

Leicester Actors Network – Safeguarding Policy

1. Purpose of this Policy

Leicester Actors Network is committed to creating a safe, respectful environment for all members, whether interacting online or in person. This safeguarding policy sets out our approach to protecting members from harm, harassment, and inappropriate behaviour.

While we are an open-access network and not a formal support service, we take all concerns seriously and aim to foster a space where people feel safe and supported. We actively promote professional contact between members, both inside and outside formal Leicester Actors Network events.

2. Who this Applies To

This policy applies to all members of Leicester Actors Network, including those in our WhatsApp and Facebook groups, at in-person events, or engaging with the group in any way.

3. What We Mean by Safeguarding

Safeguarding means ensuring everyone feels safe and free from:

- Harassment or intimidation
- Bullying or exclusion
- Unwanted or inappropriate messages
- Discrimination of any kind (including racism, sexism, ableism, homophobia, transphobia)
- Any behaviour that makes someone feel unsafe, unwelcome, or distressed

We take a zero-tolerance approach to harassment or abuse in any form.

4. Our Safeguarding Lead

We have appointed multiple Safeguarding Leads as a first point of contact for any concerns:

Safeguarding Leads: Guy Walsh, Ken Huggett, Lynsey-Anne Johnson

Email: guy@leicesteractors.org.uk, ken@leicesteractors.org.uk, LJ@leicesteractors.org.uk

The role of the safeguarding lead is to:

- Be available to listen if anyone feels uncomfortable or unsafe
- Handle concerns sensitively and confidentially as appropriate
- Discuss with the Founding Committee if action is needed

5. Raising a Concern

If you feel unsafe, have witnessed something concerning, or want to talk about someone's behaviour (including organisers), you can:

- Speak directly to a Safeguarding Lead

All concerns will be taken seriously and treated with respect and discretion.

6. How We Handle Concerns

When a concern is raised, we will:

- Acknowledge and listen without judgement
- Consult with the Founding Committee where appropriate
- Take proportionate action (e.g. private discussion, warning, removal from group)

In serious cases, we may signpost to external support or report concerns to relevant authorities if required.

7. Review and Updates

This policy will be reviewed annually or as needed by the Founding Committee to ensure it remains appropriate for our network.

Appendix: Safeguarding Procedure and Incident Log Template

Safeguarding Procedure

This procedure outlines how safeguarding concerns will be handled within the group.

Step 1: Reporting

- Concerns can be raised with the Safeguarding Lead or another organiser.
- Reports may be made verbally, in writing, or via email.
- All concerns will be acknowledged within 3 working days.

Step 2: Initial Review

- The Safeguarding Lead and/or organising team will review the concern.
- A decision will be made within 7 working days to either:
 - Take informal action (e.g., a conversation)
 - Offer mediation
 - Escalate to formal action (e.g., warning, removal)

Step 3: Action & Communication

- If formal action is needed:
 - The person involved will be informed (in writing or face-to-face)
 - They will be given a chance to respond
- A summary of the outcome will be shared with the person who raised the concern (as appropriate)
- All actions will be recorded and stored confidentially.

Step 4: Follow-Up

- Further support or signposting may be provided.
- If the person remains in the group, a review may take place after an agreed period.

Incident Log Template

Use the following format to record safeguarding concerns. Store this document securely and confidentially.

Date of Report:

Name of Person Reporting (optional):

Contact Details (if provided):

Name of Person Involved (if known):

Summary of Concern:

Action Taken:

Outcome:

Follow-Up Required? (Yes/No):

Date for Review (if applicable):

Recorded By: