

Stockton Heath Festival Trust Safeguarding Policy

Introduction

1. Stockton Heath Festival Trust is a registered charity which presents an annual art, culture, heritage and music festival in the village of Stockton Heath. These events may include some elements which are intended to attract children as audience, or as participants in group activities. Examples of organised activities focussed on children include a story time and craft session, schools gospel concert, sports taster events, magical shows, face painting, bubble man, balloon man, climbing wall, circus skills, movie night, arts and crafts and meet the author. Children are also welcome to join events primarily targeted at adults where this is safe and appropriate.

Statement of Intent

2. Stockton Heath Festival Trust aims to ensure that **all** participants and audience enjoy their festival experience. The Stockton Heath Festival Trust is committed to creating a safe environment in which young and vulnerable people can feel comfortable, secure and respected while engaged in any of the Festival activities.

3. This Policy applies to trustees, volunteers, traders and performers who may come into contact with children under the age of 18 years and any vulnerable adults attending or participating in Stockton Heath Festival events.

4. All activities will take place in public areas e.g. The QE11 Jubilee field, local churches, libraries, schools and parish halls. The Stockton Heath Festival Trust will not stage events which involve any unsupervised contact with children or vulnerable adults away from other adults, or where it is intended that children under 12 years old are to be left unattended by their parent or other responsible adult.

5. Stockton Heath Festival recognises that the welfare of children and vulnerable adults is paramount and that all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality or beliefs have the right to be protected from abuse. For the purpose of this policy abuse means an action by another person that causes significant harm to a child or vulnerable adult. It can be physical, emotional, sexual, or neglect.

Guidelines for all staff and volunteers.

6. All staff and volunteers working with children will be recruited by personal recommendation. Appropriate enquiries will be made concerning the credentials of performers and traders whose activities are focused on children or vulnerable people as audience or participants. Risk assessments performed by the Festival will take into account as appropriate any specific risks to the welfare of children or vulnerable people.

7. All Festival staff, volunteers, performers, traders and other participants will be informed of this Safeguarding policy and to show respect for all individuals' rights, safety and welfare, including those of children and other vulnerable persons.

8. Any events specifically involving children will be based in an environment where children feel secure.

9. Festival staff, volunteers, performers and traders must avoid time alone with children. They should try always to be visible to others in their contact with children. In the event that any festival personnel find themselves alone with a child or vulnerable adult they must report the circumstances to the designated Safeguarding Officer who will complete the log detailing times and reasons for the event.

10. The Festival will keep a log in the information tent of the names of all children and vulnerable adults acting as volunteers at the Festival and provide high visibility jackets to each at the start of their shift. The duty safeguarding officer (who should be a committee member or trustee) will log the time at which they start and finish their duties. On finishing their shift the volunteer will return their high visibility jacket to the duty safeguarding officer.

11. Where allegations of abuse against a child or vulnerable adult are made, these will be reported to the Safeguarding Officer.

12. Trustees and Stewards will be identified by badges and/or high-visibility jackets. A list of all volunteers is maintained by the Volunteers co-ordinator.

13. Trustees/Stewards can be approached for help. An Information Tent which is manned by Trustees/Stewards is also available at the annual Festival, and can be approached for assistance.

14. The Stockton Heath Festival Trust has appointed a Trustee as a Designated Safeguarding Officer. Name: Alison Broadbent

Deputy Safeguarding Officer: Will be designated as the committee member or Trustee managing the information tent during the day. At evening events, the Safeguarding Officer will be the Committee member or Trustee managing the event.

15. Any issues relating to this Safeguarding Policy must be referred to the Designated Safeguarding Officer.

Where this is inappropriate, notification may be made to any other Trustee of the Festival. All referrals will be treated seriously and dealt with promptly, including contacting external agencies as appropriate.

16. Records will be kept of all issues raised, and kept securely in line with Data Protection requirements.

Photography

If the Festival appoints an official photographer he/she must carry identification and always seek permission from the parent or guardian of any child or vulnerable adult that he/she wishes to be the main feature in a photograph.

The Festival staff will make efforts to ensure that members of the press adhere to this code of conduct.

Procedures following an allegation or suspicion of abuse of a child or vulnerable adult

If any festival personnel believe or suspect that a child or vulnerable adult is subject to emotional, physical, sexual abuse or neglect or if an allegation of abuse is made by a child,

vulnerable adult or a third party, or concerns about possible abuse are raised, the Festival Safeguarding Officer shall ensure that a record is made that contains the following details:

- Name and address of person/child
- Allegation made against whom
- Details of allegations
- Date and time of incident
- Who was present?
- What was said by those involved?
- Was there evidence of abuse?
- Who has been told of the allegation of abuse?

With the child's permission (or the permission of the person making the allegation) Stockton Heath Festival will contact social care services or the police. If the child/vulnerable adult refuses permission (or it is not possible to get permission) it will be explained that the seriousness of the situation is such that we will have to consider breaching our principle of confidentiality towards them.

The Safeguarding Officer will immediately contact:-

Access Social Care team - Tel: (01925) 444239 or in emergencies, outside of office hours tel: (01925) 444400.

The Police - Tel: 101 or in emergencies outside of office hours tel: (01925) 652222
Serious situations where someone is in immediate danger or at risk of harm - report the matter to the police by dialling 999.

Policy communication and review

17. This policy will be published on the Festival website, and the Committee will also ensure it is brought to the notice of all performers, traders and volunteers. A copy will be available to Festival participants on request.

18. This policy will be reviewed annually by the Festival Trust, or more frequently where the need arises.

First document dated – 23 January 2018

Revised date – 10 May 2018 – Contact details