

Headley Theatre Club

Safeguarding Policy *(updated 08/2026)*

1. Policy Statement

Safeguarding determines the actions that we take to keep all members of Headley Theatre Club safe. As a club we are committed to providing a safe, inclusive and respectful environment for all members, volunteers and participants. Bullying, harassment, discrimination and any form of abuse have no place within our organisation. This policy outlines our safeguarding expectations, reporting procedures and the responsibilities of those overseeing safeguarding within the club. This policy applies to the operation of all Headley theatre club's activities such as:

- Yearly Pantomime & rehearsals
- Various Shows & rehearsals throughout the year
- Social events / Promotional Events

Definitions

Within this policy

The term “We” applies to all those within Headley Theatre Club as members and volunteers.

1a. The term ‘Safeguarding’ refers to practices and procedures designed to protect vulnerable individuals from harm. It also promotes their overall wellbeing. This policy specifically addresses:

- b.** Children who are individuals under the age of 18years
- c.** Adults aged 18 and over.

Safeguarding – **Children Act 1989 & 2004**: Establishes that the welfare of the child is paramount, introduces parental responsibility, and empowers professionals to intervene when a child is at risk of significant harm. The 2004 Act introduced the “Every Child Matters” framework.

Safeguarding Adults: The core adult safeguarding laws in the UK are the **Care Act 2014**, the **Mental Capacity Act 2005**, the **Sexual Offences Act 2003**, and the **Safeguarding Vulnerable Groups Act 2006**, which together establish duties for local authorities, protections for adults at risk, and restrictions on unsuitable individuals working with vulnerable people.

2. Safeguarding Leads

Designated Safeguarding Lead: Jenna Rasburn.

Jenna is responsible for overseeing safeguarding concerns, ensuring appropriate procedures are followed, and supporting members who raise issues.

All Headley Theatre Club Committee members also share responsibility for maintaining a safe and inclusive environment.

Headley Theatre Club has implemented this safeguarding policy in fulfilment of its obligations as a club working with adults and children.

3. Principles of Safeguarding and Inclusion

3.1 Shared Responsibility

All members and volunteers are responsible for creating and maintaining an inclusive, supportive and safe environment, during rehearsals, shows and promotional events.

3.2 Legal Compliance

We recognise that harassment, discrimination or abusive behaviour may be unlawful under the **Equality Act 2010** and **Children Act 1989 & 2004**

3.3 Zero Tolerance for Discrimination

We as a committee will actively address and seek to prevent racism, discrimination, bias, and all forms of harassment, including their effects and manifestations.

3.4 Committee Responsibilities

Committee members accept their responsibilities under the **Equality Act 2010** and the **Health and Safety at Work Act 1974**, ensuring safe practices and fair treatment for all members within Headley Theatre Club.

3.5 Zero Tolerance for Bullying, Harassment and Abuse

Bullying, harassment, and abuse on any grounds will not be tolerated. Clear processes will be maintained for reporting, investigating and resolving such issues.

3.6 Protecting Well-being

We recognise the serious impact that bullying, harassment and discrimination and abuse can have on mental and physical health. We will provide appropriate support for complainants and take proportionate action against perpetrators.

3.7 Reporting Concerns

Any persons who feel affected by or concerned about an issue should report it to:

- **Jenna Rasburn (Safeguarding Lead)** htc.juniors.youth@gmail.com or HTC-Chair@headleytheatreclub.uk
- **Other safeguarding members are Caroline Stephenson, Pru Harrold** they can be contacted at HTC-Chair@headleytheatreclub.uk

Committee members are:

Tina Wareham, Nick Webb, Pru Harrold

Jo Smith, Caroline Stephenson, Neil Hardinge, Karina Farnlucher, Jonathan Neil and Jenna Rasburn, Keith Henderson.

All concerns will be raised with the committee for discussion and resolution.

***However, if deemed as an emergency involving a person at risk of serious harm contact can be made to relevant emergency services without committee discussion*.**

3.8 Respect and Inclusivity

We value inclusivity, appreciate differences and treat all individuals as equals without prejudice or favour. We build relationships based on mutual respect and encourage constructive feedback.

3.9 Supportive Reporting Environment

We understand that reporting concerns can be intimidating. Members will not be made to feel uncomfortable for asking to be treated respectfully. We will:–

- make reporting clear and straightforward
- investigate objectively
- respect confidentiality where possible
- protect individuals from victimisation or reprisals for raising concerns in good faith

3.10 Respect for All Roles

We will respect each other's dignity and differences, regardless of seniority or position within the club.

3.11 Member Expectations

All members are expected to follow this safeguarding policy. Committee members must ensure that:

- all members have read the policy

4. Reporting Procedure

1. **Report the concern** to the Safeguarding Lead or any committee member.
2. **Initial review** will be carried out to understand the nature and urgency of the issue. * If deemed at serious risk of harm, the safeguarding may inform relevant agencies without committee discussions.
3. **Formal discussion** with the committee will take place where appropriate.
4. **Investigations** will be conducted objectively and sensitively.
5. **Outcome and actions** will be communicated to relevant parties.
6. **Support** will be offered to those affected.

5. Confidentiality

All safeguarding concerns will be handled with discretion. Information will only be shared with those who need to know to protect individuals and ensure a fair process.

Policy Review: This policy will be reviewed annually or sooner if required by changes in legislation or club structure.

Next update due 08/2027