



**Sawston Youth Drama Ltd.  
SYD Leader's Pack  
2023/2024**

## 1. Welcome to SYD

We are delighted to welcome you to the SYD family and very happy that you will be working with SYD as a leader. In this pack we have included documents to help clarify your role so we ensure that your experience with us runs as smoothly as possible. If at any stage you need clarification of any of the documents in this pack, please contact Mark Long on 07764 344765.

*Mark Long*

## 2. The SYD Groups

For those leaders new to SYD, information about the different SYD groups is given below, and further information is available on the SYD website at [www.sawstonyouthdrama.com](http://www.sawstonyouthdrama.com)

### **GROUP CONTACTS - 2023/2024**

Group Chairman - Mark Long

Designated Persons for Child Protection - Mark Long, Diane Hicks & Fiona Case

SYD Seniors (14 -18 years) - Production Director - Fiona Case

SYD Juniors (12-14 years) - Production Director - Jackie Green

Technical Director - Neil Watson

## 3. Mission Statement and Aims

### **SYD's Mission Statement:**

Sawston Youth Drama Ltd. is committed to offering accessible opportunities for young people in the Sawston area to explore and to reach their creative potential through participation in a quality performing arts experience.

### **SYD's Aims:**

- To offer a rewarding experience to young people at an affordable cost.
- To give young people of all abilities the opportunity to learn new skills and participate and perform in a supportive environment.
- To encourage young people to work together and be respectful of each other.
- To strive always for excellence in its offer to young people.
- To produce at least one show per year for each group.
- To actively publicise SYD and its shows.

***In order to support these aims all leaders must adhere to the following:***

## 4. Leader Agreement & Code of Conduct

- Operate to the highest standards of practice. (For example, SYD expects good time-keeping for all sessions.)
- Behave in a professional and appropriate manner in all SYD sessions and related activities. (For example, it is inappropriate for a leader to meet with a member socially unless it is part of a SYD-organised event or the member is a family relative.)
- Maintain a safe and appropriate distance with Young People. (For example, it is not appropriate for a leader to have an intimate relationship with a member.)
- Work cooperatively with other SYD leaders.
- Be familiar with SYD's Child Protection policy and any other relevant policies in the Leader's Pack.
- Record details of any incidents or complaints in line with SYD's policy document guidelines.
- Always work in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.
- Treat all young people equally with respect and dignity.
- Always put the welfare of each young person first.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Try to recognise and respect the different developmental needs and capacities of members.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Never engage in rough or physical contact.
- Never make sexually suggestive comments to SYD group members, even in fun. Never allow or engage in touching group members in a sexually suggestive manner or engage in sexually provocative games.
- Never swear in front of group members or use sexualised language.
- Never reduce a group member to tears as a form of control.

### **SYD leaders must also note and accept the following:**

- Bullying will not be accepted or condoned, and all forms of bullying will be addressed.
- **Social Networking Websites and Associated Electronic Media**  
All SYD leaders are strongly reminded of the professional and personal implications of Social networking sites such as Facebook, You Tube, Twitter and many others. Leaders are expected to have due regard at all times to their own professional standing, and to SYD's reputation, when displaying or communicating personal information and images on the Internet, where control over such data is difficult to maintain.

## **5. Child Protection Procedures**

### **Responsibilities of SYD**

At the outset of the start of sessions involving young people SYD will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Ensure that Young People are supervised at all times.

### **Parents**

SYD believes it to be important that there is a partnership between parents and SYD.

- Parents are encouraged to be involved in the activities of SYD and to share responsibility for the care of Young People.
- All parents will have access to a copy SYD's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their Young people after rehearsals or performances. It is NOT the responsibility of the society to take children home.

### **Unsupervised Contact**

- SYD will attempt to ensure that no adult has unsupervised contact with Young people & if possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with a door open.

### **Physical Contact**

- All Leaders will maintain a safe and appropriate distance from children.
- Leaders will only make contact with young people when it is absolutely necessary in relation to the particular activity. For example measuring & fitting of costumes.
- Leaders will seek the consent of the Young person prior to any physical contact and the purpose of the contact shall be made clear.

## **6. Child Protection Policy**

Sawston Youth Drama Ltd. is a performing arts group closely associated with Sawston Village College. It is open to young people aged 11-18. The group's aims are to support young people to develop skills in all aspects of the performing arts and to ensure, by extending access and participation, that every young person within the community who wants to be involved in SYD is able to take part.

Although ALL of the activities that young people will be involved in will be low risk, all necessary risk assessments will be carried out prior to the commencement of any planned sessions.

SYD recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

SYD recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. SYD is committed to practice which protects young people from harm. All SYD leaders accept and recognise their responsibilities to develop awareness of the issues which cause young people harm.

**SYD believes that:**

- The welfare of the Young person is paramount.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All SYD Leaders should be clear on how to respond appropriately.

**SYD will ensure that:**

- All young people are treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the Young people to share in the decision making process.
- Leaders will keep up-to-date with health & safety legislation.
- Leaders will keep informed of changes in legislation and policies for the protection of children.
- Leaders will undertake relevant development and training.
- The organisation will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

SYD has three Designated Child Protection Officers, who are in charge of ensuring that the child protection policy and procedures are adhered to. They are:-

Mark Long - 07764 344765.

Diane Hicks - 07505 228125.

Fiona Case - 07757 299668

This policy will be regularly monitored by the SYD Committee and will be subject to annual review.

Date: 6<sup>th</sup> *September 2024*

### SYD Leader's Role and Specific Responsibilities:

Leader's Name	Specific Responsibilities
	SYD Group
<b>Role</b>  SYD Leader	

<b>Leader's Name</b>	Mark Long (on behalf of SYD)
<b>Signature</b>  I have read the Child Protection Policy and agree to adhere to the Leader's Code of Conduct.	<b>Signature</b>  
<b>Date</b>	<b>Date</b>