



WORCESTER  
MUSICAL  
THEATRE  
COMPANY

# **POLICIES, FORMS AND OTHER DOCUMENTS**

to

**Safeguarding Children and Young People & Adults**

Guidance Handbook for Volunteers,  
Management Committee Members and Trustees

## **POLICIES AND DOCUMENTS**

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This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) is committed to safeguarding throughout its activities and work.

Safeguarding is about the actions taken to promote a safe culture. This means we will:

- promote the care and welfare of all children, young people and adults with additional needs
- work to prevent abuse occurring
- respond promptly if abuse or neglect is disclosed or suspected
- seek to protect and respond well to those who have been abused
- act to ensure that those who are involved in the group/organisation do not pose any risk
- inform everyone about our policies and procedures

The Safeguarding Lead is Stuart Southern and can be contacted on [safeguarding@worcestermusicaltheatre.co.uk](mailto:safeguarding@worcestermusicaltheatre.co.uk)

The Deputy Safeguarding Lead is Philip Weston (OBE) and can be contacted on [safeguarding@worcestermusicaltheatre.co.uk](mailto:safeguarding@worcestermusicaltheatre.co.uk)

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) recognises that the welfare of young people is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- treat all children and young people with respect
- be watchful for children, young people who are experiencing harm or neglect
- respond to disclosures, concerns and allegations appropriately
- adopt good practice with regard to safeguarding children and young people and ensure adherence to our policies and procedures
- ensure relevant personnel and volunteers are trained in accordance with their roles
- ensure that any concern about the welfare of any child, young person or vulnerable adult is shared with the Safeguarding Lead
- work in partnership with children, young people, parents/carers and other agencies

The Trustees/Management Committee have appointed a Safeguarding Lead who will be the day to day contact for safeguarding. S/he is responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against staff/volunteers
- making referrals to the local authority Children's Services or Out of Hours Emergency Duty Team
- liaising with other agencies
- keeping written records of concerns and allegations securely.

A Deputy Safeguarding Lead has been appointed.

### **Confidentiality:**

In cases of disclosure of abuse or neglect, whether by children, young people, parents, carers or other adults, confidentiality cannot be promised. We are obliged to share the information with the Safeguarding Lead who may have to refer our concerns to Children's Services.

### **Allegations:**

Concerns about the behaviour of any adult in the group/organisation will be referred without delay to the Safeguarding Lead who may contact Children's Services, including the LADO (Local Authority Designated Officer) or the Police as appropriate.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) believes that it is unacceptable for an adult to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all adults, particularly those who have care and/or support needs. We will be alert to any indications of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and modern slavery in the individuals with whom we work and will respond to their needs.

- We value and respect every individual and will endeavour always to listen to their views, be alert to their needs and respond appropriately to safeguard them.
- We will provide volunteers with guidance to follow when they suspect an adult has care and/or support needs or may be at risk of experiencing or at risk of harm.
- We will adhere rigorously to our Procedures and Code of Conduct.
- We will work cooperatively with other agencies to safeguard and promote the welfare of all adults.
- When there is a concern about an adult with care and/or support needs every worker and volunteer in our group/organisation is expected to share those concerns with the Safeguarding Lead as soon as possible.
- We will review our policy and procedures on an annual basis.

The Safeguarding Lead for Adult Protection is Stuart Southern

The Deputy Safeguarding Lead for Adult Protection is Philip Weston OBE

- Disseminate and implement Safeguarding and Child Protection Procedures within the group/organisation
- Be familiar with Local Safeguarding Children Board (LSCB) procedures for safeguarding and investigating child abuse
- Receive information from volunteers, children and young people, parents and carers about child protection issues including any allegations against volunteers
- Assess information promptly and take appropriate action
- Ensure that the child/young person and their parents/carers are offered appropriate support
- Refer child protection concerns to Children's Services
- Maintain records of all information received and actions taken
- Know the relevant contacts within Children's Services and, if appropriate, within own group/organisation
- Be familiar with Children's Services and Police procedures for investigating child abuse
- Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee
- Monitor safeguarding procedures in the group/organisation including:
  - checking that a parent/carer consent form for every child and young person is completed and stored safely
  - checking that safe recruitment and selection procedures are being followed
  - checking that child protection awareness training is undertaken so that Management committee and volunteers, know how to recognise and respond to a disclosure or concerns about a child or young person
- Offer advice, guidance and support to management committee and Volunteers dealing with child protection
- Identify training needs

**Remember** – it is not the role of the Safeguarding Lead to decide whether or not the child or young person has been abused. This is the task of Children's Services.

- Disseminate and implement Safeguarding Procedures within the group/organisation
- Receive information from adults with additional needs, their family or carers, , volunteers, about adult protection issues including any allegations against volunteers
- Assess information promptly and take appropriate action
- Ensure that the adult is offered appropriate support
- Refer adult safeguarding concerns to the County Council's Safeguarding Team
- Maintain records of all information received and actions taken
- Be familiar with Local Safeguarding Adults Board (LSAB) procedures for safeguarding and investigating abuse and neglect
- Know the relevant contacts within Adult Services and, if appropriate, within own group/organisation
- Be familiar with Adult Social Care and Police procedures for investigating abuse
- Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee
- Monitor safeguarding procedures in the group/organisation including:
  - checking that safe recruitment and selection procedures are being followed
  - checking that safeguarding awareness training is undertaken so that management committee and volunteers, know how to recognise and respond to a disclosure or concerns about an adult with additional needs
- Offer advice, guidance and support to management committee and volunteers dealing with safeguarding issues
- Identify training needs

**Remember** – it is not the role of the Safeguarding Lead to decide whether or not abuse has taken place. This is the task of Adult Social Care.

- To ensure that both a Safeguarding Policy and a Child Protection Policy are in place and that they are reviewed annually by the Management Committee/Trustees
- To receive information about any disclosure, concern or allegation made within the group/organisation
- To ensure that any concern or disclosure is dealt with appropriately
- To ensure that safe recruitment procedures are in place
- To ensure that procedures are in place for handling allegations against paid and volunteers
- To provide an annual report to the Management Committee about any safeguarding and child protection issues, including allegations



- Keep calm. Do not show you are shocked.
- Listen to the child or young person.
- Accept what you hear without passing judgement.
- Ask questions only for clarification, no leading questions.
- Do not investigate.
- Do not make promises.
- Offer support and understanding.
- Explain that you cannot keep it secret and what may happen. (This gives them the choice to continue telling you or stop.)
- Reassure the child or young person that they were right to talk to you.
- Write down notes – dates, times, facts, who were involved, observations using actual words used if possible.
- Report to your Safeguarding Lead as soon as possible (or contact immediately if you believe the matter is urgent).
- Check that, if possible, you have the following information:
  - name(s), address, date(s) of birth of the child/children or young person/people
  - parent/carer's name and contact details
  - name of the person said to be involved
  - names of any witness to the incident (if appropriate)
- Keep notes of your conversation with the Safeguarding Lead and any advice offered.
- Act on the advice given.
- Sign and date the notes and keep them in a confidential file.

#### ALWAYS REMEMBER – IF IN DOUBT – CONSULT

Respect confidentiality of everyone involved in the incident keeping the matter restricted only to those who need to know.

Support should be provided for the child or young person making the disclosure.

Don't

- press for explanations
- put it off
- leave it to someone else to help
- be afraid to express your concerns

**Child/Young Person Information**

Name of child/young person:

Home address:

Telephone home:

Mobile:

Date of Birth:

Age:

**Details of Disclosure, Concern or Incident**

Date:

Time:

Place:

Occasion:

Nature of Concern:.

**Actions Already Taken**

Child/Young Person spoken to? Yes/No      Date:

Outcome:

Parent(s)/ Carer spoken to? Yes/No      Date:.

Outcome:

Safeguarding Lead contacted? Yes/No      Date:

Outcome:

**Referral to Children's Services/Police**

Name of Contact spoken to:

Position:

Date:

Feedback:

**Worker(s) Details**

1. Name:

Role:

Signature:

Date:

2. Name:

Role:

Signature:

Date:

When completed this form should be given to the Safeguarding Lead and stored in a confidential file in a locked cabinet.

This policy was adopted by the Management Committee/Trustees on 30/10/18.

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) is fully committed to safeguarding and promoting the welfare of all the children and young people with whom we work. We will deal with any allegation made against any worker, paid or voluntary, or Trustee/Member of the Management Committee promptly and in line with our agreed procedures.


Worcester Musical Theatre Company (WMTC) is fully committed to safeguarding the welfare of all children and young people.

- If an allegation is made to you (no matter how insignificant it may seem or when or where it occurred) you must treat the matter seriously.
- Do not immediately discuss the allegation with the individual concerned.
- Do not investigate. (If a child or young person is at risk then Child Protection Procedures should be followed.)
- Write down dates, times, facts (use actual words used if possible) and sign and date it.
- Contact, if possible, the Safeguarding Lead who is responsible for dealing with allegations.
- Contact the appropriate LADO (Local Authority Designated Officer) as soon as possible.
- Cooperate with the LADO with regard to any strategy meeting.
- The Line Manager will liaise with the Management Committee/Trustees about whether a suspension is needed. (Suspension should be seen as a neutral act without prejudice.)
- The Line Manager or Member of the Management Committee/Trustee will inform the named individual as soon as possible and support him/her or advise him/her on how to access support.
- Following discussion with the LADO, the parents or carers should be informed and support offered.
- Every effort will be made to maintain confidentiality.
- The nature and circumstances of the allegation and the evidence will determine the outcome, with the advice of the LADO.
- If it looks as though the allegation will lead to further action it might be wise to inform your public liability insurer.
- Even if the individual resigns the allegation must still be followed up.
- A record must be kept of any allegations made and how it was followed up and resolved. This must be kept for 75 years. A copy will be given to the individual.
- If a reference is provided for an individual against whom an allegation has been made, then it must clearly state this even if it was found to be false or unproven.
- Following an allegation process, we will review our policies and procedures to help prevent similar events in the future.



*Please read guidance notes attached before using this form.*

1. Name and position of worker/volunteer/trustee who is subject of allegation/complaint:
2. Is the complaint written or verbal?
3. Complaint made by: Relationship to child:
4. Name of child: Age and date of birth:
5. Parent's/Carer's name(s) and address:
  
6. Date of alleged incident/s:
7. Did the child/young person attend on this/these date/s:
8. Nature of complaint: (attach if received in writing)
  
9. Other relevant information: (continue on separate sheet if necessary)
  
10. Safeguarding Lead contacted: Date:
11. LADO contacted: Date:
12. Further actions as advised:
  
13. Your name and position:
14. Signature:
15. Today's date:

- 
1. Record the name and position of member of worker/volunteer/trustee against whom the allegation or complaint has been made.
  16. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
  17. It is important to identify who made the complaint and whether it was received first hand or is a concern that is being passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent, carer or a worker/volunteer in your setting makes a complaint against you or your group/organisation, it will probably be made directly to Children's Services or the Police, in which case the agency concerned will contact you directly.
  18. Record the full name, age and date of birth of the child/young person.
  19. The address recorded should be the address at which the child/young person lives with the main carer.
  20. If there are one or more alleged incidents, be as specific as possible about the dates that they are alleged to have occurred.
  21. Check your daily sheet/register to see if the child/young person and the worker/volunteer were present that day. This will help to confirm the likelihood of the incident having taken place.
  22. Summarise the complaint on the form.
  23. Any other relevant information should be factual. It will be useful if you can confirm things such as the level of contact that the worker/volunteer has with the child and any other minor concerns that have been raised previously. Do not attempt to investigate the complaint yourself.
  24. Contact the Safeguarding Lead.
  25. Contact the LADO.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) recognise the importance of confidentiality but believe that the welfare of a child or young person is paramount. This means that the considerations of confidentiality which might apply to other situations in the group/organisation should not be allowed to override the right of children and young people to be protected from harm.

If appropriate we will try to speak to the child or young person before or after information has been shared with an outside agency.

Every effort will be made to ensure that confidentiality is maintained for all concerned particularly when a disclosure or an allegation has been made and is being investigated.

All personal information will be stored, retained and, when appropriate destroyed, in line with General Data Protection Regulation (GDPR).



### **Hear to Listen – Confidentiality**

Everyone at Worcester Musical Theatre Company (WMTC) is happy and willing to listen, within reason, to whatever young people want to tell us.

We will treat what you say with respect and will not speak to anyone outside the staff team without talking to you about it first.

The only reason we might have to inform someone else, without your permission, is to protect you or someone else from serious harm. We will always try to discuss this with you, explain what might happen and will offer to support you at this difficult time.

We believe the safety of every young person is very important.

Please speak to Stuart Southern, Philip Weston (OBE) or Jennifer Dudley if you want to know more about this.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) is committed to the highest standards of openness, integrity and accountability. We expect workers, volunteers and others to raise with us any serious concerns they may have about our group/organisation.

If you become aware of anything that makes you feel uncomfortable then discuss the incident with your line manager or the Safeguarding Lead as appropriate. We will support and will provide protection for anyone confidentially reporting a concern.

We undertake to investigate robustly and promptly any concern raised.

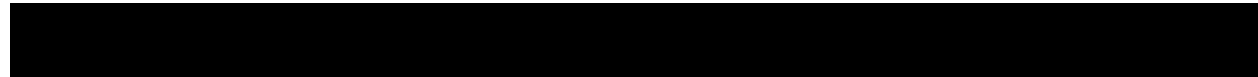
Training and supervision will be provided for workers and volunteers to ensure they are able to recognise unsuitable and inappropriate behaviour.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) recognises the right of children, young people and their parents/carers to have access to the group/organisation's complaints procedure. A complaint is any clear expression of dissatisfaction with the group/organisation, its workers, volunteers or Management Committee or its activities or services. There are no restrictions about which a complaint can be made.

We will ensure that all complaints are taken seriously and dealt with swiftly and in confidence following the Complaints Procedure. We will learn from any complaints and use them to improve how we operate.



This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) supports the Government's PREVENT strategy and will ensure that the management committee and volunteers know how to recognise and respond to concerns that a child or young person may be susceptible to radicalisation. The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable people, including children and young people.

Although the most serious threat is from international terrorism influenced by Al-Qaeda or ISIL, terrorism can be motivated by a range of ideologies or other factors. Extreme right-wing groups and single-issue groups such as animal rights campaigners can also pose a significant threat.

We recognise that it is essential that staff and volunteers are able to identify children and young people who may be vulnerable to radicalisation and know what to do when they are identified. This is known as the Prevent Duty.

We are aware of the vulnerability/risk factors including:

- identity crisis
- personal crisis
- personal circumstances
- unmet aspirations
- criminality
- access to extremist influences

Any concerns will be reported to the Safeguarding Lead as soon as possible. S/he will make a referral to the local authority following the Procedure for Reporting a Concern.

Concerns in relation to violent extremism are most likely to require a Police investigation and the Safeguarding Lead will liaise with the Police as necessary.

If it is deemed that there are no concerns around radicalisation, appropriate and targeted support will be considered for the young person.

This policy was adopted by the Management Committee/Trustees on 30/10/18.

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) recognises that certain groups and individuals are at risk of being unfairly discriminated against for many reasons, including: age, appearance, class, colour, culture, disability, employment status, ethnicity, nationality, political belief, race, social class, religious belief, sex, sexual orientation or size.

Worcester Musical Theatre Company (WMTC) expects all people to respect each other. We will not tolerate discrimination or abuse in any form. If any discrimination is identified we will take positive steps to counter this.

We recognise that each child or young person is an individual with their own skills and abilities and we will seek to respond to the needs of each individual in a way that is fair and equitable.

We recognise that there is diversity in family life, education, faith and culture. We undertake to embrace and celebrate such differences in ways that make our services better for young people.

We value and encourage the participation and contribution of all individuals. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. We believe that life is positively enriched for us all by the diversity of individuals in society and that everyone has a valuable contribution to make.

Every aspect of our work is informed and enhanced by equality principles. Children or young people, volunteers, Management Committee Members or Trustees, can raise a concern about any issue about equal opportunity or discrimination. We will support and encourage the challenging of any behaviour or ways of doing things which go against the policy or the spirit of the policy.

## SAFE PEOPLE

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) believes that volunteers are important in the delivery of our mission. We aim, therefore, to treat them fairly and with respect.

We believe that volunteers not only contribute greatly to our group/organisation but can and should benefit themselves from the volunteering experience.

We seek to ensure we have high standards in relation to the support and management of volunteers.

We are committed to offering a range of opportunities and to encourage a diversity of people to volunteer with us, including those from under-represented groups.

We recognise that there are costs associated with volunteering. We will seek to offer associated travel and other costs associated with the volunteering if they are agreed with the manager/leader beforehand.

Each volunteer will receive a negotiated volunteer agreement which clarifies what the volunteer can expect from our group/organisation and what we can expect from the volunteer.

We will try to ensure that the gift of the volunteer's time and skills is best used to the mutual advantage of all concerned.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) is committed to providing equality of opportunity in employment to all persons.

When recruiting new or volunteers or when affording our current with opportunities for promotion, it means that we will:

- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission
- not discriminate unlawfully against any person
- for paid positions select the best person for the job in terms of qualifications and abilities

To achieve these aims, we have set up a recruitment and selection procedure.

- These procedures will be applied fairly and consistently to all appointments.
- Assistance must be given, where needed, to applicants who are disabled.
- All recruitment to paid posts must be planned in advance and opened up to competition.
- All persons who wish to work for us must complete an application form in response to an advertised vacancy.
- All applicants must then be assessed against the job description and person specification to determine who the best person for the job is.
- All persons involved in recruitment must apply this policy.

Volunteers are an important and valued part of Worcester Musical Theatre Company (WMTTC). We hope that you enjoy volunteering with us and feel a full part of our team.

Name:

Role:

**Agreed Commitment:**

This agreement tells you what you can expect from us, and what we hope for from you.

We will do our best to:

- induct you into our group/organisation, our values and how we work
- explain your role and provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and get feedback from us
- provide training appropriate for your role
- respect your skills, dignity and individual wishes and to do our best to meet them
- pay travel and other expenses as agreed
- provide a safe working environment
- insure you against injury you may suffer or cause due to negligence

I, ..... (name of volunteer), agree to do my best to:

- uphold the values of ..... (name of group/organisation)
- respect children, young people, parents/carers, other volunteers and
- work reliably to the best of my ability, and to give as much warning as possible whenever I cannot attend when expected
- follow..... (name of group/organisation)'s policies and procedures, including safeguarding, health and safety and confidentiality
- complete the induction and undertake agreed training
- be open and honest

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Volunteer's name:

Volunteer's signature:

Manager's name:

Manager's signature:

Date:



This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) is committed to resolving problems and difficulties paid and volunteers and their managers as early as possible.

If informal discussions do not resolve the difficulties the discipline procedures must be followed. Matters which may be dealt with under this procedure are:

- misconduct
- performance
- harassment or victimisation
- discrimination
- misuse of premises or resources
- timekeeping
- unauthorised absence

If the matter is serious and cannot be resolved informally it will be dealt with under the group/organisation's procedure that is in line with the ACAS Code of Practice.

Matters which may be dealt with under this procedure are:

- misconduct
- sub-standard performance
- harassment or victimisation
- misuse of premises or facilities
- poor timekeeping
- unauthorised absences

The Discipline Procedure will be conducted by the manager or the Chair of the Management Committee. We will seek to establish the facts quickly.

### Stage One

Minor cases of misconduct and most cases of poor performance may be dealt with by informal advice, coaching and counselling.

An informal oral warning may be given. This does not count as part of the formal (or statutory) discipline procedure. No formal record of this type of warning will be kept.

### Stage Two

If there is no improvement or the matter is serious enough the individual will be invited to a disciplinary meeting at which the matter can be properly discussed. The individual will be informed in writing of the reason for the meeting. S/he may, if wished, to bring a work colleague or representative to the meeting. The manager may also be accompanied by an appropriate individual. The outcome of the meeting will be communicated to the individual in writing. There are the following possible outcomes:

- **Oral warning:**

A note of the oral warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. six months). Individuals have the right to appeal against a formal oral warning.

- **Written warning:**

If the infringement is more serious, or there is no improvement in conduct after a formal oral warning, a formal written warning giving details of the complaint will be given. This will include the required improvement or change in behaviour, the timescale allowed for this, the right of appeal and the fact that a final written warning may be given if there is no sustained satisfactory improvement or change. A copy of the written warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

- **Final written warning:**

Where there is a failure to improve or change behaviour during the currency of a prior formal written warning, or where the infringement is sufficiently serious, the individual may be given a final written warning. This will give

details of the complaint, warn that failure to improve will lead to dismissal and refer to the right of appeal. The final written warning will be kept on file but will normally be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

- **Dismissal:**

If conduct or performance still fails to improve the final step will be to contemplate dismissal. Any decision to dismiss will only be taken after full investigation. If dismissal is being contemplated the 'Standard Disciplinary and Dismissal Procedure' must be followed. Failure to do so will usually result in a finding of unfair dismissal by a tribunal.

- **Suspension:**

If a disciplinary procedure is started or an allegation of abuse or concern about suitability is being investigated the group/organisation has the right to suspend a worker or volunteer. S/he can be told not to return to work until the procedure or investigation has been completed. Suspension should be seen as a neutral act and without prejudice. It will be on full pay in the case of a paid worker.

## **Appeal**

An individual who wishes to appeal against any disciplinary decision must do so, to the person identified in the decision letter, within a specified period. (e.g. 5 or 10 working days).

The individual will be invited to attend a further meeting. The appeal will be heard by two people from the Management Committee not previously involved in the disciplinary procedure. After the appeal hearing the individual will be informed of the final decision which will be confirmed in writing.

## **Gross misconduct**

If, after investigation, it is confirmed that an individual has committed gross misconduct s/he will normally be dismissed. In the case of a paid worker this will be without notice or payment in lieu of notice.

## **Confidentiality**

We will seek to keep any disciplinary procedure and its outcomes as confidential as far as is possible.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTc) believes that any volunteer or worker who feels they have a grievance has access to a procedure. We hope that this will lead to a speedy resolution of the grievance in a fair manner.

A grievance is a concern, problem or complaint that a volunteer or worker has raised with management. A grievance may involve concerns about their work, their working conditions or relationships with other or their supervisor.

We hope that most grievances can be resolved informally in discussion with the manager.

If the matter is serious and/or the grievance cannot be resolved informally it will be dealt with under the group/organisation's procedure that complies with the statutory standard three-stage grievance procedure.

### **Stage 1: Written statement of grievance**

The grievance should be put in writing and sent to the manager. Where the grievance is against the manager the matter should be raised with the Chair of the Management Committee.

### **Stage 2: Meeting is held**

The individual will be invited to attend a meeting to discuss the grievance normally within a specified period (eg. 5 or 10 working days). S/he may, if wished, to bring a work colleague or representative to the meeting.

Afterwards the manager will inform the complainant of the decision taken in response to the grievance and notify them of their right to appeal if they are not satisfied with the decision. This will be confirmed in writing.

### **Stage 3: Appeal**

If the complainant wishes to appeal the manager must be informed. Another meeting will be arranged. One or two members of the Management Committee who have not been involved in the grievance procedure so far will deal with the appeal. After the meeting the manager will inform the complainant of the decision taken and send written confirmation.

### **Confidentiality**

We will seek to keep any grievance procedure and the outcomes as confidential as far as is possible.

Worcester Musical Theatre Company (WMTC) is committed to ensuring that children and young people have opportunities to be involved and heard.

We recognise that children and young people have gifts, knowledge and skills which would benefit our group/organisation.

We believe that, by involving children and young people our group/organisation will be more effective because it is based on their expressed needs, wants and interests.

We believe that by involving children and young people in decision-making our group/organisation will be more accountable to them.

This policy was adopted by the Management Committee/Trustees on 30/10/18

This policy will be reviewed at least annually

Worcester Musical Theatre Company (WMTC) is committed to ensuring the health and safety of everyone involved.

In order to ensure this we will:

- provide adequate control of the health and safety risks arising from our activities
- consult with our volunteers, children and young people on matters affecting their health and safety
- undertake risk assessments for all our activities
- seek to ensure a qualified First Aider is available for each session
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for volunteers and
- ensure all volunteers and are competent to do their tasks and give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy conditions
- review and revise this policy as necessary at regular intervals
- ensure our premises (or premises we use) are safe to use
- keep an accident book and maintain a record of all near accidents

### **Responsibilities**

- Everyone has a shared responsibility for health and safety.
- Overall and final responsibility for health and safety is that of the Stage Director who is the Health and Safety Lead.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to Stage Manager/s
- All and volunteers have to:
  - co-operate with the Health and Safety Lead on health and safety matters
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety
  - report all health and safety concerns to the Health and Safety Lead

- Take responsibility for ensuring that all the activities of the group/organisation are conducted as safely as possible.
- Ensure that the group/organisation complies with legal Health and Safety requirements.
- Be responsible for ensuring that all equipment is well maintained and checking that new equipment meets health and safety standards before it is purchased.
- Ensure that all volunteers and are given health and safety induction training.
- Be responsible for ensuring that qualified First Aiders are available for on-site and off-site activities.
- Be responsible for ensuring that the First Aid Box is appropriately stocked.
- Ensure that there are appropriate Accident Books and to monitor them on a regular basis to identify any pattern of accidents.
- If necessary, be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Ensure fire evacuation practices take place on a regular basis and are recorded.
- Ensure escape routes and fire extinguishers are checked.
- Monitor Health and Safety concerns and report any issues to the Management Committee.



# APPENDICES



**APPENDIX (C) POLICY AND RISK ASSESSMENT  
(FLYFORD FLAVELL PRIMARY SCHOOL)**

**APPENDIX (D) POLICY AND RISK ASSESSMENT (CLAINES CE SCHOOL)**