Lymington Players Safeguarding Policy – August 2026

Date Adopted: _____

Review Date: _____

Approved by: Lymington Players Committee

Safeguarding Policy

1. Policy Statement

Lymington Players is committed to providing a safe, welcoming and inclusive environment for everyone involved in our productions and activities. We are committed to empowering children, young people, and vulnerable adults, promoting their right to be '**strong, resilient, actively listened to, and heard'**. Lymington Players are committed to preventing harm and responding promptly and appropriately to all incidents or concerns of abuse that may occur.

We recognise our responsibility to safeguard and promote the welfare of children and young people under the age of 18, vulnerable adults and to protect all members from abuse, neglect, bullying, harassment, sexual abuse and exploitation.

The welfare of the child those under the age of 18 and vulnerable adults is paramount.

This policy applies to all committee members, directors, production teams, volunteers, members, guest performers and anyone acting on behalf of Lymington Players.

2. Definitions

A child or young person is anyone under the age of 18.

A 'vulnerable adult' (see guidance to the Care Act 2014) as: *'a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'*.

Safeguarding means protecting children and vulnerable adults from abuse, harm, preventing impairment of their health or development and ensuring they can participate safely in theatre activities. Safeguarding is the responsibility of every person undertaking any work for Lymington Players.

3. Principles

Lymington Players will:

- Provide a safe environment for rehearsals, performances and social events.
- Treat all young people and vulnerable adults with dignity and respect.
- Promote equality, inclusion and diversity.

- Listen to children and take any concerns seriously.
- Work openly with parents and carers.
- Respond promptly and appropriately to safeguarding concerns.

4. Designated Safeguarding Lead (DSL)

The committee will appoint a Designated Safeguarding Lead and ensure they have received appropriate training and refresh their training as legally required.

The DSL is responsible for:

- Receiving safeguarding concerns.
- Maintaining confidential records.
- Liaising with statutory agencies where necessary. Having links to statutory and voluntary organisations regarding safeguarding of children, young people and vulnerable adults.
- Advising production teams.
- Ensuring this policy is reviewed annually.
- Ensure the committee has received appropriate training which is refreshed at least every three years.
- Ensure designated committee members have enhanced DBS checks and are signed up to the update service and are checked annually.
- DSL ensures support, advice and guidance for all Players to meet their safeguarding responsibilities by regular meetings and reviewing safeguarding procedures with the committee.
- Ensures all allegations or safeguarding matters are dealt with in a timely manner.

Designated Safeguarding Lead

Name: _____

Telephone: _____

Email: _____

Deputy Safeguarding Lead:

5. Parents and Carers

Parents or legal guardians remain responsible for children except where responsibility has been formally transferred during rehearsals or performances.

Parents/carers must:

- Complete emergency contact details.
- Inform the production team of relevant medical conditions or additional needs.
- Ensure children are collected promptly.
- Inform the production team if another adult will collect their child.

6. Supervision

Lymington Players will ensure that:

- Children and vulnerable adults are appropriately supervised at all rehearsals and performances.
- Young people and vulnerable adults are never left alone in theatre premises.
- Wherever possible there will always be at least two responsible adults present.
- No adult should be alone with a child or vulnerable adult unless there is an unavoidable emergency.
- Separate or segregated dressing rooms will be provided where practicable and will be appropriately supervised and privacy respected. If under 18s or vulnerable adults are sharing with adults parents will be advised.

7. Code of Conduct for Adults

All adults involved with Lymington Players will:

- Treat every young person or vulnerable adult fairly and respectfully.
- Use appropriate language at all times.
- Avoid favouritism.
- Avoid unnecessary physical contact.
- Never engage in inappropriate conversations or relationships.
- Never exchange personal gifts without parental knowledge.
- Never transport a child alone unless agreed in advance with parents and another committee member.
- Never communicate privately with children or vulnerable adult via personal social media.

8. Communication

Communication with under-18s or vulnerable adults should:

- Include parents where appropriate or in the case of a vulnerable adult the DSL.
- Take place through official Lymington Players communication channels.
- Be professional and related only to productions or society activities.
- Group messaging should remain appropriate at all times.

9. Photography and Social Media

- Photographs or videos of children will only be taken with written parental consent.
- Names will not be published alongside photographs unless specific consent has been obtained.
- No member should post photographs of children or vulnerable adults from rehearsals or backstage on personal social media without permission.

10. Transport

Parents remain responsible for transporting children unless alternative arrangements have been agreed.

Committee members and volunteers should avoid giving lifts to children or venerable adults on their own.

11. Rehearsals and Performances

Risk assessments will be undertaken for productions involving children and vulnerable adults.

Where required by law:

- Performance licences will be obtained.
- Licensed chaperones will be appointed.
- Local Authority requirements will be followed.

Children and vulnerable adults will not remain at rehearsals once they are no longer required unless agreed with parents and/or in the case of vulnerable adults a responsible adult.

12. DBS Checks

Where volunteers undertake regulated activity with children, and vulnerable adults Lymington Players will ensure appropriate Enhanced DBS checks are obtained.

A DBS certificate alone does not replace good safeguarding practice.

13. Reporting Concerns

Any member with a safeguarding concern must:

1. Stay calm.
2. Listen without judgement.
3. Never promise confidentiality.
4. Record the facts as soon as possible, using the below preformatted forms:-

    a. Disclosure form
    b. Safeguarding form
    c. Outcome/follow-up form

    They will need to be completed and then kept in a wallet for each separate allegation/disclosure/person and they will need to be dated, initialled on the outside, sealed, secure and put in a locked cabinet but not in your homes. We do have a cabinet here for any such information in my office and I could allocate a drawer to the Players for this. Only the DSL, and another named safeguarding officer and (ie LCA Manager) should have access. These will need to be saved for a number of years, depending on the age of the person disclosing the complaint.

5. Report immediately to the Designated Safeguarding Lead.

If a child or vulnerable adult is believed to be in immediate danger, contact the Police on 999.

The welfare of the child and vulnerable adult will always take priority over protecting the reputation of the society or any individual.

14. Confidentiality

Safeguarding concerns should only be shared with the designated DSL, one other named safeguarding office and the LCA Centre Manager

Records will be stored securely in accordance with data protection legislation as detailed above.

15. Bullying and Harassment

Lymington Players has a zero-tolerance approach to:

- Bullying
- Harassment
- Discrimination
- Intimidation
- Grooming
- Abuse of any kind

Concerns will be investigated promptly.

16. Training

Committee members and directors involved with productions including children should receive safeguarding training appropriate to their role.

The committee will review safeguarding arrangements annually.

17. Policy Review

This policy will be reviewed every year or sooner if legislation or guidance changes.

Signed:

Chair: _____

Date: _____

Designated Safeguarding Lead:

Date: _____