

Newcastle-under-Lyme Festival for Music, Speech and Drama

SAFEGUARDING AND CHILD PROTECTION POLICY

updated October 2024

CHAIRPERSON	Liz Richardson	2026 DATES	20 th & 21 st March
FESTIVALPRESIDENT	Margaret Tebby		
TREASURER	Jane Harrop		

VENUES:

Clayton Hall Academy, Clayton Lane, Newcastle under Lyme, ST5 3DN

DEFINITION: Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Child Protection is part of the safeguarding process and focuses on protecting individual children. For the purposes of this policy a child is a person under the age of 18 years.

INTRODUCTORY STATEMENT: 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 and volunteers have a responsibility to report concerns.

SAFEGUARDING DESIGNATED LEAD DSL –

Daniel Keen, 29 Cranfield Drive, Alsager ST7 2LQ (07835 316639)

SAFEGUARDING DEPUTY DESIGNATED LEAD DDSL –

Elizabeth Richardson 20 Clowes Avenue, Alsager, Stoke on Trent ST7 2RL (07532 008500)

NSPCC – 0808 800 5000

Emergency Duty Team - 0345 604 2886.

1. PURPOSE AND FUNCTION OF THE FESTIVAL

'The object of the Festival shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama in all their branches'.

The **Festival** provides a public platform for amateur performance, for soloists and groups, combined with an educational element from professional adjudicators. **Teachers** encourage their pupils to enter the festival as part of their teaching programme. **Parents, Carers, Family members and friends** have the opportunity to see and hear a public performance and to hear expert opinions.

2. THE FESTIVAL ENVIRONMENT

The Festival is run by volunteers. It is the Festival's policy to ensure, as far as it is reasonably practical, that the festival environment is safe. The Festival takes place in two venues listed above and these may be used by other organisations at the same time. The Festival has a large number of volunteers, some of whom act as stewards, and they are all available to help as needed. All Festival Volunteers will sign in and out on the day, and they will wear badges to identify them as festival workers. Every visitor to the Festival will also sign in on arrival, giving a contact phone number also, and sign out when leaving. There will be an Information Office on the site, sign posted and manned at all times, where help and advice can be sought in the first instance.

3. TO WHOM DOES THIS POLICY APPLY?

The policy relates to children under the age of 18 years, The Festival Committee and Festival Volunteers will read and understand this policy and act in accordance with it.

The policy also relates to 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 in this document.) In recognising the needs of children from all ethnic groups and children who are disabled, the festival actively seeks to meet their needs. Parents/guardians/carers and/or teachers must inform the festival, well beforehand, in order that we can either prepare support, or let you know if we are unable to help.

4. FESTIVAL PERSONNEL

The Festival holds an address register of every Festival volunteer who is identified by wearing a badge showing their name and festival responsibility. The Festival Trustees hold enhanced DBS disclosures. Festival personnel are not involved in one to one contact with competitors. All volunteers on the festival register are provided with a job description. In case of a serious problem, anyone wearing a badge will be able to take you to the Festival Director (Chair) in a private area. All problems will be taken seriously and will be documented and dated.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

The Festival volunteers will remain responsible for the safety of all people at the Festival. In seeking a partnership to look after children and vulnerable adults in a safe environment, a copy of the Festival's SAFEGUARDING AND CHILD PROTECTION POLICY is to be published on the Festival website.

Where a festival entry is made by a teacher, responsibility for contact with parents or guardians will be through the agency of that teacher either by personal contact or post. Online confirmation that the Newcastle Festival's Safeguarding and Child Protection Policy has been conveyed by the teacher to the competing child's parents is required within the entry. Groups will obtain their own BOPA. (The **Privacy Policy** is available on the website).

The first responsibility for children and young or vulnerable adults lies with the parent, guardian, carer or group leader. If a parent, guardian or carer is not able to accompany a competitor, this Policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.

Children must not be dropped off at the festival and left to fend for themselves. When competitors take part in groups the ratio of teacher or responsible adult to pupils is one adult to 12 children. The festival officers and stewards are responsible for the admission, ingress and egress of competitors, the general public and other safety issues (e.g. emergency exits, escape routes, first aid, etc.).

6. PERFORMANCE AREAS AND CHANGING/PRACTICE AREAS

The Festival volunteers will remain responsible for the safety of all people at the Festival. Groups that take part in the Festival will have nominated responsible adults in attendance with performing children and/or vulnerable adults. This policy requires parents/guardians/carers to be satisfied that their wards will be adequately supervised by responsible adults acting on their behalf. Changing areas and practice rooms must be supervised by those nominated responsible adults attending with performing children and/or vulnerable adults. However neither these rooms nor toilets will be supervised by festival personnel. Festival volunteers will not take responsibility for the supervision of groups but will be vigilant as regards safety and will respond to any allegations of abuse.

7. PHOTOGRAPHS, AUDIO AND VIDEOTAPES AND PRESS PHOTOGRAPHY

Recording by any audio or visual equipment is **TOTALLY BANNED** throughout the premises in use for the Festival.

Anyone using a camera or phone to video, or take photographs of children during competitions, will be challenged and asked to stop and delete. Notices will be displayed to explain this.

Photographs may be taken at the festival by the official festival photographer(s) who will be identified with a badge. Use of photographs taken of children at the festival, be it for the organisation's website or on any other media use, must have the express permission for that use by a parent or guardian of the child. In all cases the permission is granted through the signing of the festival consent form at entry.

8. KEEPING CHILDREN SAFE

During the Festival children are to be cared for and supervised by their parents/carers/guardians/group leaders at all times. Festival volunteers will not have a direct responsibility of care for children attending the festival.

However all Festival volunteers will be made aware that they have a duty to provide a safe environment for all those at the festival and must report any concerns to the Chair or the Safeguarding Lead. (Procedures to be followed in the event of a concern being reported are detailed in the following pages.)

A **Risk Assessment** for the Festival will be prepared each year and all volunteers will be made aware of its contents. A copy will be available on the day.

9. LEGISLATION SUPPORTING THE FESTIVAL'S SAFEGUARDING AND CHILD PROTECTION POLICY.

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Police Act 1997;

Data Protection Act 2018 (DPA 2018); The Human Rights Act 1998; The Protection of Children Act 1999; Children (Performance and Activities)(England) Regulations 2014

Working together to safeguard children 2023:Statutory guidance

The Criminal Justice and Court Services Act 2000; The Protection of Vulnerable Groups Act 2006

10. POLICY REVIEW

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

Policy revised – **October 2024**

Signed EM Richardson Festival Chair

Full policy, with appendices, available by request, or copy available at the Cashier's desk at the Festival.