

SAFEGUARDING POLICY implemented from 15th September 2012

ALDERSHOT & FARNBOROUGH FESTIVAL OF MUSIC AND ART

C/o The Secretary
22 Cross Street
Farnborough
Hants
GU14 6AB

The Aldershot & Farnborough Festival of Music and Art will hereinafter be referred to as “the festival”

Chairman’s Name and Address: Mr Peter Frank Rust
8 Haig Road
Aldershot
GU12 4PS

Venues: The Festival will be held in schools and academies throughout the Borough of Rushmoor in Hampshire.

Dates: The Festival will be held between March and May each year.

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, responded to swiftly and appropriately and all the trustees and volunteers have a responsibility to report concerns.

PURPOSE AND FUNCTION OF THIS ORGANISATION

1. The Organising Committee of the Festival shall be a non-profit distributing body formed for the purpose of:-

(a) Annually organising or causing to be organised a FESTIVAL OF MUSIC and the ARTS in the Borough of Rushmoor

(b) Raising, managing and disbursing funds for the Festival in (a) above.

THE FESTIVAL ENVIRONMENT

2. Each Section within the Festival will be held at a single venue. Each venue will be a school or academy (referred to as “the school”). The school will have no influence over the running of the festival, except for their general conditions for the hire of their premises.

All those involved in the organising and running of the festival, with the exception of the adjudicators, are volunteers and receive no payment other than the reimbursement of agreed expenses.

Members of the public are admitted as audience at the discretion of the volunteers running the individual sections. An admittance charge may be levied.

TO WHOM DOES THIS POLICY APPLY.

3. This policy relates to those persons under the age of 18 years (children) who are participating in the Festival and to vulnerable adults; where applicable below read “vulnerable adult/s” for “child/children” and “carer/s” for “parents/guardians”.

FESTIVAL PERSONNEL

4. The Festival will ensure as far as is reasonably practicable that the all-volunteer personnel are suitable for their positions within the organisation. Helpers will be recruited by individual Section Organisers through personal recommendation; each Section will keep a Personal File; attendance will be recorded and the record retained; personnel will be identifiable by badge; they will be briefed on how to deal with incidents; any incidents will be recorded and that record retained for 25 years; personnel will be instructed that under no circumstances are they to allow themselves to be alone with any child.

5. Should it be considered that any person will be in charge of or have regular contact with children then consideration will be given to obtaining Criminal Records Bureau (CRB) clearance; discussion of such matters and the decision will be minuted and retained.

DISSEMINATION OF THIS POLICY

6. The above Conditions of entry will be conveyed through the Rules of the Festival in each Section Syllabus. They will also be summarised in a “reminder” to be sent to the person entering a child with Call Cards (or their equivalent). Notices will be displayed at venues and printed in Programmes to inform parents and children attending as audience.

7. This Policy will be displayed at venues and on the Festival Websites and available on request accompanied a stamped and addressed envelope.

PERFORMANCE AREAS AND CHANGING AREAS.

8. The festival, nor the owners of the premises in which the Festival is held, will not accept responsibility for the supervision of any child in any part of those premises.

9. Parents entering a child for the Festival will remain responsible for their adequate supervision at all time. Where they are not personally attending with their children, they must therefore satisfy themselves that those children will be adequately supervised.

10. Persons other than the parents entering a child/children for the Festival will be responsible for their adequate supervision at all times, making such arrangements as may be necessary with the parents to satisfy them of this.

11. In both cases, supervisory responsibility shall include any children accompanying the entrant.

12. Entry Forms for children must be signed and forwarded by the adult who will be responsible for this supervision. It will be a Condition of Entry that forwarding of the Entry Form constitutes understanding and acceptance of this.

PHOTOGRAPHY AND RECORDING

13. No form of photographic or video recording will be permitted during performances

THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

14. The Rehabilitation of Offenders ACT 1974; The Children Act 1989; The Police Act 1977; 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

15. The Festival Committee will constantly review this policy.