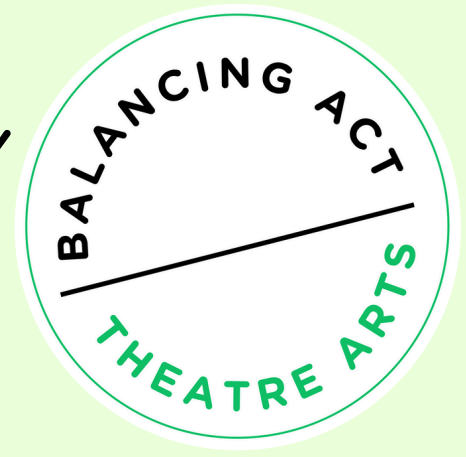


ADULT SAFEGUARDING POLICY



Company No. 16208934

1. Introduction

Balancing Act Theatre Company C.I.C is committed to ensuring that all individuals participating in our drama workshops are safe, respected, and treated with dignity. This policy outlines our commitment to safeguarding the wellbeing of adults who engage with our services. Our approach is grounded in promoting a positive, inclusive, and supportive environment, where everyone can benefit from our creative and therapeutic work without fear of harm or exploitation.

2. Purpose

The purpose of this Safeguarding Policy is to:

- Ensure that the safety, wellbeing, and dignity of all adults participating in our programs are paramount.
- Provide clear guidelines for staff and volunteers to follow when safeguarding concerns arise.
- Promote a culture of openness, respect, and transparency.
- Set out clear expectations and responsibilities to protect all individuals from harm, exploitation, and abuse.

3. Scope

This policy applies to all staff, volunteers, and contractors working with Balancing Act Theatre Company CIC, including facilitators, workshop leaders, and any other personnel involved in direct work with adults participating in our drama workshops and wellbeing activities.

4. Definitions

For the purposes of this policy:

- Safeguarding refers to the prevention of harm, abuse, and exploitation of adults and the promotion of their wellbeing, rights, and freedoms.
- Adult at risk refers to an individual aged 18 or over who may be vulnerable due to various factors, including physical or mental health, age, disability, or life circumstances.

5. Principles of Safeguarding

- **Promoting Empowerment and Choice:** We encourage participants to take an active role in their own wellbeing and decision-making. We respect and listen to the voices of those we work with.
- **Prevention:** We aim to create a safe and inclusive environment for all, reducing the risk of harm through staff training, clear policies, and strong safeguarding practices.
- **Protection:** If harm or abuse is suspected or reported, we will take immediate steps to ensure the safety of the individual involved and support them through appropriate services and channels.
- **Respect and Dignity:** We recognize that every individual has the right to live free from abuse and to be treated with respect and dignity at all times.
- **Accountability and Transparency:** We will ensure that our safeguarding practices are transparent and that all staff, volunteers, and participants are aware of how concerns should be reported and managed.

6. Code of Conduct for Staff and Volunteers

All staff and volunteers are expected to:

- Treat all individuals with respect, fairness, and integrity.
- Avoid situations where abuse, exploitation, or harm could occur (e.g., one-to-one sessions behind closed doors without others present).
- Maintain professional boundaries at all times.
- Refrain from using inappropriate language or behavior that could cause harm or distress.
- Ensure that all interactions within workshops, rehearsals, or activities are focused on the wellbeing and safety of participants.
- If Designated Group Volunteers or Staff finds themselves the subject of an inappropriate affection or attention from a vulnerable adult, they should make others aware of this.
- If Volunteers or Staff have any concerns relating to the welfare of a vulnerable adult, be it concerns about actions or behaviour of another Volunteer, Staff member or associate or concerns based on any conversations with the vulnerable adult, particularly if an allegation is made, they should report this to the designated person immediately.
- The designated person must make all reports in a timely manner, following policy and protocol to the local authority or other appropriate authority where needed.



7. Identifying and Responding to Safeguarding Concerns

In the event of safeguarding concerns or disclosures, staff and volunteers must:

- Listen carefully and respectfully to the individual without making judgments or offering solutions.
- Reassure the individual that they have done the right thing in sharing their concern.
- Report the concern to the Designated Safeguarding Lead immediately.
- Ensure that all records of safeguarding concerns are documented accurately, confidentially, and stored securely.

8. Recruitment and Selection

Balancing Act Theatre Company CIC is committed to safe recruitment practices.

We will:

- Ensure that all staff and volunteers undergo a thorough recruitment process, including DBS checks where applicable (Disclosure and Barring Service).
- Obtain at least two references for all new staff and volunteers, ensuring they are suitable to work with vulnerable adults.
- Regularly review staff and volunteer suitability for roles, particularly where there is direct contact with adults at risk.

9. Confidentiality

All safeguarding matters must be treated with the utmost confidentiality. Information will only be shared on a need-to-know basis, and when it is necessary to protect the safety and wellbeing of the individual involved. Any disclosures made by participants will be treated sensitively and carefully.

10. Reporting Safeguarding Concerns

Any safeguarding concerns, allegations, or suspicions of abuse should be reported immediately to the Safeguarding Lead. In cases where an adult is in immediate danger, staff should call emergency services (999) first and then notify the Safeguarding Lead.



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11. Review of Policy

This safeguarding policy will be reviewed annually or following any significant safeguarding incident. All staff and volunteers will be informed of any changes to the policy.

12. Conclusion

Balancing Act Theatre Company C.I.C strives to create a safe and supportive environment for all participants in our workshops. We are committed to upholding the highest standards of safeguarding practice and will continually work to ensure that our services are a place where people feel safe, valued, and empowered.

13. Safeguarding Lead and Contact Information

The Safeguarding Lead for Balancing Act Theatre Company CIC is:

Mattea Thomas-Gray - safeguarding@batheatre.com

If the Safeguarding Lead is unavailable, concerns should be reported to:

Alternate Contact Person:

Lydia Hhune - hello@batheatre.com

If an individual feels that their concern has not been addressed adequately or if they wish to report an incident outside of the organisation, they can contact the local authority safeguarding team or the police.



Approved: 27.01.2025

Review Date: 27.01.2026

Company No. 16208934