

Volunteer Welcome Pack

Blakehay Theatre

Please feel free to take this pack away
for a read!



**blakehay
theatre**

Blakehay Theatre
Wadham Street, Weston-
super-Mare, BS23 1JZ

01934 645493

10/1/2018

WELCOME TO THE BLAKEHAY THEATRE

We are happy that you are considering becoming a Volunteer at the theatre. We are a community theatre that is owned and managed by Weston-super-Mare Town Council, in the heart of Weston-super-Mare.

At present we only have a few roles available, but we will hopefully increase this over the next few years.

Benefits of Volunteering

By volunteering with us you will be helping your local community theatre and meeting new people. Working with us can also provide significant experience on your CV, particularly as volunteers are encouraged to commit for at least three months.

Volunteering can improve your physical, emotional and mental well-being, provide an opportunity to meet people and perhaps provide a stepping stone to higher education or employment.

Volunteers will receive an induction and have access to training opportunities. The theatre aims to give our volunteers a stimulating and enjoyable experience.

What's involved?

Please read through the enclosed pack, to find out if volunteering with us is right for you, and if you have any questions please feel free to give us a call or drop us an email.

What do I do now?

If you like what you are reading, please complete the enclosed Application Form and Safeguarding Statement and return to the theatre.

What happens then?

We will then contact you for an informal chat about the roles available and if this is what you would like to help us with.

If you are still interested after our informal chat, we will then invite you to an induction on the expectations and policies and get you started. All of our Volunteers will receive in-house training and some formal training when required.

We hope that you will join the team!

Sally Heath
Theatre Manager

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THEATRE CONTACTS

All of the below people can be contacted through the theatre on 01934 645493 or through email on blakehay@wsm-tc.gov.uk

Theatre Manager; Sally Heath

Marketing & Publicity Co-Ordinator; Jasmine Griffiths (Available Thursday – Saturday from 10am – 2pm)

Deputy Manager (During performances); Rob Heath

Front of House Supervisor (Shift Co-ordinator and During performances); Jayne Cooper.

Coffee Morning Co-Ordinators; Paula Howell & Tim Oliver

Website; blakehaytheatre.co.uk



Weston-super-Mare Town Council

VOLUNTEER POLICY

Weston-super-Mare Town Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity amongst our community. To that end the purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of sex, marital or civil partnership status, race, ethnic origin, disability, pregnancy and maternity, gender reassignment, religion or belief, sexual orientation, or age. These are known as “protected characteristics”.

Mission Statement

The Weston Town Council policy for volunteering aims is to ensure fairness, consistency and compliance with law on employment, safety and working with volunteers. As such it represents a foundation of guidance for good volunteering management practice throughout the Town Council and represents a commitment to managing volunteers in a way that enhances the quality of the volunteering experience.

Why do we involve volunteers?

- Volunteers add value to the Council’s work through their gifts of time knowledge, skills and experience
- To develop the skills of volunteering individuals and groups
- To increase contact with the local community
- To help ensure that our services meet the needs to the community.

Recruitment

Weston Town Council will aim to identify worthwhile and satisfying opportunities for volunteers.

Weston Town Council will produce role descriptions for all voluntary opportunities.

Weston Town Council will aim to help volunteers overcome any barriers that may prevent them from volunteering at a Town Council location (to include Weston Museum, The Blakehay Theatre or Milton Cemetery).

Weston Town Council will operate its Equal Opportunities policy at all times in relation to the recruitment and support of volunteers.

There is no minimum age for volunteers provided they are undertaking suitable tasks for which there is no legal minimum, they are supervised and not left alone and a parent or guardian has given permission if they are under 18 years of age.

Informal interviews will be held with all prospective volunteers to ensure that their skills, interests and suitability are best served by the volunteering opportunity. References may also be taken up.

Induction

All volunteers will receive a welcome pack which contains essential information for all volunteers as well as specific information regarding their own area of work.

Training will be offered where it will benefit volunteers and funding permits.

All volunteers will be asked to sign a Volunteer Agreement which outlines the arrangement between Weston Town Council and the volunteers. It will be clearly explained and copies of appropriate policies and procedures will be made available.

Any volunteer whose role may entail regular contact with children or vulnerable adults will be subject to a DBS disclosure.

Support and Supervision

All volunteers will have a named person as their main contact. They will all be provided with supervision to feedback on progress, discuss any future developments and any problems.

All volunteers are covered by Weston Town Council's insurance policy.

Volunteers will be given the opportunity to claim reimbursement of agreed mileage and other reasonable out-of-pocket expenses subject to prior agreement.

Weston Town Council will ensure that volunteers are made aware of Health and Safety procedures and will, as far as practicable, provide a safe environment for volunteers.

Volunteers will be encouraged to express their views on matters concerning the organisation and their opinion will be sought regarding any changes or developments that may affect them.

Weston Town Council will respect the confidentiality of volunteers and will not release any information about them without their agreement.

Weston Town Council will supply a reference to any regular volunteer seeking other voluntary work or paid employment.

Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

Termination

Weston Town Council reserves the right to terminate the volunteer relationship. This will be done in writing and Weston Town Council will try, where possible, to give

volunteers at least two weeks notice of the termination of the volunteering relationship but has the right to terminate with notice at any time without prejudice.

If a volunteer wishes to withdraw from their voluntary role, it is asked that they give as much notice as possible; Weston Town Council would appreciate at least two weeks notice but recognises the right of a volunteer to leave at any time.

Weston Town Council will offer an exit interview to a volunteer leaving.

Monitoring and Review

Weston Town Council will be responsible for regularly reviewing and updating the Volunteer Policy to ensure that it is always in accordance with volunteering best policy and the Equal Opportunity Policy.

OVERVIEW OF CURRENT ROLES AVAILABLE

- **Promotion & Distribution**
- **Steward**
- **Fundraising**

These roles are subject to change and development of the theatre. We hope to offer more opportunities in the future.

Promotion & Distribution

The role of promotion & distribution is crucial in promoting shows and events at the theatre.

This role would involve distribution of publicity and our What's On Guide around the local area. This is a varied role and can involve many different aspects - from standing on the high street or promenade handing out leaflets to asking your local shops to display or take leaflets to mail dropping areas. This role could also involve helping on trade stands at exhibitions and events. Outreach to local societies and groups promoting what the theatre has to offer for a hirer and as a patron.

All ideas for promoting the theatre to the community of Weston-super-Mare and beyond are always welcome.

Key Elements include:

- Greeting patrons and answering enquiries
- Keeping up to date with recent developments
- Confidence in dealing with patrons
- Working alongside theatre staff and volunteers
- Consequently, the Distributor Volunteers will need to demonstrate the following Skills, Knowledge & Experience:
- Outstanding communication skills
- Enjoying meeting people

Steward

The role of steward is crucial in delivering shows and events at the theatre. Providing a warm welcome, under the management of the Duty Manager, and taking pleasure in helping people enjoy their experience at the theatre will be the most important and most rewarding elements of this role.

This role would involve standing in the auditorium of the theatre half an hour before curtain up and showing people to their seats and helping them with any needs.

On occasions that the theatre is not fully booked you are more than welcome to sit at the back of the auditorium and watch the performance free of charge.

Please note that there is a dress code for this role of smart black trousers, shoes and a plain black top. You will be provided with a tie to use during your shift.

Key Elements include:

- Greeting patrons and answering enquiries
- Keeping up to date with recent developments
- Confidence in dealing with patrons
- Checking that customers are enjoying their visit, and reporting any relevant issues to the Duty Manager.
- Working alongside theatre staff and volunteers
- Consequently, the Steward Volunteers will need to demonstrate the following Skills, Knowledge & Experience:
- Outstanding communication skills
- Enjoying meeting people and helping them with enquiries
- Readiness to undertake training in dealing with difficult situations

Fundraising

The theatre is solely funded by the Town Council and so we are always looking for fundraising ideas and opportunities to raise money for the upkeep and equipment purchase for the theatre.

Every second Saturday of the month, between 10am – 12pm, our volunteers coordinate a coffee morning.

This involves:

Helping to set up the Theatre Bar area

Serving Teas and Coffees

Helping to clear up and away afterwards

Homemade cakes are very welcome!

Key Elements include:

- Event running
- Keeping up to date with recent developments
- Confidence in dealing with patrons

- Willingness to discuss upcoming Theatre events with patrons
- Working alongside theatre staff and volunteers

PROMOTION & DISTRIBUTION

What is involved?

As a Volunteer you will help with the distribution of the theatre's bi-annual brochure and posters for the shows. This may involve delivering these to your local shops, or cafes. The help that you can give can be as little or as much as you can.

Expectations

All of our staff and volunteers are asked to adhere to our code of conduct;

1. Flexibility
2. Treating people with respect
3. If you don't know something ask
4. Make a good impression
5. Keep smiling
6. Be positive about the Blakehay you only get one chance to make a first impression
7. Adhere to Weston-super-Mare Town Council policies

What do I need to do?

We ask that you inform the theatre, on the amount of help that you can give. We ask that you are able to help with the promotion of the theatre by distributing posters or leaflets to local hotels, cafes or shops. This can be in the area that you live or a particular part of the area, dependant on what you would like to do.

Uniform

There is no uniform expectation for this position.

Shifts

Our brochure is printed bi-annually and posters can be anytime as to when we receive these. Therefore, we are happy for you to let us know when you will be able to help.

Emergency

If you are out and about or in the theatre and there is an emergency you will be treated by staff as if you are a member of public. There is no expectation for you to help get people out of the building, and would ask you to leave the building by the nearest exit.

Role Risk Assessment

Job Title: **Volunteer – Promotion & Distribution** Department: **Blakehay Theatre**

JOB DESCRIPTION (main duties)			
Task	Most of the time	Sometimes	Never
VDU operation (use over 1hour)			√
Working outdoors		√	
Heavy manual work			√
Chemicals Respiratory sensitises Skin sensitises			√
Noise			√
Repetitive tasks		√	
Hand/arm vibration			√
Working at height			√
Driving			√
Dust/ Fume/Vapour			√
Stress			√
Steps/Ladders			√
Biological hazards			√
Lone Working		√	
Strobe or Bright Lighting			√
Others (please specify)			

Safeguarding	Please Tick
DBS - Standard	
DBS - Enhanced	
As this is outside of the theatre, distributing posters & brochures this role does not require a DBS check.	

Managers Name: **Sally Heath**

Managers Signature: *s.heath*

Date: **17/10/18**

STEWARDING

What is a Volunteer Steward?

As a Volunteer steward you will help patrons at the theatre before a performance or event. This will comprise of welcoming them to the theatre and then helping them find their seats before the start. Once the performance begins stewards are then free to either watch the performance (dependant on seat availability & conditions of performance) or are free to leave.

Expectations

All of our staff and volunteers are asked to adhere to our code of conduct;

1. Look neat and tidy in uniform including personal hygiene
2. Be punctual
3. No mobile phones
4. No chewing gum or eating and drinking in front of patrons
5. Flexibility
6. Treating people with respect
7. Anticipate and solve problems
8. No chit chatting when patrons around
9. Take responsibility for own belongings
10. If you don't know something ask
11. Make a good impression
12. Keep smiling
13. Be positive about the Blakehay you only get one chance to make a first impression
14. Sign in and out
15. Adhere to Weston-super-Mare Town Council policies

What do I need to do?

We ask that you arrive at the theatre one hour & 15 minutes before the start of the performance.

The first 15 minutes will be for a quick staff meeting and getting ready. The doors open to the public one hour before the start so it would be nice to be in the foyer welcoming patrons and helping them with any queries.

Approximately half an hour before the start the main house is opened. This is when you will be asked to be in the main house helping people find their seats and dealing with any queries.

Uniform

All theatre staff are expected to wear a uniform so that they are visible to patrons. This consists of sensible black shoes, Black trousers and a black shirt with a collar. The theatre will then provide a tie and apron for you to use during your shift.

Shifts

Our staff rotas are completed before a season for the entire season (6 months) You will be sent a list via email of the shifts available for your availability. Once you have completed and returned this our staff rota is then compiled with the volunteers.

Unable to make a shift

If you are unable to attend a shift please could you let us know by ringing the Box Office on 01934 645493 with as much notice as possible before the shift is due to start (you can always leave an answerphone message).

Emergency

If you are on shift and there is an emergency you will be treated by staff as if you are a member of public. There is no expectation for you

to help get people out of the building, and would ask you to leave the building by the nearest exit.

Role Risk Assessment

Job Title: **Volunteer – Stewarding**

Department: **Blakehay Theatre**

JOB DESCRIPTION (main duties)			
Task	Most of the time	Sometimes	Never
VDU operation (use over 1hour)			√
Working outdoors			√
Heavy manual work			√
Chemicals Respiratory sensitises Skin sensitises			√
Noise			√
Repetitive tasks			√
Hand/arm vibration			√
Working at height			√
Driving			√
Dust/ Fume/Vapour			√
Stress			√
Steps/Ladders			√
Biological hazards			√
Lone Working			√
Strobe or Bright Lighting			√
Others (please specify)			

Safeguarding		Please Tick
DBS - Standard		
DBS - Enhanced		
As this is working under the supervision of paid staff that have Safeguarding training, this position does not require a DBS check.		

Managers Name: **Sally Heath** Managers Signature: *s.heath*

Date: **17/10/18**

FUNDRAISING/ COFFEE MORNINGS

What is involved?

As a Volunteer you will help with our monthly coffee mornings that are held in the Theatre Bar every 2nd Saturday of the month to raise money for theatre equipment. This will comprise of welcoming people to the theatre and then helping serve drinks and cakes.

The Coffee Morning runs from 10am – 12pm.

Expectations

All of our staff and volunteers are asked to adhere to our code of conduct;

1. Look neat and tidy
2. Be punctual
3. No mobile phones
4. No chewing gum or eating and drinking in front of patrons
5. Flexibility
6. Treating people with respect
7. Anticipate and solve problems
8. Take responsibility for own belongings
9. If you don't know something ask
10. Make a good impression
11. Keep smiling
12. Be positive about the Blakehay you only get one chance to make a first impression
13. Sign in and out
14. Adhere to Weston-super-Mare Town Council policies

What do I need to do?

We ask that you arrive at the theatre at around 9.30am.

The first 30 minutes will be for a quick meeting and getting ready for the morning.

The doors open to the public at 10am and so it is about welcoming them to the theatre and serving them drinks and cakes.

If you are able to bake any cakes, we are always happy to welcome new bakers!

After the doors are closed at 12pm we ask that you help with the washing up and tidying up and usually the morning is finished by around 12.30pm.

Uniform

There is no uniform expectation for this position.

Shifts

Our staff rotas are completed before a season for the entire season (6 months) You will be sent a list via email of the shifts available for your availability. Once you have completed and returned this our coffee morning rota is then compiled with the volunteers.

Unable to make a shift

If you are unable to attend a shift please could you let us know by ringing the Box Office on 01934 645493 with as much notice as possible before the shift is due to start (you can always leave an answerphone message).

Emergency

If you are on shift and there is an emergency you will be treated by staff as if you are a member of public. There is no expectation for you

to help get people out of the building, and would ask you to leave the building by the nearest exit.

Role Risk Assessment

Job Title: **Volunteer – Coffee Morning/ Fundraising** Department: **Blakehay Theatre**

JOB DESCRIPTION (main duties)			
Task	Most of the time	Sometimes	Never
VDU operation (use over 1hour)			√
Working outdoors			√
Heavy manual work			√
Chemicals Respiratory sensitises Skin sensitises			√
Noise			√
Repetitive tasks			√
Hand/arm vibration			√
Working at height			√
Driving			√
Dust/ Fume/Vapour			√
Stress			√
Steps/Ladders			√
Biological hazards			√
Lone Working			√
Strobe or Bright Lighting			√
Others (please specify)			

Safeguarding	Please Tick
DBS - Standard	
DBS - Enhanced	
As this is working under the supervision of paid staff that have Safeguarding training, this position does not require a DBS check.	

Managers Name: Sally Heath Signature: *s.heath* Date: 17/10/18

Weston-super-Mare Town Council

VOLUNTEER PRIVACY NOTICE

Here at Weston-super-Mare Town Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your service with us.

Information Held About you

As a Volunteer it is necessary for us to collect and hold personal information about you. This information will include:-

Your name, address, telephone number, email address and other contact information that allows us to meet our organisational and statutory obligations;

Details of Next of Kin.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Weston-super-Mare Town Council.

Microshade VSM are the Data Processors who will process your information on behalf of Weston-super-Mare Town Council

How will we use the Information we hold about you?

We will collect information about you:-

- To place you in the most appropriate volunteering opportunity;
- To carry out our obligations arising from any contracts and agreements entered into between you and us;
- To ensure that the information we hold about you is kept up to date;
- To provide volunteer support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

Your consent;

Carrying out of a contract to which you are a party.

Who we will share your information with

We may share your information with partner organisations, including:-

With our Employees, agents and/or professional advisors;

With other third party contractors who provide services to us;

Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after termination of service. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect. To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, Grove House, Grove Park, Weston-super-Mare BS23 2QJ

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Town Clerk, Grove House, Grove Park, Weston-super-Mare BS23 2QJ in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

HEALTH & SAFETY POLICY STATEMENT

The management of Weston-super-Mare Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Town Clerk**

EQUALITY AND DIVERSITY POLICY

Weston-super-Mare Town Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity amongst our community. To that end the purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of sex, marital or civil partnership status, race, ethnic origin, disability, pregnancy and maternity, gender reassignment, religion or belief, sexual orientation, or age. These are known as “protected characteristics”.

As a community leader and advocate

We are committed to working for a socially inclusive and cohesive community and in the exercise of all of the Town Council’s functions will have regard to the need to:

- Advance equality of opportunity between those who share a protected characteristic and those who do not.
- Foster good relations between those who share a protected characteristic and those who do not
- Eliminate unlawful discrimination, harassment and victimisation
- Identify and address the barriers that different groups face to participation in community life
- Promote equal access to employment, services and information and fair and equitable distribution of resources.
- Respect and celebrate the diversity of our community.
- Work with others to ensure that Weston-super-Mare is a safe place in which to live, work or visit.
- Listen and respond to the views of our communities through appropriate consultation and participation mechanisms which are accessible to all.
- Ensure the Council’s communications and events positively reflect and promote the diversity of our communities and are fully accessible.

As a service provider

We are committed to ensuring that our services are accessible to all by:

- Ensuring our customers are aware of our services and that we deliver our services in ways that are sensitive to customers’ needs.
- Ensuring that all those in the community are able to visit our offices, facilities and open spaces.
- Ensuring that the information we provide about our services is accessible to our community.
- Consulting on the development and monitoring of our policies and services in ways which enable all sections of our community to participate.

As an employer

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No intimidation, bullying or harassment will be tolerated.
- Training and development opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will keep all our employment practices and procedures under review to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and can lead to disciplinary proceedings.
- Policies will be monitored and reviewed annually to ensure they are compliant with current equal opportunities legislation and best practice.

As a procurer of goods and services

We are committed to ensuring that those contractors and others from whom we procure goods and who deliver our services share and implement our equality vision and values by:

- Demonstrating that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all, as appropriate to the nature of the contract concerned.

SAFEGUARDING POLICY

Weston-super-Mare Town Council is committed to creating and maintaining the safest possible environments for children, young people and vulnerable adults.

Weston-super-Mare Town Council have a moral and legal obligation to ensure that, when given responsibility for children, young people and vulnerable adults, staff and volunteers provide them with the highest possible standard of care.

The Council's Safeguarding Policy is designed to fulfil this duty of care towards all children, young people and vulnerable adults, as well as protecting staff and volunteers themselves through considered processes and procedures.

This means that all staff and volunteers accept their responsibility to safeguard children and vulnerable adults from harm and abuse and follow Town Council procedures to protect them, reporting any concerns about their welfare to the appropriate authorities/persons.

A child is defined by the 1989 and 2004 Children Acts as someone who is under 18 years of age.

A vulnerable adult is defined as anyone who is over 18 and;
Lives in residential accommodation such as a care home, residential special school or sheltered housing.
Is receiving domiciliary care in their own home i.e.(help with feeding, finances, washing).
Is receiving any kind of care in their own home.

In accordance with 1989 Children Act, staff and volunteers have a legal duty to ensure that the welfare of the child is paramount and are duty bound to act if they are concerned.

This policy ensures that all staff and volunteers understand that safeguarding is everyone's responsibility and are familiar with Weston-super-Mare Town Council's safeguarding principles, aims and procedures.

Safeguarding Principles.

Weston-super-Mare Town Council is committed to creating and maintaining the safest possible environments, where children, young people and vulnerable adults are protected and kept safe from harm while they are engaged in any activity on sites, or at events run by Weston-super-Mare Town Council.

Safeguarding Aims.

Weston-super-Mare Town Council aims to create a safe environment for children, young people and vulnerable adults by;

- Enabling staff and volunteers to carry out informed and confident responses to specific child protection and safeguarding issues.
- Ensuring all staff (including volunteers and freelance workers) are trained, supported and protected.
- Ensuring all children, young people and vulnerable adults are listened to and respected.
- Ensuring this policy is used in conjunction with Weston-super-Mare Town Council's Health and Safety and Equality and Diversity policies.
- Ensuring all staff and volunteers accept responsibility to appropriately highlight suspicions of child abuse and will receive appropriate training on how to use and apply this policy.
- Ensuring all members of staff who undertake 'regulated activity' with groups of children or vulnerable adults will have a relevant

DBS check. For details of 'regulated activity' see www.homeoffice.gov.uk/crime/vetting-barring-scheme/ .

Weston-super-Mare Town Council reserves the right to request DBS checks for volunteers if the intended role requires it, this will be clearly stipulated in all relevant role descriptions.

Ensuring that all employees and volunteers will be recruited with regard to their suitability and acceptance of responsibility for helping to prevent the abuse of children, young people and vulnerable adults in their care, and will be provided with guidance and/or training in good practice and child protection procedures.

For information on Safeguarding and Child Protection procedures and processes, please refer to the relevant Procedures document for the particular service area.

SAFEGUARDING POLICY DECLARATION.

This must be returned with the Application Form.

Declaration.

On behalf of **Weston-super-Mare Town council** I
....., will oversee the implementation of the
safeguarding Policy and take all necessary steps to ensure it is
adhered to.

Signed.....
.....

Name.....
.....

Position in the
organisation.....
.....

Date.....
.....

DSO Details

Signed.....
.....

Name.....
.....

Date.....
.....

VOLUNTEER APPLICATION

Completing this form does not entail any obligation to provide voluntary support to the theatre, but instead helps us to co-ordinate offers subject to the Council's policy on volunteering.

If you have any questions about this form please contact the theatre.

Name	
Address and Postcode	
Contact Number	
Mobile	
Email (This is how you will be contacted)	
Role Interested In	
Interests, Skills, Knowledge & Experience that you would like to share	