**JOB DESCRIPTION**

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| **Role / Title:** | Safeguarding Manager |
| **Reports to**: | HR Manager |
| **Department:** | Human Resources |
| **Manages:** | Children’s Coordinator and Chaperones |
| **Liaises with:** | Children’s Coordinator, Elite Chaperones, The  Royal Opera, The Royal Ballet, Costume Department,  Learning and Participation and parents of, and children  engaged in performances/Learning and Participation  projects, Headmasters / Music Directors of the various  schools, the Royal Ballet School, Health and Safety  Manager, Human Resources Department |

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**Overall Purpose of the Job:**

This key role will be to inspire, influence and promote safeguarding across the Royal Opera House, working closely with The Royal Opera, The Royal Ballet and Royal Opera House Learning and Participation Departments as the lead for the Royal Opera House on Safeguarding Children, Young People and Vulnerable adults (‘adults who require care and support’), reviewing and developing good practice in relation to the physical and emotional well being of participants and compliance in all performance and Learning and Participation activity across ROH sites.

The role will work with key stakeholders, including the Royal Opera and The Royal Ballet chaperones, developing and implementing good practice across the ROH.

You will maintain good communication with various departments to support your role for example, Opera and Ballet companies, Learning and

Participation and Legal.

You will work 3 days a week in partnership with the Children’s Coordinator.

**Key Duties**

**Managing referrals**

* Ensuring that suspected cases of abuse are referred to the local authority.
* Referring to the local authority designated officer safeguarding concerns regarding a member of staff who works with children.
* Act as a source of advice, support and expertise to staff members on safeguarding, and deciding whether to make a referral in liaison with relevant agencies.
* Maintain confidential records around safeguarding issues.

**Training**

* Receive training (usually every 2 years) to level 3 standard to understand the referral and assessment process.
* Deliver and implement training and induction ROH managers, staff and Chaperones to ensure safeguarding compliance and implementation of the Safeguarding Policy.

**Policy and Procedure**

* Maintain a good understanding of safeguarding legislation, regulations and good practice.
* Take ownership of managing the Safeguarding Policy and associated procedures, communicating to all relevant staff and establishing and managing systems to ensure that all staff and resources are deployed efficiently and diligently.
* Develop and implement procedures to ensure all legislation and regulations are adhered to, investigate and report any non-compliance and take remedial action.
* Attend and report to the Safeguarding Committee.
* Liaise with the HR Department to ensure that the DBS and Self Disclosure

process is applied consistently for Chaperones.

* To advise departments on DBS and obligations around recruiting staff for the children’s or adults’ workforce.

**Licencing and associated processes**

* Obtaining necessary paperwork from parents and schools necessary for the licence application process.
* Liaising with the parents to obtain all the necessary permissions for all the children for the performance and consent for any recording, photography or media opportunities.
* Complete a risk assessment for child performers.
* Apply for Westminster Body of Persons Approval and, where necessary, individual performance licences for each child on behalf of the ROH and oversee that these terms are being met and all necessary paper work is being collected and stored appropriately
* Maintaining regular communication with the relevant local authorities and advise the Company Manager, Stage Manager and chaperones as necessary of guidelines or conditions specific to an individual authority.
* To quality assure and securely file the relevant records associated with child performances.
* Ensure that the facilities are adequate for the number of child performers and share this with the chaperones for completion on each production.
* Liaise with opera and ballet companies, identify the children roles and decide on the best process for recruitment that will address the ROH desire to increase reach and diversity.

* Communicating the names of the selected children to stakeholders, including any cast alteration schedules.
* Organise all aspects of the open auditions and building partnerships to support recruitment.
* Working with L&P team to measure the impact of the recruitment process on diversity and increasing reach.
* Communicating with the creative team, stage management and Learning and participation with around safeguarding issues that may arise through the performance under the ROH risk management framework.
* Manage the booking of accommodation for children and chaperones subject to appropriate needs and permission gained from the parent.
* Address any safeguarding, disciplinary or grievance procedures regarding child performers in conjunction with ROH HR department.
* Promote good practice around all aspects of safeguarding child performers.

**Managing children’s Chaperones**

* To work in partnership with the Children’s Coordinator, the Royal Ballet Junior Associates Programme Manager and Lead Chaperone of the Royal Ballet School (‘Elite’ Chaperones).
* Overall responsibility for the Chaperones working at the Royal Opera House.
* To recruit new chaperones, complete annual appraisals and promote a culture of professional development and continuous improvement through training.
* Organising in-house induction and necessary training and accreditation.
* Liaise with the Children’s Coordinator the Royal Ballet Junior Associates Programme Manager regarding the invoices and budgets for chaperones and children’s travel expenses.

**Other**

* Comply with the ROH Health and Safety Policy, Equality Policy and Diversity and Inclusion strategy
* Act as an ambassador for the ROH.

# PERSON SPECIFICATION

**Minimum Skills, Knowledge and Experience:**

* Experience in Safeguarding in an arts, charity or education environment
* An in-depth understanding of relevant safeguarding legislation and its application to the Royal Opera House’s business environment
* Ability to lead a team of chaperones effectively in a fast moving business area and supervise the team
* Experience of managing process compliance and delivering an effective service to the relevant stakeholders.

**Other Essential Skills, Knowledge and Experience:**

* Management skills to plan and organise multiple productions and activities; with the focus and drive to see each projects through from start to completion
* Ability to plan team workload and execute implementation to plan
* Ability to know when to consult or seek advice in other professional areas
* Ability to perform consistently under pressure and meet demanding deadlines
* Competent Word, Excel and Outlook user
* Experience of team management
* Strong people and relationship-building skills
* Ability to act as advisor and coach to other team members, facilitating growth and professional development
* Ability to foster and maintain a strong team ethic and culture of continuous improvement.
* An understanding of and interest in promoting diversity.

**Desired Skills, Knowledge and Experience:**

* An accredited children’s chaperone, holding a current licence
* Experience chaperoning children in theatre, performing arts, TV or artist management
* Experience of casting children in a theatrical/film/TV environment.
* A genuine interest in the arts and performing arts.

***Note****: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*