



Bidborough Dramatic Society

Safeguarding Policy

Issued 29th April 2022

The Bidborough Dramatic Society (BDS) acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice requirements.

The policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation or socio-economic background, they all:-

--have a positive and enjoyable experience of participating in plays, musical productions and other dramatic and artistic activities, including the preparation and rehearsals therefor, in a safe and care-centred environment

-- are protected from abuse whilst participating in such activities while in the care of BDS (except where a parent or carer is present and in direct control of such person).

We acknowledge that some children and adults, especially disabled or from ethnic minority communities, can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of that policy, we will:

Value, listen to and respect children and adults of the disabilities/vulnerabilities detailed above

Ensure that robust safeguarding arrangements and procedures are in operation with all staff, members of a cast, and volunteers

Ensure that all staff, casts, and volunteers understand their roles and responsibilities in respect of safeguarding

Ensure that all necessary records and documents relating to safeguarding are created and stored in accordance with current data protection regulations

Prevent the deployment and employment of unsuitable persons by the careful selecting of staff, volunteers, and casts safely with all the necessary checks being made.

Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary, in consultation with the local education authority)



Any contravention of, or failure to comply with, policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from BDS, and in serious cases may be referred to the police.

Parents

- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents will be directed to the society's Child Protection Policy and procedures and given a hard copy if requested.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home

Managing sensitive information

The society has a policy and procedures for the taking, using and storage of photographs or images of children.

- Permission will be sought from the parents, and children, for use of photographic material featuring children for promotional or other purposes.
- Online versions of programmes, etc will not contain photographs, with names, of any children in productions. The names of children can be used, without images and without any significant personal information. Similarly, general images of children in productions can be used on the website, and in online posting, provided the children are not identified by name.
- Any posting on social media must not 'tag' children in photographs.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Review of Policy

This policy will be reviewed every three years commencing with the date of this policy, or where there are changes in legislation and/or government guidance, or as a result of any other significant change or event.



Contact details:

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Signed: Michael Lee

Hon. Secretary and Authorised Person

29th April 2022