St Serf's Players

Child Protection & Safeguarding Policy

(Updated February 2026)

1. Policy Statement

St Serf's Players is committed to creating a safe, positive and inclusive environment for all children and young people who take part in our activities. We recognise our duty of care under the **Children (Scotland) Act 1995**, the **Protection of Vulnerable Groups (Scotland) Act 2007**, and the **Disclosure (Scotland) Act 2020**.

We will:

- Promote the welfare, rights and wellbeing of all children.
- Protect children from all forms of harm, abuse, neglect and exploitation.
- Ensure adults working with children are suitable, trained and appropriately vetted.
- Respond promptly, fairly and appropriately to concerns or allegations.
- Maintain clear procedures for safe practice, reporting and record-keeping.

This policy applies to all members, volunteers, trustees, chaperones and supporting adults.

2. Principles

Our safeguarding approach is based on the following principles:

- **The welfare of the child is paramount.**
- All children have equal rights to protection.
- Safeguarding is everyone's responsibility.
- Concerns must be reported promptly and handled sensitively.
- Children should be listened to, respected and taken seriously.
- Good practice protects both children and adults.

3. Definitions of Abuse

Abuse includes, but is not limited to:

- Emotional abuse
- Neglect
- Physical abuse
- Sexual abuse
- Bullying (including online)
- Discriminatory abuse
- Inappropriate comments, gestures or innuendo
- Endangerment through reckless or careless acts

4. Designated Safeguarding Roles

Designated Liaison Person (DLP) and Assistant Designated Liaison Person (ADLP)

Appointed annually at the AGM.

Responsibilities include:

- Implementing and promoting this policy
- Ensuring PVG compliance
- Overseeing safer recruitment
- Acting as the main safeguarding contact
- Maintaining confidential records
- Liaising with statutory agencies
- Monitoring safeguarding practice

5. PVG Scheme Requirements (Mandatory)

St Serf's Players complies with the **Protection of Vulnerable Groups (Scotland) Act 2007** and the **Disclosure (Scotland) Act 2020**.

From, 1 April 2025, membership of the Protecting Vulnerable Groups (PVG) scheme becomes a legal requirement in Scotland. Any individual who is to carry out a regulated role (paid or voluntary) with children, protected adults or both, must be a member of the PVG scheme, prior to carrying out that role."

Legal Requirements

- From **1 April 2025**, PVG membership is **legally required** for all regulated roles.
- It is a criminal offence for the club to allow someone to undertake regulated work without PVG membership.
- It is a criminal offence for an individual to carry out regulated work without being a PVG member.

Regulated roles within the club

- Chaperones
- DLP and ADLP
- Adults supervising children during rehearsals or performances
- Adults responsible for children backstage or in changing areas
- Any adult with regular, direct contact with under-18s in a position of trust

Club Responsibilities

- Verify PVG membership before regulated work begins.
- Maintain secure PVG records.
- Review PVG status periodically.
- Use Disclosure Scotland's regulated roles guidance and tools to determine PVG requirements.

6. Safer Recruitment

The club will:

- Use a simple application process for volunteers
- Request references where appropriate
- Require PVG membership for regulated roles
- Provide safeguarding induction
- Provide chaperone training

7. Chaperones

Chaperones must:

- Be PVG-checked
- Be appointed by the club
- Receive safeguarding and role-specific training
- Follow supervision ratios
- Maintain professional boundaries

8. Supervision & Ratios

- Recommended minimum ratio: **1 adult to 10 children**
- Mixed-gender groups should have mixed-gender supervision where possible
- Children must not be left unsupervised
- Backstage and changing areas must be supervised appropriately

9. Body of Persons Approval (BOPA)

When children perform publicly:

- The club will comply with local authority requirements
- A BOPA will be obtained where required
- Parents will be informed of licensing arrangements

10. Code of Conduct

Adults must:

- Work in an open environment
- Treat children with respect
- Prioritise welfare over performance
- Use age-appropriate language
- Give constructive feedback
- Explain and seek consent for physical contact

Adults must not:

- Have favourites
- Use inappropriate or sexualised language
- Engage in rough play or intimate behaviour
- Form personal relationships with children
- Supply alcohol, cigarettes or drugs
- Ignore concerns or allegations

11. Transporting Children

- Inform another adult when transporting a child
- Share route and expected journey time
- Ensure vehicles are insured and roadworthy
- Children should sit in the back seat with seatbelts
- Avoid transporting a child alone where possible

12. Social Media & Photography

- No personal information will be published without parental consent
- Written parental consent is required for images and promotional material
- Adults must not privately message children. All communication should include parents/guardians
- Concerns about online content must be reported

13. Listening to a Disclosure

Adults must:

- Stay calm
- Listen carefully
- Reassure the child
- Avoid leading questions
- Record what was said
- Report immediately to the DLP

14. Reporting Concerns

Report if:

- A child is hurt
- A child is distressed
- A child misinterprets something
- A child needs to be restrained
- You witness or suspect poor practice or abuse

If the concern involves the DLP, report to the ADLP or Chairperson.

15. Allegations Against Members

- All allegations will be taken seriously
- The DLP will pass information to statutory agencies
- The DLP will not investigate
- The committee will be informed appropriately
- No member should deal with allegations alone

16. Record Keeping

The DLP will maintain:

- Confidential safeguarding records
- PVG verification records
- Incident reports
- Records of actions taken

17. Policy Review

This policy will be reviewed annually or sooner if legislation changes.

Designated Liaison Person	Susan Brown	07732692218
Assistant Designated Liaison Person	Sheila Paterson	07546418755

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