

# Safeguarding Policy

The Chelmsford Festival recognises its duty of care under the Children & Young Persons Act 2008, the Child (Performances) Regulations 2014, the Childrens Act 2004 and the Safeguarding Vulnerable Groups Act 2006.

The Chelmsford Festival recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The Chelmsford Festival is committed to practice which protects children from harm. All members of the Chelmsford Festival accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

## **The Chelmsford Festival believes that:**

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the Chelmsford Festival should be clear on how to respond appropriately. We will ensure that:
  - All children will be treated equally and with respect and dignity.
  - The duty of care to children will always be put first.
  - A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
  - Enthusiastic and constructive feedback will be given rather than negative criticism.
  - Bullying will not be accepted or condoned.
- All adult members of the Chelmsford Festival provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up to date with health and safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the Chelmsford Festival and will retain a contact name and number close to hand in case of emergencies.

This policy will be regularly monitored by the Executive Committee of the Chelmsford Festival and will be subject to annual review.

Date 01.05.2020

# SAFEGUARDING PROCEDURES

## RESPONSIBILITIES OF THE CHELMSFORD FESTIVAL

At the outset of any production involving children the Chelmsford Festival will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for Safeguarding.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

## PARENTS

- The Chelmsford Festival believes it to be important that there is a partnership between parents and the Chelmsford Festival. Parents are encouraged to be involved in the activities and to share responsibility for the care of children. All parents will be given a copy of the Chelmsford Festival's Safeguarding Policy and procedures when entering a young person for the festival.
- All parents have the responsibility to stay with their children during their class. It is NOT the responsibility of the Chelmsford Festival to take children home.

## UNSUPERVISED CONTACT

- The Chelmsford Festival will attempt to ensure no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with an open door.
- It is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain clearance via the Disclosure & Barring Service.

#### PHYSICAL CONTACT

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

#### MANAGING SENSITIVE INFORMATION

- The Chelmsford Festival has a policy and procedures for the taking, using the storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The Chelmsford Festival's web-based materials and activities will be carefully monitored for inappropriate use.
- The Chelmsford Festival will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as Disclosure and Barring disclosures.

#### ACCIDENTS

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

#### DISCLOSURE & BARRING SERVICE CHECKS

- If it is necessary to obtain Disclosure & Barring checks for chaperones and other personnel, the Chelmsford Festival will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply to anyone with supervised access to children. An enhanced disclosure will be required for all chaperones and anyone who has unsupervised access to children.