

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

STAFF SAFEGUARDING TRAINING & ALLEGATION PROCEDURES

Buxton Opera House (BOH) recognises that anyone may have the potential to abuse children / adults at risk in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children / adults at risk. The same procedures will be adopted for all staff, whether paid or voluntary, that will have contact with children or adults at risk whilst representing BOH.

SAFER RECRUITMENT

There is a new safer recruitment policy in place. DBS checks take place on any member of staff of freelance practitioner that will be on their own with children and/or adults at risk.

SAFEGUARDING TRAINING

Our current Safeguarding training provider is *A1 Training Solutions* in Stoke on Trent.

The current Safeguarding team all have Level three (DSO) Safeguarding training in place, updated every three years. Staff who are involved with the young company have level two training in place, updated every three years.

All existing and new members of BOH staff and volunteers will be required to undergo training in Safeguarding, appropriate conduct and good practice when working with children and adults at risk.

They will be required to sign a declaration that they have read the Safeguarding Policy and agree to abide by the procedures outlined within it.

This training will be available three times a year.

All staff and volunteers will be required to attend in person training once every two years alongside an online refresher course in the intermediary year.

ALLEGATIONS MADE AGAINST BOH STAFF

It is highly advisable to follow the good practice guidelines at all times to avoid allegations of abuse. All allegations or concerns should be directed to a DSO, Safeguarding Lead or Board member responsible for Safeguarding who will seek advice and work together to follow the procedures in this policy.

If the allegation made against a member of staff, freelancer or volunteer meets any of the following criteria BOH will contact the Derbyshire County Council (DCC) Designated Officer (formerly known as the LADO)

- Behaved in a way that has harmed or may harm a child / adult
- Possibly committed a criminal offence against, or related to a child / adult
- Behaved towards a child (ren) / adult(s) in a way that indicates s/he is unsuitable to work with children / adult at risk

The DCC Designated Officer is responsible for:

Monitoring the progress of each case

Ensuring that cases are dealt with as quickly as possible

Ensuring the process is fair and thorough

The DCC Designated Officer will also advise BOH on what, if anything, may be shared with the person who is subject to an allegation. They should decide, in consultation with the police or other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.

Where there is a complaint against a member of staff there may be up to three types of investigation, dependent on the nature of the concern:

1. A criminal investigation by the police
2. A child protection investigation by Children's Services
3. A disciplinary or misconduct investigation by BOH

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, and all available information will be used to reach a decision. Disciplinary and appeals procedures are outlined in the Company Handbook.