

Registered Charity No. 1001836

**Safeguarding Policy**

The Hayes Players is a charity that delivers amateur dramatic productions for the local community.

This policy is applicable to all members and contracted service providers.

The Hayes Players is committed to working in partnership with local authorities to safeguard vulnerable people who use the service. In addition to local authorities the organisation acknowledges the importance of working alongside all stakeholders to ensure:

* Effective, timely and professional safeguarding practice
* The integration of best practice and established safeguarding principles into all aspects of service development and delivery.

This policy sets out The Hayes Players’ responsibilities under the Children Act 2004 and other relevant legislation to ensure children, young people and adults at risk are kept safe from harm.

Safeguarding is everybody's responsibility.

**Purpose and Scope**

The purpose of this policy and the associated procedure is to protect and promote the welfare of the children, young people and adults at risk using or receiving services provided or contracted by The Hayes Players.

The policy intends to support the members and contracted service providers in fulfilling their statutory responsibilities. It is not the role of The Hayes Players to investigate all safeguarding concerns, however The Hayes Players will investigate any allegations against volunteers. All members and contracted service providers have a clear responsibility to act when they suspect or recognise that a child, young person or adult at risk may be a victim of significant harm or abuse, this includes volunteers.

This policy demonstrates how The Hayes Players will meet its legal obligations and reassure members of the public, audience members, members and those working on behalf of The Hayes Players.

Members of the public (including audience members) can expect The Hayes Players to protect and safeguard children, young people and adults at risk by ensuring the following:

* Members of the public (including audience members) can safely voice any concerns through an established procedure
* All reports of abuse or potential abuse are dealt with in a serious and effective manner
* There is an efficient recording and monitoring system in place
* That members receive appropriate training

The Trustees (The Hayes Players Committee) are fully committed to providing a safe environment for children and adults at risk.

**The safety and welfare of all children and adults at risk is paramount and will override all other considerations.**

To achieve this objective, The Hayes Players have developed a policy for the use of all individuals, whether they directly volunteer for The Hayes Players, or are employed as partners/contractors on behalf of The Hayes Players, or are volunteers, in any activity involving children or adults at risk. From this point onwards these will be referred to as individuals. It is expected that Committee members will draw attention to the policy and that individuals will familiarise themselves with it. This expectation will be written into all contractual agreements. All individuals will be required to sign a declaration that they have read and understood the Safeguarding Policy and agree to put it into place.

Note that throughout this policy we use the term parent to mean the person who has legal responsibility for the child. We use the term child to mean anyone who has not reached their 18th birthday, including unborn children.

The Hayes Players provides appropriate safeguarding training and information to all individuals enabling them to improve their knowledge and awareness of safeguarding.

The Hayes Players recognises that safeguarding concerns or incidents can be very emotive and if anyone is personally affected we will ensure that support is available.

The Hayes Players will review and update this policy annually and as is required by changing legislation and significant internal changes. All changes will be brought to the attention of all relevant individuals.

**Contact details:**

**Designated Safeguarding Lead (DSL)**

The DSL position will be undertaken by the Director of any performance that involves children, young people or adults at risk. The contact details of the DSL will be made available to all relevant parties including: cast, crew, families and carers prior to the commencement of rehearsals.

**Deputy Safeguarding Officer (DSO)**

The DSO position will be undertaken by the Stage Manager of any performance that involves children, young people or adults at risk. The contact details of the DSO will be made available to all relevant parties including: cast, crew, families and carers prior to the commencement of rehearsals.

**Senior Lead for Safeguarding (SLS)**

Name: Angela Wood

Phone/email: 07703 538274/angelawoodemail@yahoo.co.uk

Collectively the above named are The Hayes Players’ **Safeguarding Champions**

**External contacts:**

CEOP

www.ceop.police.uk

NSPCC Helpline

0808 800 5000