

SAFEGUARDING POLICY

A: INTRODUCTION

This document sets out the policy and procedure for safeguarding and managing safeguarding incidents within The Stock Exchange Dramatic And Operatic Society (Sedos). This policy applies to all members, volunteers and contractors connected to Sedos projects, whether formal or informal. This policy will be reviewed annually in line with industry best practice standards.

Our policy is simple:

- every member should feel safe;
- every member should feel respected; and
- every member should feel supported.

Where a member feels that this policy has been breached, they should report their concerns via the relevant process below.

All incidents will be reported in accordance with this policy in a timely manner and documentation held confidentially for the time period required by law.

Where an assessment is made that a membership may be revoked as a result of an incident this will be submitted to the Chair of the Board of Trustees for determination by the Board of Trustees in accordance with clause 9(4) of the Constitution of Sedos.

It is the responsibility of each show's Producer to make their cast and crew aware of the policy and reporting procedures. Our policy will be displayed at any permanent rehearsal venue used by Sedos and shall be made available publicly on the Sedos website.

B: DESIGNATED OFFICERS

Sedos shall ensure that at all times a Principal Safeguarding Officer (PSO) and Welfare Officer are appointed from among its members. If a member with the relevant experience or skills cannot be appointed from within the membership, an appropriately trained individual will be sought to work in conjunction with / to mentor a responsible Sedos member.

Appointments must be approved by the Board of Trustees and may be revoked by a resolution of the Board of Trustees. The Board of Trustees shall ensure that any member appointed to the role of Safeguarding & Welfare Officer shall have adequate training and experience in performing such role including knowledge of all material statutory obligations of Sedos as it relates to safeguarding. An officer may resign from their appointment at any point by writing to the Chair of the Board of Trustees.

C: SAFEGUARDING CHILDREN

Sedos believes that all children should be safe from harm and we understand our duty of care to safeguard their welfare. While our membership is only open to those over the age of 16, certain projects may require children to preserve the authenticity of a story.

Where a child (under 18) is required for a project, an assessment will be made by the Safeguarding & Welfare Officer and a set of recommendations offered to the Producer prior to the audition notice being released. Requirements for training, vetting, licensing and chaperoning will also be outlined at this time and must be adhered to.

Where an allegation has been made regarding a child or a child makes a disclosure, this will be investigated following best practice standards. Where additional consultancy and support is needed this will be sought from the City of London LADO (Local Authority Designated Officer).

D: SAFEGUARDING ADULTS AT RISK

The nature of our work means that it is highly unlikely we would have a direct service user who would be categorised as an Adult at Risk. Where a member does meet this threshold, an assessment will be made by the Safeguarding & Welfare Officer and a set of recommendations offered to the Producer of each show the member is involved with.

Where an allegation has been made regarding an Adult at Risk, this will be investigated following best practice standards. Where additional consultancy and support is needed this will be sought from the City of London LADO (Local Authority Designated Officer).

E: SAFEGUARDING AGAINST SEXUAL HARASSMENT

As a society we often produce works which explore sensitive themes. We recognise our responsibility in both addressing these issues appropriately and ensuring our members feel safe during the process. We promote a culture of open dialogue and mutual consent. We will ensure that when shows do explore sensitive themes, appropriate support is provided to casts and production teams. This may include, but is not limited to, intimacy co-ordinators, welfare support and expert consultation.

Where an allegation has been made regarding Sexual Harassment the Safeguarding & Welfare Officer will investigate following best practice standards and facilitate an appropriate intervention. Where an allegation meets the threshold for criminal sexual offence this will be reported directly to the Police.

F: SAFEGUARDING AGAINST BULLYING BEHAVIOUR

No member should be made to feel belittled or victimised by another member. Those in positions of power including Directors, Producers and members of the Management Committee and Board of Trustees must be mindful of their added responsibility to create a positive environment and culture.

Where an allegation has been made regarding bullying the Safeguarding & Welfare Officer will facilitate an appropriate mediation with all parties.

G: HISTORIC CASES

Where an historic incident has been disclosed or uncovered this will be investigated by the Safeguarding & Welfare in line with current legislation and guidance, following any statutory obligations.

H: REPORTING AN INCIDENT

Where there is an allegation or concern, members should follow the incident reporting procedure flowchart attached.

If an allegation is made regarding the Safeguarding & Welfare Officer, it should be reported directly to the Chair of the Board of Trustees via chair@sedos.co.uk.

If a member is dissatisfied with the outcome or handling of a case, they can raise this via our formal complaints policy.

I: DESIGNATED OFFICERS

| | |
|--------------------------------|------------------|
| Chair of Board of Trustees | Daniel Saunders |
| Safeguarding & Welfare Officer | Robert J. Stanex |

| | |
|----------------------------|---------------|
| Policy Reviewed & Approved | 27 March 2023 |
|----------------------------|---------------|