



Scottish Community Drama

How to Create a Safeguarding Policy for everyone

NATIONAL DRAMA ADVISOR

WHAT THIS PRESENTATION WILL COVER

- What Safeguarding is and why you might want to have one in place for your club
- What you could include in your safeguarding policy
- Signposting to some good practice

A safeguarding policy is a set of guidelines that outline how to protect people from harm, abuse, and neglect. Safeguarding policies can apply to children, adults, and vulnerable people.

WHY DO WE NEED A SAFEGUARDING POLICY?

- It tells everyone from participants, volunteers, audience, venues, Local Authorities and/or funders how important the safety and wellbeing of everyone is to you
- It tells people who you are and what you stand for
- Some funders and venues expect you to have this policy in place to utilise their services

What could go into a safeguarding policy?

- A public statement or introduction to your club that tells people what your club is about, how you treat people and what you do to make all of your activity as safe as possible?
- A map to other relevant policies that you would like to direct people to such as your Code of Conduct?
- A clear process for anyone to raise a concern about anything connected to the club and what action you will take?

WHO SHOULD CREATE THIS POLICY AND WHERE SHOULD WE KEEP IT?

- Your safeguarding policy could be drafted by your Trustees or the people responsible for the running of the club.
- You could also consider how to involve active members in the process so that everyone has a say
- You should make it public. It is a very positive message that shows that you care about all of your participants.

SIGNPOSTING SOME GOOD PRACTICE?

- SCDA have their own safeguarding policy that you will find on the website drama.scot
- Here is a good example from an arts organisation in Edinburgh <https://hiddendoorarts.org/about/policies/>
- Another good example from Tower Theatre, non-professional company in London <https://www.towertheatre.org.uk/policies/>

And finally....

- Don't write something that is too wordy and full of jargon - make sure it is clear and says what you want it to say
- Make sure it is relevant for your club and members
- Tell everyone how great you are and why they should get involved and support you!