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Cave Players

Safeguarding Policy

| **Version** | **Author** | **Date** |
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| V1 | Emma Deyes | 09/06/2025 |
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# **Cave Players Safeguarding Policy**

## **1. Policy Statement**

Cave Players is committed to creating a safe, inclusive, and respectful environment for all members, participants, staff, volunteers, and audiences. We recognise our duty to safeguard the welfare of children, young people, vulnerable adults, and disabled individuals and to protect them from harm, abuse, and exploitation.

Safeguarding is everyone's responsibility. We expect all members and volunteers to share this commitment and act accordingly.

## **2. Scope**

This policy applies to:

* Children (under 18)
* Adults at risk (including disabled individuals and those with specific support needs)
* All members, parents of junior members, volunteers, and visitors involved in theatre activities

## **3. Legal Framework**

This policy is based on relevant legislation and guidance, including:

* Children Act (1989 and 2004)
* Working Together to Safeguard Children (2018)
* The Care Act (2014)
* The Equality Act (2010)
* Keeping Children Safe in Education (where applicable)
* GDPR and Data Protection Act (2018)

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## **4. Definitions**

* **Safeguarding**: Protecting people’s health, well-being, and human rights; enabling them to live free from harm, abuse, and neglect.
* **Abuse**: Can be physical, emotional, sexual, or neglectful. It can happen in person or online.
* **Adult at risk**: A person aged 18+ who may be unable to take care of themselves or protect themselves from harm or exploitation due to age, disability, or other factors.

## **5. Responsibilities**

### **Designated Safeguarding Officer (DSO)**

* Named DSO: **Emma Deyes - 07834 283367**
* Responsible for receiving concerns, maintaining records, and liaising with external agencies.
* Requires adequate training, including safeguarding adults level 3, safeguarding children level 3 and designated safeguarding officer training.
* Ensure adequate numbers of chaperones based on number of children present during rehearsals and performances at a ratio of 1 chaperone to a maximum of 12 children.

**Chaperones**

* Ensure children are protected from harm
* Ensure correct license has been obtained
* Parents may chaperone own children but may not chaperone other children unless chaperone license has been obtained
* Report concerns to the DSO in a timely manner

### **Committee**

* Ensure safeguarding is embedded in policies and practice.
* Review policy annually.

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### **All Members and Volunteers**

* Must read and adhere to this policy.
* Must report any safeguarding concerns to the DSO promptly.

## **6. Code of Conduct**

All members and volunteers must:

* Treat all individuals with dignity and respect.
* Prioritise safety and well-being in all activities.
* Avoid any behaviour that could be perceived as abusive, threatening, or discriminatory.
* Avoid being alone with a child or vulnerable adult unless absolutely necessary and with proper consent/supervision.
* Never engage in or condone inappropriate behaviour, including bullying, harassment, or sexual misconduct.
* Report any concerns to the DSO in a timely manner.

## **7. Recruitment and Training**

* Volunteers and staff working with children or adults at risk, as a chaperone, must undergo appropriate DBS checks and obtain chaperone licence
* Ongoing safeguarding training will be made available if required.

## **8. Reporting Concerns**

Anyone with a safeguarding concern must report it immediately to the DSO. If someone is at immediate risk of harm, call emergency services (999).

All concerns will be:

* Taken seriously
* Logged confidentially
* Acted upon promptly and appropriately

No one will be victimised for raising a concern in good faith.

## **9. Working with Children and Adults at Risk**

* Consent must be obtained from parents/carers for under-18s participating in productions.
* Risk assessments will be carried out for all activities.
* Adequate supervision will be maintained, with at least one chaperone per 12 children.
* Accessible communication and facilities will be ensured for disabled members.
* Children and adults at risk will not be permitted to leave rehearsals or performances alone. They must be picked up from inside the premises and signed out by an appropriate adult.
* During performances, children and adults at risk must not be left alone in changing areas without an adequate number of chaperones.
* When moving between the changing area and the stage door (which requires exiting the building), children and adults at risk must be accompanied by an adequate number of chaperones. Parent volunteers and members can accompany their own children, but are not permitted to chaperone other children unless a chaperone licence has been obtained.

## **10. Online Safety**

* Photos/videos of children or vulnerable adults will only be used with written consent.
* Communication with under-18s will go through parents/carers unless agreed otherwise.
* Online recordings of children will be accessible to members only via a password protected website.
* Junior members Whatsapp group will be monitored by an adult member of the committee.

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## **11. Confidentiality and Record-Keeping**

* All safeguarding concerns and incidents will be recorded securely and confidentially.
* Information will be shared on a need-to-know basis, in line with GDPR and safeguarding legislation.

## **12. Review and Approval**

This policy will be reviewed annually by the Trustees or Safeguarding Committee and updated as required. The next review is due: **June 2026**

**Approved by:** [Name, Role, Date]

**Designated Safeguarding Officer Contact:**Emma Deyes

Emmadeyes79@gmail.com

07834283367