



Wick Players

14/14a Moray Street, Wick, Caithness, KW1 5QF
Registered Scottish Charity No. SC019009
Private Limited Company No. SC358114

Policy

Policy No. POL21

Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

Policy on Reporting an Incident or Concern.

Wick Players is committed to a policy on child protection, to comply with current legislation.

This policy should be read alongside Wick Players policies on the following: *Code of conduct* (which all adult members must sign), *policy on overnight stays*, *policy on performances*, *policy on rehearsals*.

Wick Players will take all concerns or incidents very seriously and will act on them urgently and effectively. It is everyone’s responsibility to adhere to this and not to turn a blind eye and ensure they are vigilant at all times.

The purpose of this policy is to ensure that everyone knows who to report an incident or concern to, that the correct steps are taken when something has been reported, and that there is a written and secured copy of all reported incidents or concerns.

What to do if a child or young person informs you of an incident or concern:

- Stay calm and do not act shocked. Act normal.
- Allow the person(s) to speak freely without interruption, do not question them.
- Offer support and reassurance, ensure them that you believe what they say.
- Explain that you cannot keep it a secret and that you will speak to a designated person.
- Report the incident to the child protection officer of the club.

If any adult has any concerns regarding a child or young persons, they must report this to the child protection officer.

All adults must be vigilant and not to brush off any concerns where you might think it “doesn’t matter”. It is always better to discuss matters as there may be other concerns that you are not aware of and this could help to prevent issues such as abuse.

The Safeguarding Officer will deal with all reported concerns and incidents and will keep a safe and secure record of these.

This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:

Jayden Alexander

(Secretary)