

## Creating Safer Festivals for Everyone

The Federation and its member Festivals use the following policies and procedures to create **Safer Festivals** for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.  
**Name:** Fiona Richmond                      **Phone:** 01256 229816 / 07540 574083
3. Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.
5. All Festival stewards wear an identity badge and during the Festival the Chairperson, Vice-Chairperson or Secretary will be contactable via the door entry table. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival identity badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Festival Child Protection** best practice advice. In addition, each Festival will ensure the availability of a quiet area / room where concerns can be expressed in private.
6. For the duration of the Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided. Please note the Festival will undertake to supervise performers in all backstage areas unless responsible adults are invited to accompany them (e.g. for baby classes).
7. No unauthorised photography or video recording is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.
8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the Festival prior to arrival. The Festival actively seeks wherever possible to meet these needs but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus, Programme and on our website. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.

Mrs S B Mellors, General Secretary, 2 Regal Heights, Western Lane, Odiham, Hook, Hants RG29 1TT

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## CHILD PROTECTION/PRIVACY NOTICE

**The British and International Federation of Festivals for Music, Dance and Speech** work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member Festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

### **We recognise that:**

- the welfare of the child/young person is paramount.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **The purpose of the policy:**

- to provide protection for the children and young people who participate in our festivals, including the children of festival members.
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

### **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

# CHILD PROTECTION POLICY

<i>Hon Chairperson:</i>	Ms Nikki Mansell
<i>Hon Vice-Chairperson:</i>	Mrs Katy Payne
<i>Hon General Secretary:</i>	Mrs Sheila Mellors
<i>Hon Festival Safeguarding Officer:</i>	Ms Fiona Richmond
<i>Hon Treasurer:</i>	Mr Steve Mellors

*The safety of children and members of other vulnerable groups 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 the charity's trustees, staff and volunteers have a responsibility to report concerns.*

## **PURPOSE AND FUNCTION OF FESTIVAL**

The aim of the Tudor Rose Festival is to advance the education of the general public in the Arts, in particular Dance, as well as to provide a platform for amateur performers, combined with an educational element.

## **FESTIVAL ENVIRONMENT**

The Festival is a charity, solely run by volunteers, and endeavours to work with schools, teachers, parents/guardians/carers and adjudicators to provide a safe environment for all competing children, as far as is reasonably practical. Please be aware that the Dance section is held in a venue that is open to the general public. We take no responsibility for the supervision of unaccompanied minors/vulnerable adults at any time. It is the policy of our festival to inform and involve parents/guardians/carers and teachers in partnership with you in order to ensure, as far as it is reasonably practicable, a safe environment at our festival. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our festival.

## **SAFETY OF PERFORMERS**

It is necessary for teachers and parents to be aware of their responsibilities in entering any performers and to bear in mind the limitations imposed by the stage and surrounding environment.

## **APPLICATION OF POLICY**

This policy relates to children under the age of 18 years and members of vulnerable groups of any age whose needs are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number of the secretary. In recognising the needs of children from ethnic groups and children with disabilities, the Festival actively seeks to meet those needs notified by parents/guardians/carers and/or teachers but must know beforehand in order to prepare support – or to let you know we are unable to help.

## **FESTIVAL PERSONNEL**

All Festival personnel are volunteers and can be identified by the badges provided by the Festival. Adult volunteers' personal details are recorded and held in the register. At every session of the festival at least two of the festival helpers on hand will have an enhanced Disclosure and Barring Service (DBS) certificate and, in the case of a problem, anyone wearing a badge will be able to direct you to someone who will be able to help (parents can advise their child that anyone wearing an official badge can be approached privately and discreetly). All problems will be taken seriously and will be documented and dated. During the Festival, the Chairperson, Vice-Chairperson or Secretary can be contacted via the door entry table.

## **PREPARATION FOR ATTENDANCE AT FESTIVAL**

The Tudor Rose Festival sends out this policy with the details of times for your classes. This ensures that, if parents do not personally attend with their children, their attention is drawn to all aspects of this Child Protection Policy and requires them to be satisfied that their children will be accompanied to and from the festival, and adequately supervised by a responsible adult(s) acting on their behalf. If teachers do not send back the signed papers to say that the Child Protection Policy has been distributed, entries cannot be accepted as it may damage our charity irreparably if they fail to follow our safeguarding policy.

## **PERFORMANCE AND CHANGING AREAS**

All changing rooms are single sex and will be clearly indicated by means of signage on dressing room doors. These areas are not supervised by Tudor Rose Festival volunteers. Men are not allowed in dressing rooms where female competitors are likely to be changing. Should the need arise, a family room will be made available. If you have any other requirement, please contact us in advance. Only official helpers are permitted backstage.

## **DIVERSITY AND INCLUSION**

The Tudor Rose Festival is committed to treating each individual as a person in their own right, with equal rights and responsibilities for all, whether they are an adult or a child. Discrimination on the grounds of gender, age, race, religion or belief, disability, sexual orientation, ethnic or national origin, or political belief has no place within this organisation.

### **PHOTOGRAPHS, VIDEO RECORDING AND PRESS PHOTOGRAPHY**

Video recording and photography of any kind are prohibited in the auditorium at all times. The services of a professional photographer may be engaged to photograph competitors on a commercial basis, and he/she will provide evidence of Criminal Records Check. If a gala concert takes place, a photographer will be engaged for the purpose of taking photographs for the festival's website and also to use in the local press. It is assumed that parents/guardians/carers will agree to photographs of their child being displayed but if parents/guardians/carers object to their child appearing in these photographs they must inform the organisers.

### **LEGISLATION 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.

### **POLICY REVIEW**

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

### **FESTIVAL CONTACTS**

*Hon Secretary:* Mrs S B Mellors, 2 Regal Heights, Western Lane, Odiham, Hampshire RG29 1TT Telephone: 01256 229816