



KINGS LANGLEY MUSICAL THEATRE COMPANY

Safeguarding Policy

Purpose

KINGS LANGLEY MUSICAL THEATRE COMPANY (KLMTC) is committed to providing a safe, welcoming and supportive environment for any children, young people and vulnerable adults who take part in our activities, rehearsals, workshops and performances.

This policy outlines our commitment to safeguarding and sets out how we will protect participants from harm, abuse and neglect.

Scope

This policy applies to:

- Members, cast and crew
 - Volunteers and committee members
 - Tutors, chaperones and production team
 - Anyone working with or on behalf of KLMTC
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Our Commitment

We will:

- Put the welfare of children, young people and vulnerable adults first.
 - Create a safe and inclusive environment where people feel respected and listened to.
 - Take safeguarding concerns seriously and respond appropriately.
 - Ensure appropriate supervision during rehearsals, performances and activities.
 - Ensure safe communication and appropriate behaviour at all times.
 - Comply with relevant safeguarding laws and best practice.
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Code of Behaviour

All adults working with the company should:

- Act responsibly, professionally and respectfully.
- Avoid being alone in private spaces with a child where possible.
- Use appropriate language and maintain appropriate boundaries.
- Never engage in physical, emotional or sexual harm, bullying or harassment.
- Report concerns rather than ignoring them.

Children and young people should:

- Be treated fairly and equally
 - Be encouraged to speak up if something makes them uncomfortable
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Safer Practices

We will:

- Ensure appropriate consent forms are completed for under-18s.
 - Keep emergency contact and medical information securely.
 - Ensure chaperoning and parental supervision arrangements where required.
 - Manage photography, filming and social media safely and with consent.
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Reporting Concerns

Any concern about a child, young person or vulnerable adult must be reported as soon as possible.

- **Designated Safeguarding Lead:** Helen Marshall – Vice Chairman.
- DACORUM SAFEGAURDING – **0300 123 4042 (adults) 0300 123 4043 (children).**
- Email CSF.hertsdirect@hertfordshire.gov.uk
- **Contact:** helenh61@yahoo.co.uk – 07767707397

If someone is in **immediate danger**, call emergency services.

All concerns will:

- Be taken seriously
- Be recorded confidentially
- Be shared only with appropriate safeguarding authorities if needed

No one will be treated unfairly for raising a genuine concern.

Confidentiality

Information will only be shared on a “need-to-know” basis in line with safeguarding and data protection requirements.

Review

This policy will be reviewed annually or sooner if legislation or company activities change.

Review

KLMTTC formally reviews this document once a year.

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