



SHADDO Safeguarding Policy

Introduction

The Shiplake and Dunsden Dramatic Organisation (SHADDO) is an amateur dramatic society which was originally established in 2003. SHADDO aims to produce an annual pantomime or seasonal production which involves children and young people under the age of 18 and may produce occasional productions at other times of the year (or hold occasional activities) which involve children and young people under the age of 18.

This policy

1. In the context of this policy, unless stated otherwise, a reference to a child or young person means any member of SHADDO under the age of 18. Children and young persons under 18 may also be referred to in SHADDO literature, forms or other media as Junior Members.
2. This policy applies to all committee members, members, volunteers and anyone working on behalf of SHADDO.
3. The purpose of this policy is to outline SHADDO's measures which are in place to protect children and young people who are involved in SHADDO activities.
4. SHADDO is committed to creating and maintaining a safe environment for children and young people involved in any of its rehearsals, productions and activities.
5. SHADDO believes that:
 - We have a responsibility to protect those who take part in our activities;
 - The welfare of children and young people is paramount;
 - All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
 - All children and young people have the right to feel safe and happy when taking part in SHADDO's activities;
 - Parents and carers have a right to expect that SHADDO is a safe organisation for them to be involved with;

- All children and young people should be treated equally and with respect and dignity, they should feel secure and they should be encouraged to be involved in decisions;
- Bullying should not be accepted or condoned;
- All suspicions or allegations of abuse should be taken seriously and responded to swiftly and appropriately by SHADDO's Executive Committee.

6. SHADDO will do this by:

- Ensuring that SHADDO's activities involving children and young people are adequately supervised;
- Providing director(s) and other adults running auditions and rehearsals with practical safeguarding guidance in relation to children and young people to include *inter alia* the keeping of attendance registers and the delivery and collection of children and young people;
- Encouraging parents and carers to become involved in SHADDO's activities, for example in activities such as set painting, set construction, acting as chaperones and providing general help;
- Ensuring that chaperones are in place in order to supervise children under the age of 16 during dress rehearsals and performances;
- Providing clear instructions to all chaperones to ensure that they understand their role and duties in relation to those children under their supervision;
- Providing a clear contact address for the Executive Committee whereby any member is readily able to contact SHADDO with any concerns regarding children and young people involved in SHADDO's activities;
- Ensuring that this policy is clearly communicated to all those involved in SHADDO activities by displaying it prominently on the SHADDO website;
- Ensuring that parents and carers of all children and young people involved in SHADDO's activities complete and sign an annual membership form containing contact details of the child or young person;
- Ensuring that parental or carer consent is obtained, via the annual membership form, for the publication of photographs, pictures, videos and DVDs featuring the child or young person for the purposes of record, promotion or fundraising.