



Bedford Drama Company Safeguarding Policy and Procedure

Introduction

Bedford Drama Company is a community driven charity dedicated to promoting the arts through amateur dramatic performances. We believe in providing a nurturing and inclusive environment where individuals of all ages and backgrounds can participate and thrive. Safeguarding is paramount to Bedford Drama Company, as we recognise the importance of protecting the wellbeing and dignity of all participants, particularly children, young people, and vulnerable adults who may be more susceptible to harm. This Safeguarding Policy and Procedure outlines our commitment to maintaining a safe environment for everyone involved in our activities.

Scope

This policy applies to all members, volunteers, committee members, contractors, and anyone else involved in Bedford Drama Company activities, regardless of their role or level of involvement. It encompasses all aspects, including auditions, rehearsals, performances, workshops, and social events.

Principles

At Bedford Drama Company we are guided by the following principles:

- Every individual has the right to feel safe and protected from harm, abuse, neglect, and exploitation.
- Safeguarding is everyone's responsibility, and we are committed to creating a culture of vigilance and transparency.

- We adhere to all relevant legislation, including the Children Act 1989 and 2004, and Working Together to Safeguard Children (2018), as well as any local safeguarding procedures and guidelines.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) is a key figure within Bedford Drama Company who is responsible for:

- Overseeing all safeguarding arrangements and procedures.
- Providing advice, support, and guidance to staff, volunteers, and participants.
- Acting as the first point of contact for safeguarding concerns and liaising with external agencies, such as the local authority designated officer (LADO) and the police.
- Our DSL is Liz Mitchell, who can be contacted at chair@bedforddramacompany.org.uk

Training

Prior to commencing their roles, all staff, volunteers, and supervisors working alone with children, young people, or vulnerable adults are required to undergo:

- Enhanced Disclosure and Barring Service (DBS) checks to assess their suitability for working with these groups.
- Safeguarding training sessions covering topics such as recognising signs of abuse, reporting procedures, maintaining professional boundaries, and responding to disclosures.
- Regular refresher training to ensure that safeguarding knowledge and skills remain up to date.

Code of Conduct

Our Code of Conduct sets out the expected standards of behaviour for all individuals involved in Bedford Drama Company activities. This includes:

- Treating all participants with respect, kindness, and dignity.
- Maintaining appropriate physical and emotional boundaries at all times.
- Avoiding situations that could be misinterpreted or deemed inappropriate.
- Respecting individuals' privacy and confidentiality.
- Reporting any concerns or suspicions of abuse or neglect promptly and following the designated reporting procedures.

Reporting Procedures

Any safeguarding concerns, suspicions, or incidents of alleged abuse or neglect must be reported immediately to the DSL or the most senior person available. Reports should be made verbally, followed by a written record using the designated safeguarding reporting form. The DSL will then:

- Assess the situation and take appropriate action to safeguard the individual(s) involved.
- Follow established procedures for reporting concerns to the relevant authorities, including the local authority designated officer (LADO) and/or the police, where necessary.
- Maintain accurate records of all safeguarding concerns and actions taken.

Confidentiality and Information Sharing

All safeguarding concerns and information will be handled with the utmost confidentiality and in accordance with data protection legislation. Information will only be shared on a need-to-know basis and in line with established procedures for safeguarding reporting and case management.

Support and Guidance

Bedford Drama Company is committed to providing support and guidance to anyone affected by safeguarding issues. This may include:

- Offering access to counselling services or advocacy support.
- Providing information about external support agencies and helplines.
- Ensuring that individuals feel empowered to seek help and know where to turn for assistance where necessary.

Review and Monitoring

This Safeguarding Policy and Procedure will be reviewed annually to ensure its effectiveness and relevance. Reviews will be conducted by Chair/and or secretary of Bedford Drama Company and may involve consultation with relevant members, volunteers, participants, and external agencies.

Conclusion

Bedford Drama Company is committed to creating a safe and inclusive environment for all participants. By adhering to this Safeguarding Policy and Procedure, we aim to promote the welfare and well-being of children, young people, and vulnerable adults involved in our activities.

Bedford Dramatic Club- Registered Charity Number 271950

Date: 14.07.2025

Signed: Liz Mitchell - Chair of Bedford Drama Company

