Safeguarding Policy

Approved: 20th October 2026

1. Purpose of this Policy

Ipswich Gilbert and Sullivan Society ("the Society") is committed to providing a safe, welcoming and respectful environment for all members, volunteers, audiences and visitors.

Although the Society's membership is restricted to adults aged 18 and over, we recognise our responsibility to safeguarding adults and to promote the welfare of any children and young people with whom we may come into contact during performances, outreach activities or visits to schools.

The Society has a zero-tolerance approach to abuse, harassment, bullying, discrimination and inappropriate behaviour.

2. Scope

This policy applies to:

- All Society members and volunteers.
- Anyone acting on behalf of the Society.
- All Society activities, including rehearsals, performances, meetings and events.

3. Safeguarding Principles

The Society will:

- Treat all individuals with dignity and respect.
- Promote an environment free from discrimination, bullying and harassment.
- Take concerns about welfare and safeguarding seriously.
- Respond appropriately to concerns involving vulnerable adults or children.
- Work with venue operators, schools and other organisations to support safeguarding arrangements where required.
- Comply with relevant safeguarding, equality and health and safety legislation.

4. Safeguarding Lead

The Trustees shall appoint a Safeguarding Lead who will:

- Receive and record safeguarding concerns.
- Provide advice to members.
- Liaise with external agencies where necessary.
- Review this policy periodically and report to the Trustees.

The name and contact details of the Designated Safeguarding Lead (DSL) will be made available to all members.

5. Expected Standards of Behaviour

All members must:

- Treat others respectfully and professionally.
- Maintain appropriate physical and verbal boundaries.
- Avoid behaviour that could be viewed as intimidating, abusive, discriminatory or exploitative.
- Follow any safeguarding requirements imposed by schools, venues or partner organisations.
- Report safeguarding concerns promptly.

The Society will not tolerate:

- Harassment or bullying.
- Discrimination based on any protected characteristic.
- Abuse, threatening behaviour or victimisation.
- Conduct that places another person at risk of harm.

6. Working with Schools or Youth Groups

Where the Society performs in schools or participates in activities involving under-18s:

- The school or youth group's safeguarding procedures shall take precedence.
- Society members shall follow instructions provided by school or youth group staff.
- Members should avoid being alone with children unless expressly authorised and supervised within the school or youth group's arrangements.
- Any safeguarding concern relating to a child must be reported immediately to the school or youth group's designated safeguarding lead (DSL) and the Society's Safeguarding Lead.

7. Reporting Concerns

Anyone with a safeguarding or welfare concern should report it as soon as possible to the Society's Safeguarding Lead.

Concerns may involve:

- A vulnerable adult at risk of harm.
- A child encountered through Society activities.
- Bullying, harassment or inappropriate behaviour towards any member.
- Any situation where an individual's safety appears to be at risk.

In an emergency, or where someone is at immediate risk of harm, emergency services should be contacted immediately.

8. Confidentiality, Storage and Retention

Safeguarding concerns will be handled sensitively and shared only with those who need the information to respond appropriately. Complete confidentiality cannot be guaranteed where there is a risk of harm or where legal obligations require information to be shared.

Safeguarding records will be stored securely and retained for six years from the closure of the case. In exceptional circumstances, where a concern is particularly serious or forms part of an ongoing pattern, records may be retained for longer.

9. Related Policies

This policy should be read alongside the Society's:

- Health and Safety Policy.
- Complaints Policy.
- Equality, Diversity and Inclusion Policy.

10. Review

This policy will be reviewed by the Trustees every two years, or sooner if legislation, guidance or Society activities change.