effective safety policy & related procedures. *
- Sharing information about safeguarding best practice with children, their families, staff & volunteers & carers via leaflets, posters, group work & one-to-one discussions
- Recruiting member volunteers safely, ensuring all necessary checks are made
- Providing effective management for all members & volunteers through supervision, support, training & quality assurance measures
- Implementing a code of conduct for members & volunteers *
- Using our procedures to manage any allegations against members & volunteers appropriately
- Ensuring that we have effective complaints & whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, vulnerable adults & members by applying health & safety measures in accordance with the Society's supporting documentation. *
- Recording & storing information professionally & securely.

*See separate supporting documentation: -

- Constitution*(being reviewed)

- Safeguarding Guidelines

- Risk Assessment *(being reviewed)

- Key Principles of Safeguarding

- LGBTQ+ Safeguarding Guidelines

Safeguarding Duties:

- If any untoward incident is reported to the Safeguarding Team, they are to remain impartial &, in liaison with the Safeguarding Team, investigate the circumstances leading up to the incident. If they speak to the child involved, they should ensure that another adult is present. This, in most cases, should be a parent/guardian but, otherwise, an impartial member of the SF Committee.
- If there are serious concerns regarding the welfare of a child, or suspicion that a criminal offence may have been committed, the Safeguarding Lead, or other adult if they are not present, should immediately notify the parents/guardian **of the child, & consider bringing the matter to the attention of social services, education welfare &/or police.
- Further to the above, if there is any reason to suspect that a child is the subject of abuse/neglect etc. or there is any other concern for their welfare then police &/or social services should be informed & their advice sought on taking further action. **It is at the discretion of the Safeguarding Lead whether the parents should be included in this discussion, depending on the nature of the allegation/suspicion.
- Any incident should be recorded & the records kept securely for a period of 7 years (although this can alter depending on the type of incident).

Chaperones etc:

- It is the duty of the Safeguarding Chaperone in liaison with the production secretary to arrange chaperone assistants for show week. There must be 1 licensed Chaperone per performance & a requisite number of assistants to ensure the welfare of the young performers (ratio 1 adult to 12 children, minimum of 2 assistants required).
- Young performers should have separate screened off areas (where available), again, arranged in liaison with the Safeguarding Team.
- Young Performers will not be permitted to leave the rehearsal building until an agreed parent or guardian comes into the rehearsal building to collect them.

DBS CHECKS:

- SF will fund & conduct relevant documents & checks for the DBS applications of members & friends who assist with SF & shows with young people performing. As SF may also have performing & other adult members who, in the eyes of the law, are classed as vulnerable, the DBS applications should also cover vulnerable adults
- SF will always request Enhanced checks. This is at no extra cost but covers checks on more databases.
- Once the document checks for the applicant have been conducted, the forms are to be forwarded to NODA Head Office for completion. Each Application is conducted at the cost of £10 to cover the administrative costs incurred by NODA

Details of the DBS Contacts: -

SF DBS Co-ordinator:
SF Secretary:

Sarah Stanton
sarab.ss82@gmail.com & saundersfootamdram@gmail.com

NODA DBS Administrator
National Operatic & Dramatic Association
15 the Metro Centre
Peterborough
PE2 7UH
Tel: 01733 374790 – www.noda.org.uk

DBS correspondence dedicated email is: dbs@noda.org.uk

Related policies & procedures

This policy statement should be read alongside our organisational policies & procedures, including:

- Constitution*(being reviewed)
- Safeguarding Guidelines
- Risk Assessment * (being reviewed)
- Key Principles of Safeguarding
- LGBTQ+ Safeguarding Guidelines

SF Safeguarding Contact Details:

Safeguarding Officer Lead: Chairman

Name: Heidi Griffiths

E-mail: heidigriffiths18@gmail.com

Safeguarding Team - Chaperone:

Name: Sarah Stanton

E-Mail: sarab.ss82@gmail.com

Safeguarding Team - Children:

Name: Emily Davison

E-Mail: emilydavison13@aol.co.uk

Safeguarding Team – Teens & Others:

Name: Emily Nelmes & Vincent Brinton-Haywood

E-Mail: emilynelmes96@ Hotmail.com & vincentbrinton@gmail.com

Safeguarding Team LGBTQ+:

Name: Vincent Brinton-Haywood

E-mail: vincentbrinton@gmail.com

Safeguarding Team:

Name: Sarah Stanton & Sophie Eastwood

E-Mail: sarab.ss82@gmail.com & sophie95east@gmail.com

We are committed to reviewing our policy & good practice annually

This policy was last reviewed on:

Chairman: Signature: Dated:

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Safeguarding Guidelines:

If you or others have concerns about the welfare of a child, young person or adult you must report it immediately to the Safeguarding Team.

Never assume someone else will report your concerns. Take positive action and report it immediately. Children or adults at risk should not be expected to take responsibility for themselves or others.

Receive

- Listen carefully to what is being said, without displaying shock or disbelief. Accept what is said and even though the child, young person or adult at risk making the allegation may be known to you as someone who does not always tell the truth, this should not influence your judgement or invalidate their allegation. Do not attempt to investigate the allegation

Reassure

- Provide re-assurance, be honest and do not make promises you cannot keep e.g. 'I'll stay with you' or 'everything will be all right now'
- Alleviate guilt, if the person refers to it e.g. 'you're not to blame. This is not your fault'
- Do not promise confidentiality as you will need to pass the information on and the child, young person or adult at risk needs to know this

React

- You can ask questions but information gathering should not be more than necessary to clarify the allegation and should normally only involve speaking to the person directly involved. It is preferable if the person can give a free narrative account without interruption to ask questions. You can encourage the person to tell you what happened in their own words by the use of non-specific prompts and open-ended

questions such as 'explain to me what happened' 'describe to me what happened' 'is there anything else you want to tell me?'
- The most common open-ended questions are: What happened? When did it happen? Where did it happen? Who was there? **Never ask 'Why', as this can infer blame**
- Do not gather 'witness' statements unless requested by the Safeguarding Team and don't ask the person to repeat the allegation to someone else, as they may feel that they are not being believed and their recollection of what happened may change. Do not criticise the perpetrator, as the child, young person or vulnerable adult at risk, may still have a positive emotional attachment to this person

Record

- Keep an accurate record of what the person has said in their own words, and of any questions you have asked. Note the date/year and time and keep your notes. Do not be offended by any offensive language or words used to describe the abuse. If you have seen any visible bruising, it is helpful to note the position of it, but do not ask the person to remove any clothing for this purpose. Record statements and observable aspects, rather than your interpretations or assumptions

Contacts: Pembrokeshire County Council
Child Care Assessment Team: 01437 776444
Adult Safeguarding Team: 01437 776056
Social Services out of Hours: 0345 601 5522

Police
In an emergency ring 999
Non-emergency: 101
Social Services and Well-being Act (Wales) 2014
Working together to safeguard children
Wales Safeguarding Procedures
Dewis Cymru is the place to go if you want information or advice about your well-being – or want to know how you can help somebody else.
Mind.org.uk – Access to mental health advice

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LGBTQ+ Safeguarding Guidance

All safeguarding guidance given here applies to all member regardless of gender identity or sexual or romantic orientation, however a level of knowledge and awareness should be emphasised to the fact that LGBTQ+ people suffer from a societal disadvantage, and these societal pressures can illicit different safeguarding measures.

- All forms of hate speech and violence should be dealt with swiftly, safely and with a zero- tolerance policy
- 3rd-party 'Outing' should be avoided as much as possible (Outing is the process by which another person reveals a change or unknown aspect of an individual's gender or sexual/romantic orientation without the individual's consent)
- If a member is consensual to a reveal of their newly discovered gender identity and/or sexual/ romantic orientation to other members, this should be done with support from the committee, in the manner of the members' choosing, and new accommodations provided to encourage a beneficial experience to the member (where possible)
- If a member provides a new gender identity and/or sexual/romantic orientation, this should only include the parents' knowledge if the members safety can be guaranteed I.e. LGBTQ+ individuals reliant on parent/guardian stewardship have been known to be put in harms way, even subject to violence, when they reveal an identity different to the societal majority of cisgender and heterosexual/-romantic to said parent(s)/guardian(s) **It is at the discretion of the Safeguarding Lead whether the parents should be included in this discussion, depending on the nature of the situation.
- Any changes a member reveals to the committee, during any production, based on their gender identity and/or sexual/romantic orientation should be supported with appropriate and possible

accommodations e.g. providing separate changing areas or welcomed to a different changing area that affirms the members new gender identity, costume/character changes to affirm their new gender identity etc. (where possible)

- Gender-inclusive language should be used throughout all productions
- 3rd-party LGBTQ+ advice and resources may be provided to any member that wishes to be educated or for identity support e.g. contact details for Mermaids UK, Stonewall UK etc.
- No funding or support to/by the society should be given/received to/from known anti-LGBTQ+ production/behavioural entities

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Key Principles of Safeguarding

The key principles of Safeguarding were first introduced by the Department of Health back in 2011. But now, they are one of the core parts of The Care Act. In no particular order, they are as follows:

1. EMPOWERMENT

Empowerment enables people to be confident in making their own decisions and giving informed consent. The proper support has to be in place for individuals to have a choice and control over the decisions that they make.

2. PROTECTION

Proper support, as well as representation has to be there should anyone need it. Organisations have to take measures to help stop any abuse from taking place (as well as detecting and reporting abuse) and offer help and support to those who are already at risk.

3. PREVENTION

It is critical to try and take precautionary actions before any harm ever takes place. The primary objective here is to prevent harm, neglect or abuse. Some of the ways that can demonstrate prevention measures are:

- Raising awareness
- Training the staff
- Making information easily accessible

This will encourage individuals to ask for help.

4. PROPORTIONALITY

Any issue that comes up should be dealt with in the least intrusive manner. This means proportionality has to be present to make sure no parties are left stranded to fend for

their own. This ensures that services take each person into account when dealing with abuse. They will respect each individual and assess any risks presented.

5. ACCOUNTABILITY

There should always be accountability and complete transparency in delivering safeguarding practice. Safeguarding is something that every single person takes part in. Accountability ensures that everyone contributes to their role when it comes to safeguarding vulnerable people. **Everyone is accountable for their actions as individuals, services and organisations**.