

## Safeguarding and Child Protection Policy

Scottish Community Drama (SCDA) are committed to ensuring that children engaging with their activities are protected from harm, abuse and exploitation. We aim to promote good working practices and take all reasonable steps to ensure that everyone adheres to this policy.

There are two parts to ensuring we meet this aim

- Safeguarding - the things we do to prevent harm
- Child Protection - the action we take to respond to concerns or suspicion of harm

The aim of this policy is to set out clear guidelines to ensure that children are able to access and enjoy activities with adults in a safe and nurturing environment.

For context, Section 5 of the Children (Scotland) Act 1995 states that

*“it shall be the responsibility of a person who is 16 or over and who has care and or control of a child under 16, to do what is reasonable to safeguard the child’s health, development and welfare.”*

Everyone therefore has a duty of care for young people, but there is an additional legal requirement for adults carrying out certain activities to be vetted by Disclosure Scotland through the PVH Scheme to ensure that there are no legal reasons why they are barred or under consideration of being barred from working with children.

**It should be noted that for activity that is defined as ‘regulated’ in Scotland, the definition of a child is 18 and anyone carrying out a regulated role with a young person up to the age of 18 must be a member of the PVG Scheme before they take up their duties.**

Where SCDA is running an activity aimed at young people below the age of 18 they will ensure that all adults in a regulated role are members of the PVG Scheme and that they are attached to that record.

For the context of amateur theatre in Scotland, SCDA has agreed with Volunteer Scotland that, where an event is aimed at children, the following roles are regulated as they involve **teaching or supervising or having power and control** of children.

Director  
Choreographer  
Musical Director  
Rehearsal/Workshop Assistant  
Wardrobe Assistant  
Chaperone  
Stage Manager  
Trustee of a Children's Charity

*These agreed roles are for guidance only and may not cover every regulated role within a club. We recommend that clubs review all adult roles on an ongoing basis with Volunteer Scotland.*

In addition, where SCDA offers workshops aimed at young people, they will ensure that all tutors and facilitators are members of the PVG scheme and that they are attached to their scheme record.

Click [here](#) for more information about the PVG scheme

We will further require that everyone adheres to the SCDA Code of Conduct for Adults working with young people and that employees and volunteers have access to, and are encouraged to attend, appropriate training in child protection issues to help them meet their obligations. We will also ensure that the young people at the event are aware of the SCDA Code of Conduct for young people and that they are required to adhere to this policy.

## Managing Concerns and Disclosure of Abuse

SCDA will provide clear guidance to staff and volunteers on how to manage concerns raised about an individual and/or behaviour at an SCDA run activity. We will provide support to anyone who has concerns about the care, protection and welfare of children, particularly where they suspect that a child is being abused or has disclosed abuse. This disclosure may or may not be related to anyone connected with SCDA or the activity being run.

SCDA will also offer guidance and support to members and clubs to help them work safely and in accordance with relevant legislation. This will include signposting to external agencies where appropriate.

## Use of photographs and Images of Children

SCDA recognises that taking photographs especially by and of young people celebrating their involvement in drama and sharing those images, particularly through social media, is commonplace and to be enjoyed. However photographs can be used as a means of identifying children and they can be inappropriately adapted. This can make the child vulnerable to an individual who may wish to 'groom' them for abuse. In order to mitigate this risk, SCDA commits to:

- obtaining formal photo consent from the parent/carer and the child in advance and we respect the right of any parent/carer or child to withhold that consent
- where photos of individuals are to be published, the name of the child will not be printed with the photograph
- where it is felt to be important to publish a child's name, no photograph will be published
- where group photographs are published, individual children will not be named.

We will also make young people aware of their responsibility when taking and distributing photographs.

## Data Protection

SCDA will ensure that they follow all regulatory requirements for the storage of confidential records to comply with GDPR guidelines for everyone taking part in their activities - this is particularly important for young people where this information may be used to make inappropriate contact with a child.

## Safety Online

SCDA will ensure that as an organisation we operate in line with our values and within the law of how we use online devices and media with young people when engaging with SCDA run activities. We will do this by:

- ensuring that safety and wellbeing of children and young people is paramount when adults, young people and children are using the internet, social media or mobile devices to communicate with each other
- ensure that we only communicate with young people using social media platforms that are recommended/licensed for use by young people
- ensure that personal information is only shared with people who have a legitimate need to have access and will not be retained any longer than necessary

Click [here](#) for more guidance from the NSPCC about how to keep children safe online.

## Chaperones

Chaperones play a vital role in helping SCDA to keep children safe. Often chaperones will be provided by a club participating in our activity rather than directly by SCDA and it will be a condition of their involvement that the club complies with the following:

- Chaperones are aged 18+
- wherever possible best practice of ensuring that an individual is not responsible for more than 12 children will be followed
- A Chaperone does not supervise their own child or children whilst chaperoning other children
- although Chaperones in Scotland do not require a licence issued by a Local Authority, it **is** defined as a **regulated role** therefore a PVG scheme record will be required by the Club
- Chaperones must adhere to the SCDA Code of Conduct for Adults working with young people

The NSPCC offers an accredited online course for Chaperones aimed at both professional and amateur theatre. More details can be found [here](#)

## Incidental Work

From time to time, SCDA may offer an activity where young people under the age of 18 are able to participate but the activity is not aimed at young people. This is then called 'incidental' and does not meet the threshold of regulated work therefore no PVG scheme record is required and a Child Protection Officer does not need to be in place. **However**, best practice should be followed at all times to ensure the safety of all participants including young people and SCDA will ensure that everyone is aware of and adheres to their Codes of Conduct.

As an organisation SCDA will monitor the implementation and effectiveness of their child protection policy. They will keep up-to-date with child protection "best practice" as it relates to the voluntary and non-statutory sectors

SCDA welcomes feedback from all of our volunteers and collaborators so that we can keep learning. Please get in touch with us if you would like to contribute to this aim [hq@drama.scot](mailto:hq@drama.scot)