

# MADF Safeguarding and Child Protection Policy

## Function and Purpose

Manx Amateur Drama Federation (MADF) is a Charitable Organisation registered on the Manx Charity Register, and we are affiliated with All England Theatre Festival (AETF) and the National Drama Festivals Association (NDFA) and the National Operatic and Dramatic Association.

- Foster the development of the art of theatre
- Stimulate cooperation between member societies
- Educate the public as to the benefits of all aspects of Amateur theatre
- Provide training in the art or profession of acting, stage management and other areas of technical theatre
- Represent the views of the member to IOM Government and the Arts council.
- Promote live theatre through the Easter Festival of Plays and the Young Actor of Mann Competition.

MADF is managed by a committee of trustees who oversee and organize MADF activities with sub committees and volunteer helpers. All MADF personnel are unpaid.

This Policy relates to all who attend MADF events in particular children under the age of eighteen and vulnerable adults.

MADF is committed to providing a safe, inclusive environment free from discrimination, in line with the Equality Act 2010

## S.1 Responsibility

(1) Children and vulnerable adults who attend MADF events remain the responsibility of their company's designated adult or chaperones who must ensure they are adequately supervised at all times.

## S.2 Code of Practice

(1) The safety of children and adults who attend MADF events is paramount. Our Trustees and volunteers undertake to do their best to provide an enjoyable learning and performance experience in an environment which is safe.

### **S.3 Personnel**

- (1) All members & volunteers will complete a member form that highlights DBS certificate if held
- (2) All Adults in regulated roles (direct contact, chaperoning, supervision, photographing) must hold enhanced DBS
- (4) MADF personnel will be identified by wearing name badges/ lanyards or MADF sweatshirts.
- (5) Any safety or welfare concerns should be referred to one of them. MADF personnel will be on the lookout for any distress or behaviour which could indicate abuse of any kind. They will refer serious matters to the MADF Designated Safeguarding Officer (DSO) who will make a record and enlist outside support from the Police or Social services where necessary.
- (6) MADF personnel will receive appropriate training in Child Protection where it is appropriate.

### **S.4 Online Safety**

- (1) Any digital communication with parents or children should be limited to matters pertaining to the organisation of MADF events and informal contact, under the aegis of the event, through social media with individual parents or children should be avoided.

### **S.5 Safeguarding Officer**

- (1) MADF must have a named Designated Safeguarding Officer. They will:
  - A. Link with Isle of Man's Safeguarding Boards for Children and for adults and ensure that all events are following any of their policies and procedures which are relevant.
  - B. Record and ensure that any serious incidents are dealt with effectively.
  - C. Organise appropriate training in Child Protection and Health and Safety for MADF Personnel aligned with AETF when appropriate.
  - D. Be involved with creating Risk Assessments for each event.
- (2) Photography or video recording is not allowed in the rooms where Festival events are taking place. There may be Press Photography. Participating companies or individuals must confirm permissions for photography and publications of results.
- (3) Where designated changing or rehearsal areas are provided, it is the responsibility of parents or chaperones to provide supervision of their children. The festival will not provide Stewards to supervise.
- (4) Volunteers who are not DBS checked should not be left alone with children. Children must be chaperoned by a parent, designated agreed chaperone or a DBS Festival volunteer where agreed.
- (5) Accessibility and Support Needs. All participants should complete the MADF Participant form when taking part in any MADF event. MADF will make reasonable adjustments where possible. If support cannot be provided, participants will be advised.
- (6) Productions with potentially sensitive content or language must be marked as such in publicity and programmes.

## **S.6 Risk Assessment**

(1) MADF officials have a duty of care to everyone involved at their events and may be held liable if anyone is hurt or injured because of negligence.

## **S.7 Environment**

(1) MADF uses local venues for its events. It is the responsibility of the Stage Manager to carry out a Risk Assessment before each event. This should include ensuring there is adequate First Aid provision and arrangements to deal with Fire Safety. They should provide oversight during the event to ensure, as far as is possible, that everyone at the event is safe.

(2) The Event Organiser will be given Risk Assessment forms. These should be signed.

(3) The Designated Safeguarding Officer and officials of each festival/ competition will carry out a Risk Assessment in conjunction with the Stage Manager when applicable. These Assessments will be reviewed at least once a year by:

- (a) Assessing the risks arising from the event.
- (b) Providing adequate control of the health, safety and welfare risk arising from the event.
- (c) Providing information and instruction for personnel.
- (d) Ensuring all personnel are competent to do their tasks and to give them adequate training.
- (e) Preventing accidents wherever possible and, when they do occur, learning from them.

(4) This policy statement and relevant documentation will be reviewed (and where necessary) updated from time to time but at least annually.

## **S.8 Dissemination and Review**

(1) This policy will be published on the MADF website.

(2) The Trustees will review this policy annually. It will be sent by email to all volunteers.

(3) The online entry system includes a mandatory field for all entries. Confirmation of having read the safeguarding policy must be agreed before entrants can proceed. For group and school entries it is their responsibility to share the policy with parents and guardians

Date policy reviewed: February 2026

Next review Date: February 2027

