

## KAYS THEATRE GROUP – SAFEGUARDING POLICY

KAYS THEATRE GROUP – also referred to as KTG, is a Charitable Incorporated Organisation.  
Charity number:1210497

### 1. POLICY STATEMENT

Kays Theatre Group is an amateur dramatic society, committed to providing a safe, welcoming, and inclusive environment for all members, participants, volunteers, and audiences. We recognise our responsibility to safeguard the welfare of everyone involved in our activities and to protect them from harm, abuse, or exploitation.

### DEFINITION

Kays Theatre Group (KTG) is an amateur dramatic group which meets to prepare, produce and perform productions. The group also meets and organises social events for its members, potential members and friends and family.

**Child:** Any person aged 18 years or under.

Kays Theatre Group recognises that all children performing as part of the main cast, require protection from any discrimination and maltreatment and as such, these children require separate dressing room facilities and for children under 16 years of age, a chaperone. Whilst we expect any company or dance school associated or performing with KTG to have their own safeguarding policy, our responsibility to behave appropriately towards them under our own safeguarding policy remains. It remains the responsibility of KTG to ensure that such parties associated with group, have a current and updated safeguarding policy.

**All** members of Kays Theatre Group are expected to uphold this commitment.

### 2. SCOPE OF POLICY

This policy applies to:

- All members
- Volunteers and organisers
- The Chairman (Designated Safeguarding Lead) (DSL)
- Deputy Designated Safeguarding Lead (unknown) (DDSL)
- Anyone involved in rehearsals, performances, and social events whether paid or voluntary
- The group works with children, adults and vulnerable individuals.

### 3. DESIGNATED SAFEGUARDING LEAD (DSL)

The Chairman acts as the Designated Safeguarding Lead (DSL).  
Deputy Designated Safeguarding Lead (person unknown) (DDSL)

The DSL/DDSL is responsible for:

- Receiving safeguarding concerns
  - Taking appropriate action
  - Escalating concerns externally if required
  - Maintaining confidentiality
  - DSL and DDSL to undertake and maintain relevant safeguarding training
- All safeguarding concerns must be reported directly to the DSL/DDSL

#### 4. REPORTING CONCERNS

All concerns must be reported.

If any member of the group has a concern regarding any form of abuse\* and/or neglect – no matter how small - you should:

- Report it to the DSL (the chairman) in the first instance or DDSL.
- The DSL/DDSL will decide if there is an immediate concern for safety to other members and they will take appropriate action.
- This may result in the concern being dealt with internally OR the DSL/DDSL may have to escalate this to external authorities such as Police or LADO (Local Authority Designated Officer.)
- Both DSL and DDSL will maintain a record of concerns and outcomes. These records are to be confidential and stored securely.
- If the concern involves the DSL or DDSL or, is serious, it will be escalated appropriately to external authorities by the Vice chairperson of the group.
- If the concern involves any member of the KTG committee, the remaining committee members have the right to remove said person/s from office and terminate their membership of the group.
- ALL concerns are taken seriously and treated confidentially.
- ALL members of the group should be familiar with the 5 R's of abuse, these are:  
Recognise  
Respond  
Report  
Record  
Refer.

\*Types of abuse include, but not limited to, physical, emotional, sexual, neglect, bullying, grooming, online abuse, discrimination.

#### 5. CODE OF CONDUCT

Behaviour:

- Treat all members with respect and dignity
- No bullying, harassment, or discrimination
- Maintain appropriate language and behaviour

Physical Contact:

- Only permitted where necessary for rehearsals, choreography, or performance
- Must always be appropriate and respectful
- Members may refuse physical contact if uncomfortable

Communication:

- Members-only group communication channels may be used
- Communication must remain appropriate and theatre-related
- No inappropriate private messaging that causes concern
- Only committee approved administrators may publish on the groups public Facebook site and other public social media platforms.

## 6. FIRST AID AND EMERGENCIES

Kays Theatre Group has trained first aid volunteers.

Theatre staff trained in first aid can provide first aid during performances if necessary

In the event of an incident:

- First aid will be provided immediately
- Emergency services will be contacted if required
- The DSL /DDSL will be informed
- Next of kin will be contacted where appropriate – details given on membership form
- Any member who has an allergy, diabetes or other such condition, either life threatening or not, should inform group first aider prior to commencement of rehearsals or performances
- Any member who requires devices such as inhaler or Epi Pen, is advised to inform company first aider. This information will be given, in full confidence, to the Stage Manager to ensure careful monitoring and if necessary, immediate treatment in the event of an incident during a performance.

## 7. RISK ASSESSMENT

All members, without exception, are subject to, and must adhere to the production risk assessment which is drawn up by the company stage manager and approved by the Technical Manager of Worcester Theatres.

## 8. PHOTOGRAPHY AND VIDEO

The group will obtain written consent from parents/carers and all members before:

- Taking photographs of children
- Recording rehearsals or performances
- Sharing images online or in publicity materials
- Only individuals authorised by KTG committee may take photographs or videos
- Media may only be used for approved purposes (e.g., publicity)

We will:

- Avoid identifying children by their full name
- Use images appropriately and respectfully
- Remove content if permission withdrawn
- Store digital files securely

## 9. ONLINE SAFETY/SOCIAL MEDIA

The Online Safety Act (2023) is a new set of laws that protect children and adults online.

Social Media accounts MUST:

Be managed by committee approved adults

All members MUST:

- Treat each other respectfully online
- Use appropriate language in messages and posts
- Respect privacy and confidentiality
- Report concerns or inappropriate behaviour
- Follow group social media rules
- Moderate comments where possible

All members must NOT:

- Share offensive, discriminatory, or sexual content
- Contact junior members privately
- Share personal contact details publicly
- Post rehearsal footage or backstage content without permission
- Upload images of children
- Communication is limited to members-only platforms
- All communication must be appropriate. This will be monitored
- Group communication channels will be transparent and respectful.
- The DSL/DDSL oversees safeguarding concerns arising online

## 10. RESPONSIBILITY

ALL members are responsible for:

- Following this safeguarding policy
- Reporting concerns to the DSL/DDSL
- Supporting a safe environment for everyone

## 11. Equality and Diversity

We believe everyone has the right to participate in theatre free from abuse, discrimination, bullying, harassment or exploitation regardless of age, disability, race, religion or belief, sexual orientation, marriage or civil partnership status or any other protected characteristics.

We are committed to:

- Safeguarding children, young people and adults at risk.
- Promoting equality, diversity and inclusion
- Treating all concerns seriously and responding appropriately
- Creating a culture of respect, dignity and wellbeing.
- Meeting our legal responsibilities under relevant UK legislation including:
  - The Children Act 1989 and 2004
  - Equality Act 2010
  - Working together to Safeguard Children guidance
  - GDPR/Data Protection legislation

## 12. Alcohol and Substance Use

To safeguard children, young people and adults at risk, and in line with the production Risk Assessment as written by the company Stage Manager, the consumption of alcohol is prohibited during performances, dress and technical rehearsals and all other rehearsals not in the theatre.

Where social events involve alcohol:

- Responsible drinking is expected
- Safeguarding remains in place
- Separate arrangements should be considered where children or young adults are attending.

Any breach of this may result in:

- Removal from the activity or venue
- Suspension from the organisation
- Referral to relevant authorities where appropriate

The committee reserves the right to take disciplinary action where alcohol or substance misuse places others at risk or damages the reputation of the group.

The Stage Manager has the right to stop any member performing on stage, if they believe them to be under the influence of alcohol/substance abuse - any time prior to the performance commencing.

The Worcester Theatre technician on duty, has the right to stop the show if they believe any member is under the influence of alcohol/substance abuse at any time during the performance.

Kays Theatre Group (KTG) Committee reserve the right to ask members to leave the group if they feel that this policy is not being adhered to.

## 13. POLICY REVIEW

This policy will be reviewed annually from date of first signing and updated when necessary.

Current Chairman and Designated Safeguarding Lead: Mr Philip Weston OBE

Kays Theatre Group is a Charitable incorporated Organisation

Charity Number: 1210497

Policy adopted by KTG committee – dated: 8<sup>th</sup> June 2026

Signed by Chairman for and on behalf of trustees: .....

