

## **CHILD PROTECTION POLICY**

### **INTRODUCTION**

The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all members of the Festival's Committee, staff and volunteers have a responsibility to report concerns.

#### **1. PURPOSE AND FUNCTION OF THE FESTIVAL**

The purpose of the Festival is to advance the education of the public in the Arts and in particular the Arts of Music, Speech and Drama in all their branches and to provide a platform for amateur performance combined with an educational element for professional musicians and speakers.

#### **2. THE FESTIVAL ENVIRONMENT**

The Festival is held in secure premises, which are accessible to the public via manned entries. Where it is necessary for children and/or members of other vulnerable groups who are entrants to the Festival to move between venues, they should be accompanied at all times by a responsible adult. The Committee seeks to involve parents, teachers, guardians and carers to act in partnership with them to ensure a safe environment for all activities as far as is reasonable and practicable. All personnel involved in the running of the Festival are volunteers.

#### **3. TO WHOM DOES THIS POLICY APPLY?**

This Policy relates to children under the age of 18 years and members of vulnerable groups of any age who are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number at the foot of this document. In recognising the needs of children from all ethnic groups and children who are disabled, the Festival actively seeks to meet needs notified to the Festival by parents/guardians/carers and/or teachers.

#### **4. FESTIVAL PERSONNEL**

The Festival is run entirely by volunteers who can be identified by name badges. In case of a problem, anyone wearing a badge can be approached and will know who can help. Any problems will be taken seriously and will be documented and dated.

Each volunteer is provided with a short job description which includes details of this policy and how to undertake his/her part in its implementation. The members of the Committee will be elected annually and they in turn invite relatives and friends to serve with them to ensure all needs are catered for. All helpers are known to at least one full Committee member and their address and reference details are kept on record.

All Committee members, being the body who makes decisions on our Festival's activities, and any helpers who either supervise or work one to one with children or members of any vulnerable group or who hold or have access to records of festival performers, are disclosed through the Criminal Records Bureau (CRB) to Enhanced level.

#### **5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL**

In partnership with the Festival, all parents, teachers, guardians and carers are expected to play their part in the implementation of this policy. A further copy of this policy will be sent out with the entry tickets either through teachers, or direct as appropriate. Where parents/guardians/carers are not personally attending with their child(ren) or a member of a vulnerable group, by sending out this Policy the Committee draws their attention to ALL aspects of its content and requires them to be satisfied that their children will be accompanied to the Festival and adequately supervised by teachers or other responsible adults acting on their behalf. **THE FESTIVAL MAKES IT CLEAR THAT ITS VOLUNTEERS DO NOT TAKE RESPONSIBILITY FOR ANY CHILD(REN) OR MEMBERS OF VULNERABLE GROUPS AT THE FESTIVAL.**

#### **6. PERFORMANCE AND CHANGING AREAS**

The Festival Committee members and volunteers do not supervise children or vulnerable adults in the public, performance, changing areas, practice rooms or toilet accommodation and this Policy is sent to you in order to draw your attention to this in time for you to make your arrangements accordingly. In the case of a single parent the accommodation available dictates that we can provide only single sex

changing rooms. This means that it is not possible for a male parent to enter a room allocated to female entrants (or vice versa). In such circumstances, the parent must make adequate arrangements for a suitable responsible adult to accompany and supervise the entrant.

#### **7. RECORDING AND PHOTOGRAPHY**

The Press, or an official photographer, may be in attendance at the Festival. Their photographs may be published. If parents do NOT wish their child(ren) to be photographed then the responsible adult attending with the entrant must ensure that they are not included. Parents may approach the official photographer to photograph their child(ren), but that will be a private arrangement. **NO OTHER PHOTOGRAPHY OR RECORDING OF ANY KIND CAN BE ALLOWED UNDER ANY CIRCUMSTANCES.**

#### **8. LEGISLATION AND GUIDANCE SUPPORTING THIS POLICY**

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

#### **9. POLICY REVIEW**

The Committee will review their policy revising and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support, who in turn will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

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