

BEDFORDSHIRE FESTIVAL OF MUSIC, SPEECH AND DRAMA

SAFEGUARDING POLICY

Important Note: Please read the following before completing and signing the entry form.

Implemented on 28th June 2012 (reviewed February 2015)

Preliminary Statement

The Safeguarding 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 the charity's trustees, staff and volunteers have a responsibility to report concerns.

1. Mission Statement

The Festival aims to advance and encourage the study and practice of the arts of Music, Speech and Drama by providing a platform for amateur performance combined with an educational element from professional adjudicators. By working in partnership with parents, carers and teachers, we seek to provide a caring environment with the highest possible protection for children and vulnerable adults. The Bedfordshire Festival of Music, Speech and Drama is a registered Charity run by volunteers.

2. To Whom Does this Policy Apply?

This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. Identification of vulnerable adults should be done by contacting the Festival Secretary on the 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 wherever possible to meet the needs notified to the Festival by parents/guardians/carers and/or teachers.

3. Who will receive a copy of this Policy?

All teachers and schools entering pupils in the Festival. Teachers are required to send a copy of the policy to the parents/guardians of all children entered by them except where the entry is a "school regulated event".

All individual entrants.

All members of the Festival (committee, stewards, accompanists).

The management of the Corn Exchange Complex and other premises providers.

All Adjudicators.

Any other person who requires a copy.

A copy of this Policy will appear in the annual syllabus and on the Festival website.

4. Festival Personnel

4.1 All persons working with children/vulnerable adults have a responsibility to protect them. There are, however, key people within the Festival who will

have specific responsibilities under safeguarding procedures and have been trained to deal with an incident.

Mr Jonathan Keep, Chairman – Child Protection Officer (CPO)

Mrs Julia Smith, Festival Secretary – responsible person

Mr Robert Trunchion, Treasurer – responsible person

Mrs Carol Catlow, Chief Steward – responsible person

Mrs Joanne Barrow, Hon. Secretary – responsible person

- 4.2 During Festival week at least two of the persons named in paragraph 4.1 will be on duty at all times that the Halls are open to the public.
- 4.3 All Festival Personnel will be required to wear a badge indicating their name and their position with the Organisation. Committee members will have blue badges, all other volunteers will have white badges and those listed under 4.1 will have yellow badges.
- 4.4 In all cases where abuse is suspected or an allegation is made, the CPO or a responsible person must be contacted immediately. The CPO or responsible person will then assume control of the incident.
- 4.5 All Festival Personnel, with the exception of the Festival Secretary, are volunteers. All Festival Personnel have been issued with Job Descriptions and all roles have been assessed to ascertain whether an enhanced disclosure from the Criminal Records Bureau is required. Where appropriate, these checks have been carried out.
- 4.6 Stewards are appointed on the personal recommendation of members of the Festival and subject to written references.
- 4.7 Adjudicators are not Festival personnel, however, they are all issued with a copy of this Policy.
- 4.8 The Festival will supply the management of the Corn Exchange Complex with a copy of this policy. Prior to each Festival, the Festival will liaise with the management of the Corn Exchange Complex to ensure that, where appropriate, the implementation of the requirements of the policy by Festival personnel will be supported by the management and staff of the Corn Exchange Complex.

5. **Performance Areas, etc.**

The Festival takes place within the Corn Exchange Complex, St Paul's Square, Bedford. Other venues in the Town may be used for specialist classes. The Festival will seek confirmation from the Corn Exchange staff that their Health and Safety policy at work is fully implemented.

Entry to the Corn Exchange and Howard Rooms is restricted to the main entrances. Entry to the Harpur Suite is from the main door. Both buildings are either supervised or secured at all times.

Disabled access is available to both buildings.

The Entrance Foyer of the Harpur Suite is open to the public for access. Public access to the Festival venues is regulated at all times.

The Festival cannot take responsibility for the supervision of children and vulnerable adults when moving between venues or at times when the Festival is not in progress.

Toilets, changing areas and practice rooms are available within the Corn Exchange complex, but they are NOT directly supervised by the Festival or Corn Exchange Staff.

The Festival will not act in Loco Parentis. It is therefore the responsibility of parents to ensure the adequate supervision of their child/vulnerable adult during their attendance at the Festival. Where parents/guardians/carers are not personally attending with their children, 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.

It is the policy of the Festival to inform and involve parents/guardians/carers and teachers in partnership with entrants in order to ensure, as far as it is reasonably practicable, a safe environment at the time entrants are making arrangements to attend our Festival.

6. **Photographs, Videos, Audio Recordings and Press Photography**
All reasonable steps will be taken to ensure that NO photographs, video or audio recordings will be taken during any performance at the Festival.
The Festival may arrange to have photographs taken for publicity purposes. By entering the Festival you consent to such photographs being taken unless you indicate otherwise in writing, to the address at the foot of this document, at the time of entry.
7. **Complaints against Festival Staff**
Any complaint made against any member of the Festival must be reported immediately to the Chairman who will institute an immediate enquiry.
If the complaint relates to an allegation against the Festival Chairman, the complaint should be reported immediately to the Vice Chairman of the Festival who will institute an immediate enquiry.
8. **Facilities for Confidential Discussions**
The Festival will ensure the availability of a room for confidential discussions. Every problem will be taken seriously and be documented, dated and passed to the relevant authorities for further action.
9. **Policy Review**
The Festival will constantly review its Policy, improving and enhancing it as necessary. In doing this they will look to other agencies for good Practice, in particular the NSPCC, Arts Council of England Policy Guidelines and the British and International Federation of Festivals. The Policy will be considered in detail at the meeting of the Committee immediately prior to the Festival each year to review and remind the Committee of the Policy and its requirements.
10. **The Legislation and Guidance That Supports This Policy**
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 Rehabilitation of Offenders Act 1974
The Children Act 2004
The Vulnerable Groups Act 2006

11. **Contact Details**

Festival telephone number: 07824 829097

Contact Address: The Festival Secretary, 62 Sudeley Walk, Putnoe, Bedford,
MK41 8JJ