



Safeguarding Guidance Policy – July 2025

This is a guidance document for Children, Young People and Adults while they are attending Edinburgh District SCDA organised events.

Introduction

Edinburgh, Lothian and Borders District of the Scottish Community Drama Association acknowledges it has a duty of care to those attending events which it organises and has developed this guidance for its personnel and advice to those attending.

- I. This has been developed in order to provide Children, Young people and Adults with advice on the behaviour that is expected of them when attending events organised and run by EL&B district.
- II. It is to be used in conjunction with the Policy and Procedures for Safeguarding that club have in place.
- III. All Clubs involved especially youth or those with youth involvement must have read SCDA's guidelines with reference to "Protection of Vulnerable Groups" (PVG) and agree to abide by them. And supply the appropriate Risk assessment
Before appearing at the festival, clubs must complete this and provide a copy to the festival CPO.
These can be found on <https://drama.scot/events/festival/rules-forms-guidance/>
- IV. All persons should be aware that regulations change and reference should be made to the most recent available guidelines

IMPORTANT NOTES: -

- The responsibility is primarily with the club to provide relevant supervision and PVG status checks etc.
- The SCDA have advice and information on their national web site.
- The Scottish government has granted Body of Persons Approval to the Scottish Community Drama Association (SCDA) – **Open and Youth One Act Play Festivals** only and Not club events (this expires on June 3rd 2026 , see national website for more information)
- At festivals and other large the SCDA organising committee may appoint a designated compliance person (CPO) who will coordinate and verify that teams are compliant and brief others as to their role and give guidance,
- At these events all matters relating to safeguarding should be referred in the first instance to them.
- It shall be the responsibility, where appoint, that the CPO brief all staff as to safeguarding protocols. This includes but not limited to tech and FoH staff and volunteers



Purpose

1. To ensure children, young people and adults are treated fairly by all working with them.
2. To eliminate as far as possible any behaviours which might lead to any person to feel unsafe threatened or distressed.
3. To as far as is possible reduce the opportunity for incidents of the above to occur
4. To protect the reputation of EL&B district SCDA and the organisation in general

Definitions

- Child: - Any person aged 16 years or under
- Young person: - Aged between 16 and 18 years
- Vulnerable Groups: - Any persons who has needs but are not children or young person (e.g. learning, physical, emotional difficulties) the list is very extensive
- PVG: - *Protecting Vulnerable Groups (PVG)* scheme is managed by Disclosure Scotland
- Disclosure Scotland: - Government agency that manages the PVG Scheme
- Regulated Role: - A role by which a person works with children and or works with protected adults
- Chaperone: - A person not a parent who supervises children
- Parent acting as chaperone: - This person CAN ONLY chaperone their own child no others and must be supervised by another compliant person
- CPO:- Child Protection Officer , SCDA appointed person to verify compliance and manage issues at festivals
- DMS:- Designated member of staff , a member of staff (normally in education) who has undertaken further training in the CPO role
- BoPA:- Body of Persons Approval

Basic Principle

- Identify acceptable behaviour
- Promote self-respect and self-control
- Raise young peoples' self-esteem and self confidence
- Encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- Encourage people to recognise and respect the rights of others
- Encourage co-operation at all times in all situations
- Promote the values of honesty, fairness and respect
- Anticipate and resolve any conflict that may arise before they do.
- Ensure that people are aware of the point that sanctions will be put into place



Do's Clubs: -

- Should foster an environment of inclusiveness and respect
- Follow relevant guidelines
- Ask appropriate questions
- Comply with all relevant legislation in respect to children, young person and vulnerable groups
- Support the relevant district, division and national bodies by implementing good practice
- Ensure that only relevant adults are permitted in dressing /changing rooms
- Promote a safe space for all
- Promote respect among members and supporters
- Pass on quickly any concerns and disclosure received to appropriate person

Children and Young persons are expected to:

- Co-operate with each other
- Be friendly
- Listen to each other
- Be helpful
- Follow the rules (code of conduct, equipment uses etc.)
- Have good manners
- Join in
- Respect each other's' differences
- Treat everyone (staff, volunteers and others) with respect and in a manner you wish to be treated yourself.
- Report concerns and worries to the designated person or a trusted person no matter how trivial
- To respect the environment, buildings and other areas where they are with care and respect for the next user

Adults

All Adults in addition, are expected to behave in a manner to support and nurture Children and young persons by way of setting an appropriate example and courteousness when dealing with everyone

- Inforce the rules (code of conduct, safe use of equipment Care of resources etc.)
- Treat other staff and volunteers and children with respect



- Report concerns and worries to the designated person.
- Pass on quickly any concerns and disclosure received to appropriate person

Don'ts Clubs: -

- Ignore any reports from any person in respect of safeguarding
- Allow a person to position chaperoning without relevant PVG status (see definitions)
- Promote any activity which could cause harm to anyone.
- Be aware of the regulated roles and need for PVG scheme reports
- Be involved in the consumption or supply of alcohol#, tobacco or drugs
- Should avoid communal changing dressing rooms.
- If overnight accommodation is needed this should ideally be single occupancy If sharing single gender
- Adults are not permitted to share with children or young persons

Children and young persons should not:

- Pick on or make fun of each other
- Yell and/or shout at others
- Be abusive (physically, verbally or in any other way)
- Use equipment to be abusive (e.g. abusive text messages, Instagram, Facebook or emails, taking photos without permission)
- Enter dressing / changing rooms unless assigned to them
- Be involved in the consumption of alcohol, tobacco or drugs
- Take part in the promotion of any of the above by others

Adults in addition should not:

- Be in a position of 1-1 with a child if you are not in a role that may require this*
- Enter dressing rooms or other areas when changing is happening*
- Be in a position where you are chaperoning without relevant PVG status (see definitions)
- Promote any activity which could cause harm to anyone.
- Be involved in the consumption or supply of alcohol#, tobacco or drugs

*Emergencies excluded

Unless where this is part of your event role



ANY PERSON

Receiving a concern or disclosure report

1. Do not judge
2. Allow the person to speak
3. Do NOT say or offer confidentiality
4. Do not use leading questions
5. Do not confront any person named
6. Record in hand writing the information given, Sign and date this
7. Inform the CPO / DMS at the festival or club, if you are unsure ask for them
8. If The CPO or DMS is not available, contact the police Scotland for advice. See appendix 1 for a sample reporting card

Breach of this Code of Conduct

It is the responsibility of the Edinburgh Lothian & Borders district SCDA committee to ensure that all children and young people, Adults, their clubs or parents and others involved attending events have seen, understands and agreed to follow these guidelines. They must also be made aware of the consequences should they breach the code

In all cases ,where appointed, the designated CPO must be informed in writing as soon as possible on the day see appendix 1 for a sample reporting card

The following are a list of general sanctions

1. Informal Warning: - for a minor or first time breach

The person (child/young person or Adult) shall be reminded about the code of conduct and asked to comply with it.

2. Formal warning, involvement of Club / SCDA committee.

Should the person continue to exhibit the same or other inappropriate behaviour the matter will be brought to the attention of their club leader who after being informed, is expected to discuss the situation and give them a formal warning. Their behaviour will also be closely monitored for a period of time.

All others the senior SCDA committee member will do the same



3. Escalation

Any repeated or further persistent inappropriate behaviour will result in a more serious sanction being imposed

e.g. suspension from activities organised by EL&B district SCDA and the Eastern Divisional and National headquarters will be informed of this.

- At this stage, the committee reserve the right to exclude the person from the event and future events.
- A formal letter will be issued to the club giving the reason
- If the club fails to act, or there are repeated issues then the club may also be excluded

- Adults will be asked to leave the event
- A formal letter will be issued to the person and/or their club giving the reason

Note: In extreme cases (e.g. serious bullying, threatening or violent behaviour etc.) step 3 may be applied immediately without a first or second warnings.

4. In extreme cases or where felt appropriate step 3 will be implemented immediately and the CPO or designated member of the SCDA team may contact the relevant authorities to seek further advice or assistance in dealing with the issue



Appendix 1

Sample reporting document

Location of incident					
Reported by					
Role					
Reported to					
Your role					
Type of incident					
Names involved					
Details					
Signed					
Date	time				
Reported to	Fest sec:		PRO		Police
Reporting time					
ADMIN USE					
Action level	1 / 2 / 3 / 4				
	When completed this document is subject to data protection procedures				