



Glenrothes Amateur Musical Association

(Affiliated to the National Operatic and Dramatic Association)



GAMA's Policy on Protecting Vulnerable Persons

GAMA aims to ensure that any vulnerable person, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this GAMA shall ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- All persons associated with GAMA's production who will work directly with vulnerable people shall complete an application form.
- New applicants shall be asked to attend an interview.
- New applicants shall be asked to provide references and these shall always be taken up prior to confirmation of an appointment.

Screening

- Where relevant to the post, the successful applicant shall be asked to agree to an appropriate disclosure. Disclosures shall be requested prior to the applicant taking up post.

Training

- The successful applicant shall receive induction training, which shall give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support shall be provided on an ongoing basis, and shall cover information about their role, and opportunities for practicing skills needed for the work.
- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality shall be given as a priority to new staff and volunteers, and shall be regularly reviewed.

Supervision

- Regular feedback and support will be provided for staff and volunteers by the GAMA Committee.
- GAMA's Child Protection Officer will undertake to make a copy of its '*Policy Statement*' and '*Child/Vulnerable Person: Referral Process*' available to all persons associated with a GAMA production.
- Appointments and disclosure procedures will be reviewed on an annual basis.

GAMA shall ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.