

SAFEGUARDING ROLES AND RESPONSIBILITIES WITHIN MUSIC THEATRE WALES

Music Theatre Wales (MTW) is committed to creating and maintaining a safe environment for everyone we interact with. Our commitments within our Safeguarding Policy Statement include:

- Appointing a Designated Safeguarding Person (DSP) within MTW's core staff
- Identifying a lead trustee for safeguarding from the MTW Board
- To provide staff (including employees, trustees, freelance staff, contractors, trainees and volunteers) with the appropriate supervision, support and training so that everyone working for or with MTW know about and follow our policies, procedures and behaviour codes confidently and competently

This document is devised to provide information on the safeguarding roles within MTW, the main responsibilities of these roles and how and to contact each role.

Designated Safeguarding Person

The Designated Safeguarding Person (DSP) acts as the main source of support, advice and expertise for safeguarding within MTW.

The DSP's overall responsibilities include:

- Providing safeguarding advice and support to all staff (including employees, trustees, freelance staff, contractors, trainees and volunteers)
- Making sure that everyone working for or with MTW understands the Company's safeguarding policy and procedures and knows what to do if they have concerns about a child, young person or adult at risk's welfare.
- Taking a lead role in maintaining and reviewing your organisation's plan for safeguarding.
- Coordinating the distribution of policies, procedures and safeguarding resources.
- Advising on training needs and development, sourcing and providing training where appropriate.
- Making sure that children, young people and adults at risk who are involved in activities at MTW (as well as their parents and/or carers) know who they can talk to if they have a safeguarding or welfare concern and understand what action MTW will take in response.
- Managing safeguarding concerns, allegations or incidents reported to your organisation.
- Managing referrals to key safeguarding agencies of any incidents or allegations of abuse and harm.
- Store and retain safeguarding records according to legal requirements and to MTW's safeguarding policy and procedures.
- Work closely with the MTW board of trustees and lead trustee for safeguarding to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding practice.
- Report regularly to the MTW board of trustees on issues relating to safeguarding, to ensure that child protection is seen as an ongoing priority issue and that safeguarding requirements are being followed at all levels of the organisation.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

The DSP is subject to an enhanced DBS check and required to have relevant safeguarding and child protection training which is refreshed at 3 year intervals. The DSP should keep up to date with any changes in safeguarding and child protection legislation and guidance in the period between refresher courses.

Lead trustee for safeguarding

The lead trustee for safeguarding is a member of MTW's voluntary board of trustees. They take on three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee:

1. Strategic

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the DSP regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

2. Policy and Practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring your charity does to see whether policies and procedures are effective.
- Learn from case reviews locally and nationally, to improve your organisation's policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with designated safeguarding lead.
- Be a point of contact for staff working with or for MTW if someone wishes to complain about a lack of action in relation to safeguarding concerns.

3. Culture

- Champion safeguarding throughout the organisation and support the trustees in developing their individual and collective understanding of safeguarding.
- Attend relevant safeguarding training events and conferences, as well as meetings, activities and projects to engage with staff to understand safeguarding on the ground.
- Work with the DSP and MTW core staff in order to manage all serious safeguarding cases.
- Gather the views of staff in relation to safeguarding and sharing these with the board.

MTW's Chair (if not also the lead trustee for safeguarding) should make sure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these.

The lead trustee for safeguarding is subject to an enhanced DBS check and required to have relevant safeguarding and child protection training which is refreshed at 3 year intervals. They

should keep up to date with any changes in safeguarding and child protection legislation and guidance in the period between refresher courses.

The Board of Trustees

As a registered charity, MTW adheres to guidance from The Charity Commission, which states that safeguarding is the responsibility of all trustees and that the board retain overall responsibility for safeguarding within MTW.

Working closely alongside, and with the guidance and advice of the DSP and lead trustee for safeguarding, the Board of Trustees' responsibilities include:

- Making sure protecting people from harm is central to MTW's culture
- Reporting safeguarding matters to the relevant agencies and putting matters right if things go wrong
- Ensuring MTW has appropriate policies and procedures in place, which are followed by all trustees and staff
- Checking that people are suitable to act in their roles
- Following safeguarding statutory guidance, good practice guidance and legislation relevant to MTW
- Responding to concerns and carrying out appropriate investigations
- Ensuring and approving sufficient resources, including trained trustees and staff, for safeguarding and protecting people
- Conducting periodic reviews of safeguarding policies, procedures and practice

MTW Staff

MTW's safeguarding culture, policy and supporting procedures apply to anyone working on behalf of MTW including employees, trustees, freelance staff, contractors, trainees and volunteers (collectively known as "staff").

It is the responsibility of all staff to familiarise themselves with, and champion, MTW's commitments to safeguarding which include:

- promoting and prioritising the safety and wellbeing of children, young people and vulnerable adults
- understanding the procedures in place for identifying, reporting, and responding to concerns about abuse or harm
- making sure that children, young people, vulnerable adults, and their families and carers, know where to go for help if they have a concern
- promoting a culture of openness and encouraging individuals to raise concerns without fear of reprisal

MTW will provide effective management for staff through supervision, support and training so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently.

Permanent MTW staff, and freelance staff working on projects involving children, young people or adults at risk, will be subject to an enhanced DBS check and required to have relevant

safeguarding and child protection training before starting to work with children, young people or adults at risk.

Supporting Documents

This information document should be read alongside MTW's full safeguarding policy and procedure document which is available to all staff. This document outlines specific procedures for recognising and responding to abuse or harm.

Further organisational policies, procedures, guidance and other related documents that inform this policy statement are:

- Safeguarding policy statement
- Full Safeguarding policy and procedure
- Safer recruitment policy
- Grievance policy and procedure
- Disciplinary policy and procedure
- Whistle blowing policy and procedure
- Health and Safety policy statements
- Project specific risk assessments

Contact details

MTW Designated Safeguarding Person

Name: Kathryn Joyce
Email: safeguarding@musictheatre.wales
Phone: 07721 007 838

Lead Trustee for Safeguarding

Name: Kerry Skidmore
Email: MTWBoardSafeguarding@gmail.com

NSPCC Helpline

Tel: 0808 800 5000

Cardiff Multi-Agency Safeguarding Hub

For concerns relating to children:

Tel: 029 2053 6490
Out of hours: 029 2078 8570

For concerns relating to adults:

Tel: 02922 330888
Out of Hours: 02920 788570