**Napier Repertory Players Inc**

**SAFEGUARDING POLICY**

This policy should be used alongside Napier Repertory Players Inc’s Anti-Bullying Policy.

Napier Repertory Players Inc (NRPI) nurtures and inspires people’s voices through free participatory theatre activities, helping them to develop enduring and transferable skills. NRPI bring people together from across Hawkes Bay area to create outstanding theatre in an environment of high expectations and collaboration.

**INTRODUCTION**

This policy outlines our approach to safeguarding anyone participating in NRPI activities. It offers both general safety guidelines, and specific procedures to deal quickly with any personal safety concerns that may arise. The policy must be applied whenever there is concern about a participant in NRPI activities.

All those working and interacting with NRPI have a duty to act in accordance with this policy.

This policy will be reviewed at least every 2 years, and modified or supplemented in response to new legislation or on the advice of the NRPI Committee.

**NRPI COMMITTEE RESPONSIBILITIES**

The Charity Commission is clear that Committees have a primary responsibility for safeguarding in their charity. Therefore the NRPI Committee will fulfil their duty of care to safeguard NPRI participants with whom they work by:

* acting in their best interests
* taking all reasonable steps to prevent any harm to them
* assessing and managing risk
* putting safeguarding policies and procedures in place
* undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
* responding appropriately to allegations of any contravening of this policy

The NRPI President will be responsible in overseeing safeguarding practices and responding to allegations of any contravening of this policy in consultation with fellow Committee members.

The President will take the lead responsibility for:

* monitoring and review of this Policy, in collaboration with the NRPI Committee
* ensuring that all procedures (including risk assessments) align with safeguarding practices
* responding in a timely manner to any suspected contravention of this policy
* updating the Committee in regards to any incidents where a safeguarding process had to be implemented
* keeping written records in line with standard procedures
* referring a case on to social services or the Police, where necessary

All NPRI participants are responsible for following the Safeguarding policy and procedures, particularly by:

* understanding their responsibility in safeguarding
* reporting any suspicions of inappropriate behaviour, abuse or bullying to the President or a committee member
* following the safeguarding arrangements set out in this policy

**GENERAL GUIDANCE FOR IMPLEMENTATION OF THE SAFEGUARDING POLICY**

**Creating a Safe Environment**

NRPI aims to create a psychologically and physically safe working environment by fostering a culture of respect and care.

All NRPI participants will be asked to familiarise themselves with NRPI’s policies, including the Safeguarding Policy and Anti-Bullying Policy.

NRPI participants should immediately challenge any behaviour that might be seen as inappropriate, bullying or discriminatory, or that might develop into bullying, by referring to the standards of behaviours expected of all.

NRPI participants should report any behaviour perceived as inappropriate, bullying or discriminatory to the President. The President will then create a plan of action, as appropriate, to address the reported behaviour.

NRPI participants should be aware of that using inappropriate language, gestures or body language and talking about inappropriate topics will not be tolerated.

All NRPI participants have a relationship of trust with any children and young persons who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 16, or a vulnerable young person under the age of 18, irrespective of the age of consent and even if the relationship is consensual. All NRPI participants who have regular direct contact with young people may be subject to a NZ Police Check. Police Checks will be considered valid for 2 years.

Directors and Production Managers should monitor the use of personal devices being used during NRPI activities with the purpose of avoiding photos/videos of members being shared inappropriately online.

All disclosures or allegations regarding breaches of this policy will be addressed in a timely manner. No one should feel discouraged from reporting concerns for fear of not being believed.

**In the Case of an Accident**

Seek medical attention, if necessary call 111.

If an accident occurs, this should be reported Director or Production Manager immediately. The Director or Production Manager will take responsibility for following NRPI’s Health & Safety Policy which includes:

* recording the accident in the accident book.
* informing any family member or emergency contact of the accident

**Who You Should Report To:**

All concerns should be reported to the President, a Committee Member, the Director or Production Manager. They will:

* contact emergency services if there is a need for immediate medical attention (including for mental health emergencies)
* if the allegation involves inappropriate behaviour, abuse or bullying the President may suspend the alleged offender from the theatre pending investigation
* agree with those involved a plan of action and keep a record of this plan
* keep records of disclosure secure and confidential
* contact social services if appropriate
* contact police if it is suspected that a crime has been committed;

Dated: 08th October 2018

Review Date: 08th October 2019