



Steypning Festival policy on the safeguarding of children, young people and vulnerable adults

Introduction

Steypning Festival aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults. This policy applies to all volunteers, and members who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults (i.e. as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom Steypning Festival encounters through its events and activities.

This policy does not seek to discourage such activities. Instead, this policy seeks to support and to offer assurances to volunteers, members and visitors that, through its implementation, Steypning Festival seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with volunteers, members, participants and contributors.

Aims and Objectives

Steypning Festival wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the Festival's work brings it into contact, whilst recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents and guardians.

While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

Risk Assessment

All volunteers that intend to, or may be put in the position of, working with children, young people or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

A designated individual should complete a risk assessment before any event or activity involving children, young people or vulnerable adults. All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

Recruitment and Selection of Volunteers

Steyning Festival will take reasonable steps to ensure that unsuitable people are prevented from working with children.

Collection Point

An agreed Collection Point will be located in the refreshment tent.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a volunteer they should be directed or taken to the collection point as appropriate.

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian. The duty manager will be told of the situation at this point and will inform the Event Management Team.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ persona assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to the duty manager, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the refreshment tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the refreshment tent".
- The PA announcement should not mention the name of the lost child.
- If a parent /carer /personal assistant are not located with 30 minutes, the duty manager will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Duty Manager and volunteers will conduct an initial search of the area.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes the duty manager will inform the Event Management Team and the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately.

Lost persons log

- All lost persons / children's incidents must be logged and filed. A logbook will be available at the collection point.

Dealing with suspicions or allegations of abuse

Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another environment. It is essential to act quickly and professionally in all cases of suspected abuse.

Any allegation by a child, young person or vulnerable adult against a volunteer, member, participant, or contributor should be reported immediately to the event coordinator, who will then refer to the Festival Director. In dealing with any such allegation Steyning Festival has a duty of care both to the child, young person or vulnerable adult concerned and to the member of volunteer member, participant, or contributor against whom the allegation is made.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult/child who it is alleged has been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation. The report will be passed to the relevant authorities.

For someone who is in immediate danger or there is an emergency situation, call 999.

Training and Support

Steyning Festival will provide biennial guidance on this policy during a full coordinator meeting before each Festival event.

The Festival Trustees will ensure that a proportion of Festival Directors have received safeguarding training.

Responsibility

Allegations or suspicions of abuse will be reported to the Festival Trustees

Records will be made and kept in line with our data protection policy.

The Directors of the Festival be responsible for reviewing and updating this policy on a biennial basis.