

SHINE FESTIVAL

CHILD PROTECTION POLICY

Implemented from October 2016

Festival Organiser:	Ms Rebecca Topping
Festival safeguarding Officer	Ms Rebecca Topping
Venues:	Yarm School, Kings Academy, Tuned In, Redcar
Dates:	18 th , 19 th , 24 th , 25 th & 26 th March 2017

PRELIMINARY STATEMENT

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

Note: The definition and use of the word "parent/s" throughout this Policy includes Guardians, Carers and/or Teachers of children under 18 years.

PURPOSE OF FESTIVAL

The purpose of the Festival is to advance the education of the public in the art of Music, by providing a platform for the performance of such by amateurs of all ages and all abilities in a competitive yet friendly atmosphere. We encourage and maintain high standards by affording competitors the opportunity of being guided and encouraged by eminent professional adjudicators.

ENVIRONMENT

The Festival is a not-for-profit organisation, ran by the Festival Organiser and a team of volunteers. It is held at Kings Academy, Yarm School and Tuned In, so performers may expect to perform in all areas. It is not run by the venues, but during the Festival the premises are occasionally used for other events involving people who are not attending the festival.

The Festival endeavours to create a friendly, caring, non-threatening environment, with the highest possible level of protection for children. It is the policy of our Festival to inform and involve parents/ guardians/ carers and teachers in partnership with our committee and helpers in order to ensure, as far as it is reasonably practicable, a safe environment at the Festival. We do this by printing a copy of our Child Protection Policy in the Syllabus, Programme and on our website. **Parents must indicate on the entry form that they are aware of the Policy.** A Teacher entering pupils privately or from a school is asked to provide the Festival with written confirmation that he/she has passed the Policy onto the parents.

TO WHOM DOES THIS POLICY APPLY

This Policy relates to children under the age of 18 years. If a child has special needs, these should be identified to the Festival organisers by parents/ guardians/carers and teachers prior to their arrival at the Festival. This should be done by contacting the General Secretary. Our Festival actively seeks, wherever possible, to meet these needs, but must know beforehand to prepare support – or let you know that we are unable to help.

FESTIVAL PERSONNEL

All Festival personnel with the exception of the Festival Organiser, are volunteers. The Festival holds full contact details for all personnel. All stewards and helpers are recruited by personal recommendation and are issued with brief job descriptions and a copy of this Child Protection

Policy. Where they are working in sensitive areas with children, helpers will undertake an enhanced disclosure from the Disclosure and Barring Service.

All Festival personnel are fully aware of and support this Policy and are vigilant in monitoring areas used by children and vulnerable adults. There will be a duty member who has been processed and cleared by the DBS available at all times, and if any concern arises for a child participating in the Festival, the matter will be referred to the Festival Safeguarding Officer so that it can be discussed in a quiet area.

Every problem will be taken seriously and will be documented and dated in a Festival Incident Book which is held at the venue during the Festival and retained by the Festival Organiser thereafter. Dependant on the nature of the problem, the documentation may be supplied to the appropriate authorities, including the Police. This decision will be taken by the designated person in consultation with the authorities before the documentation is handed over.

IDENTIFICATION OF FESTIVAL PERSONNEL

All Committee members, stewards and other helpers will be recognisable by the wearing of an identity badge.

PREPARATION FOR ATTENDANCE AT THE FESTIVAL

In order for the Festival to provide the highest level of protection during the Festival parents are expected to be responsible for ensuring that their child/children under 18 is/are at all times accompanied and adequately supervised by him/herself or a teacher or a suitable adult acting on their behalf whilst on the Festival premises. Any person in this supervisory capacity must remain in the building until the child or vulnerable adult leaves. **Under no circumstances will the Festival act *in loco parentis*.**

A copy of this Child Protection Policy is printed in the syllabus, programme and on the website and is displayed at the Festival. The entry form requires written confirmation that all parents/guardians/carers have received a copy of the Policy, either personally, on line, or from their child's teacher. Without this the Festival will be unable to accept their entries.

PERFORMANCE AND CHANGING AREAS

The performance areas will be supervised by the Festival personnel during the competitive sessions only. Practice/rehearsal rooms and public toilet facilities are available but are not supervised by Festival personnel. The supervision of children in these areas is the responsibility of their parents/guardians/carers and teachers.

PHOTOGRAPHS, AUDIO & VIDEO RECORDING

The use of all recording equipment and cameras, including mobile phones, smart phones and tablets, during the performance and adjudication is strictly forbidden. A still photograph of the presentation of a trophy and/or certificate may be taken only by the parent/guardian/carer of the child receiving it. A Festival or Press photographer, identified by a badge, may take photographs. If any parent/guardian/carer or teacher has any objection to a child being photographed they must inform the Festival using the address or telephone number below.

LEGISLATION & GUIDANCE THAT SUPPORTS THIS POLICY

The Rehabilitation of Offenders Act 1974; The Children Act 1989; 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, improving and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC, SAFE and Arts Council of England policy guidelines.