



## **Safeguarding Manager**

**Role Type:** Volunteer

**Time Commitment:** Ad hoc - generally no more than 2 hours per week (where productions involve children this will increase near to and during shows)

**Location:** Theatre or event venues and remote for planning

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### **Overview**

The **Safeguarding Manager** ensures that SMTC complies with all safeguarding regulations and that all participants—especially vulnerable groups such as children and at-risk adults—are safe and protected. You'll be responsible for maintaining policies, procedures, and reporting mechanisms to guarantee the wellbeing of everyone involved. This role requires someone with a clear understanding of safeguarding principles and a proactive attitude to ensuring safety in all activities.

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### **Key Responsibilities**

- Develop, implement, and regularly review the company's safeguarding policies and procedures.
- Ensure that all staff, volunteers, and cast members are trained and familiar with safeguarding protocols.
- Act as the point of contact for any safeguarding concerns or incidents and ensure that these are reported according to regulations.
- Oversee the chaperone and volunteer vetting process to ensure all relevant checks (DBS, references, etc.) are carried out.
- Offer guidance and support to staff and volunteers on safeguarding issues.
- Coordinate any necessary safeguarding training sessions for volunteers and staff.
- Maintain records of safeguarding incidents and produce reports as necessary.

## Skills Required

- **Expert knowledge of safeguarding regulations** – A thorough understanding of safeguarding laws and guidelines.
- **Clear communication skills** – Ability to communicate effectively with a variety of stakeholders, including staff, volunteers, and external authorities.
- **Attention to detail** – Ability to assess risk and implement strategies to mitigate those risks.
- **Empathy and approachability** – A caring attitude toward safeguarding vulnerable individuals.
- **Problem-solving skills** – Ability to handle sensitive situations and resolve concerns effectively.

## KPIs (Key Performance Indicators)

- **100% compliance** with safeguarding procedures, ensuring all policies are up-to-date and understood by all staff and volunteers.
- Provide **annual safeguarding training** for all staff and volunteers, with **100% completion**.
- Maintain a **zero tolerance for safeguarding violations** with appropriate reporting and follow-up.
- Ensure **100% of new volunteers/staff** are appropriately vetted, including DBS checks and reference verification.

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## Why You'll Love This Role

As Safeguarding Manager, you'll play an integral part in creating a safe and secure environment for all participants. You'll be at the heart of ensuring the wellbeing of everyone involved, and your work will help foster a positive and protective atmosphere in all of our activities.