

Duties and Role of the Safeguarding Co-ordinator

1. He/she must be up to date with training and current knowledge about Safeguarding Issues.
2. He/she will co-ordinate a team to make sure that a member of the Safeguarding Team is present whenever children are rehearsing or performing.
3. He/she will arrange training in Safeguarding for all adults, performers, stage crew and front of house and encourage all to attend.
4. He/she will maintain a list of which adults have undertaken training and monitor the need for further training.
5. He/she will be aware of who is an official chaperone and on the Leeds City Council list of approved chaperones.
6. He/she must be informed of all Safeguarding issues, however trivial they may seem.
7. He/she will decide, either individually, or in consultation with another member or the full protection team, what action to take following an incident.
8. The course of action he/she advises must be followed all by those around.
9. He/she must maintain confidentially about any disclosure and only pass information to those identified bodies who can act in the child's best interest.
10. He/she will maintain a confidential record of incidents.
11. He/she may refer any incident to the committee for review and subsequent revision of the Safeguarding Policy.

Revised: 1st. October 2017