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Affiliated to the
National Operatic &
Dramatic Association

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Safeguarding policy

February 2019

Reviewed January 2021

Charities are required by law to be aware of and manage risks to those who come into contact with the Society. These include:

- sexual harassment, abuse and exploitation
- negligent treatment
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- child trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people who may target the Society
- a culture which may allow poor behaviour
- abuse of a position of trust held within the Society

BCMCS is committed to its safeguarding responsibilities, and to taking all reasonable steps to protect people who come into contact with the Society from harm. This includes:

- Musical, Choral and Youth Theatre members
- production officials
- Management committee members
- volunteers

It may also include other people who come into contact with the Society, such as audience members.

In furtherance of its duty of care, the trustees make sure that the Management Committee, members and volunteers know about safeguarding and protecting people.

- The Society has a Code of Conduct for Trustees, members and volunteers.
- Appropriate policies and procedures are in place, which are reviewed regularly and published on the Society's website where appropriate. These include:
 - Child Protection policy & procedures
 - Health & Safety procedures (including First Aid and Fire Safety)
 - Data Protection procedures and Privacy Notices
- The Society has a nominated Child Protection officer who has Enhanced DBS clearance and is appropriately trained.
- The Child Protection officer ensures that people are suitable to act in their roles. This includes reviewing which people within the Society can and must have a DBS check from the Disclosure and Barring Service; and having a risk assessment process in place for people who do not qualify for a DBS check, but who still have contact with children.
- There is an expectation that anyone who has any safeguarding concerns should refer them to the Society's Child Protection officer or to a member of the Management committee, who will act promptly to investigate them, referring or reporting them to relevant organisations where appropriate. Where appropriate, a report will also be made to the Charities Commission. The names of those who report concerns will be kept confidential, if requested, as far as this is compatible with legal procedures or with carrying out any investigations into these concerns.
- When reviewing the work of the Society, possible risks (including risks to members or to anyone else connected to the Society and any emerging risks on the horizon) and how trustees will manage them are summarised in a risk register which is regularly reviewed.
- When working with other organisations, the Management committee seeks assurances that appropriate safeguarding procedures are in place; and that there are clear lines of responsibility and reporting between all bodies concerned.