



Welfare Committee Information

At Longwood Theatre Productions we strive for a 'no blame culture'. We also acknowledge that life is not perfect and mistakes happen. When they do, we try to learn and move on from these together.

As part of this culture, we have set up a welfare committee so that if things happen that may make any member of our society unhappy or uncomfortable, they have someone to speak to in confidence.

We take all concerns raised seriously and are happy to discuss these with you.

Raising a concern:

You can contact a member of the welfare committee in person at rehearsals, via the Longwood email info@longwoodtp.com or via other communication channels such as WhatsApp / Facebook.

The welfare committee consists of:



Tom Waltham
(Mental Health First
Aider)



Zoe Roebuck
(Designated
Safeguarding
Lead / Special
Educational
Needs and Disabilities
Coordinator)



Steph Potts
(Chaperone / Dance
Festival Safeguarding
Lead / Safeguarding
Governor)

What to expect when raising a concern:

- All information shared will be confidential and shared on a need to know basis unless concerns raised mean that:
 - You are at risk of significant harm
 - Someone else is at risk of significant harm
 - Your actions or the actions of someone else will cause significant damage to property belonging to or on hire to Longwood Theatre Productions or its members
- If significant concerns in relation to the above are raised then we have a duty of care to share information with other professionals (such as social services / the police) and this will always be undertaken in the best interests of the individual/s concerned.
- Following the discussion with a member of the welfare committee, actions will be agreed by both parties and recorded within the welfare committee log. These actions may be shared with the whole LTP committee as part of our monthly updates if deemed appropriate. Information shared will always be anonymous and only ever shared if it is relevant to discussions within the whole committee. What information (if any) to be shared at a whole committee meeting will be agreed by both parties during discussions with a member of the welfare committee.
- All contact will be logged in the welfare committee log. This is to protect both parties during discussion with regards to concerns raised and can only ever be accessed by those people within the welfare committee listed above. The log will be stored securely online.
- Should you wish to see any information from the log in relation to your discussions with the welfare committee this can be done at any time by contacting a member of the welfare committee. We will endeavor to share this information within a timely manner and no longer than 7 days from the request being received. We appreciate your understanding with this as other entries on the log that are not relevant to your concerns may need to be redacted and this could take some time.
- The welfare committee log will be kept for a period of no longer than 6 years and after such time will be destroyed.
- If you would be happier having someone else accompanying you at a welfare meeting that is completely fine. In some circumstances, the welfare committee may wish to have more than one person present. This will always be agreed before the meeting takes place.
- If your concern is about a member of our welfare committee then please contact one or both of the other welfare committee members who will treat your concern discreetly (if that is your wish) whilst we reach an outcome.

Last reviewed: January 2026

Next review date: January 2027