



# Safeguarding Policy

## GENERAL STATEMENT OF INTENT

Tregony Clockhouse Players (the “Group”) is committed to providing a safe and secure environment in which everyone can come together voluntarily to create drama, and to promoting a climate where everyone will feel confident about sharing any concerns which they may have about their own safety, or the wellbeing of others.

The group believes that:

- The welfare of a child or vulnerable adult is paramount.
- All members have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Safeguarding is the responsibility of all adult members of the group.
- All members of the group should be clear on how to respond if they suspect another member is being abused.

## 1. Duty of Care

- 1.1 The group recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. For the purposes of this policy, a child is defined as any person aged 18 years or under.
- 1.2 The group recognises its duty of care under S2 of the Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2002. For the purposes of this policy, the term; vulnerable adult, is paraphrased as being any person over 18 years who is in need of care and support as they are at risk of experiencing abuse or neglect as they cannot protect themselves from harm or exploitation.
- 1.3 We aim to safeguard and promote the welfare of children and vulnerable adults by working with their parents, guardians or support workers to protect them from discrimination or maltreatment and to ensure that they can engage in enjoyable, creative and collaborative activity in an environment consistent with the provision of safe and effective care.
- 1.4 All members of the group are expected to make it a priority to safeguard any children or vulnerable adults involved in our productions.

### (1) Guidance when working with children and young people

- 1.5 Every member of the group is expected to make themselves aware of the following guidance and to report any concerns to the Safeguarding Officer, Deputy Safeguarding Officer or Chair.
- 1.6 The group should ensure that:
  - i. A minimum of two adults are present during sessions with children or vulnerable adults.
  - ii. Work takes place in an open environment (e.g. a hall, rather than a smaller room or someone's home).
  - iii. We treat all children and vulnerable adults with equal respect as any other member of the group.
  - iv. We give positive and constructive feedback rather than negative criticism.
  - v. We model appropriate conduct, excluding any bullying or shouting.
- 1.7 The group will not:
  - i. Allow members to work with any child or vulnerable adult in a one-on-one situation.
  - ii. The use of any physical chastisement (except if there is a risk of imminent harm to anyone present).
  - iii. Permit a member to drive one child or vulnerable adult home on their own in a car.

## 2. Safeguarding Officer.

- 2.1 The Safeguarding Officer should be the first point of contact for the children and young people, vulnerable adults, parents, carers, or other adults who have questions or concerns.
- 2.2 If the Safeguarding Officer is not available, concerns should be raised with the Deputy Safeguarding Officer or the Chair.
- 2.3 It is the responsibility of this group of officers, not to make a judgment, but always to take action following any concerns reported in good faith. If appropriate, referrals should be made to the relevant authority.
- 2.4 It is also the responsibility of this group to inform the parents or carers of the child, unless that will increase the risk of harm to the child.

## 3. Police Checks

- 3.1 As a voluntary organisation we do not come under any recognised body for registration, however where possible we prefer those working primarily with children and vulnerable adults to be subject to an enhanced DBS check either from their employment or from another voluntary organisation.

- 3.2 If an existing enhanced DBS check is available, the group will ensure that a check is carried out.

## 4. Safeguarding training

- 4.1 All members will receive a safeguarding briefing from the Safeguarding Officer before the start of rehearsals for each production.
- 4.2 The Safeguarding Officer, Deputy Safeguarding Officer and Chair will undertake a minimum of Level 2 safeguarding training every three years.

## 5. What to do if a child or vulnerable adult makes a disclosure of possible abuse.

### 5.1 Do:

- Stay calm.
- Listen to what is said.
- Find an appropriate opportunity to explain that the information will need to be shared – do not promise to keep secrets.
- Ask questions for clarification only, and always avoid questions that suggest a particular answer.
- Give reassurance that the right thing has been done by telling.
- Explain what you will do next and with whom the information will be shared.
- Record in writing what was said as soon as possible, in the exact words used, - note the date and time, to whom the information was given – and ensure that the record is signed and dated.

- 5.2 It is important to remember that the person who first encounters a case of possible abuse is not responsible for deciding whether abuse has occurred. It is their duty to provide the information to the Safeguarding Officer, or if not available, to the Deputy Safeguarding Officer or to the Chair.

Signed:   
Position:   
Date:   
Review Date: 