

# **CHILD PROTECTION POLICY** implemented from 1 January 2019

**FULL NAME OF ORGANISATION:** Chesham Arts Festival

**CHAIRMAN:** Alan Bacon

**VICE-CHAIRMAN:** Catherine Bowers

**SECRETARY:** Gwen Woodstock

## **VENUES & DATES:**

**Ley Hill Combined School – 9 February 2019**

**White Hill Centre – 9 & 10 February 2019**

**Elgiva Theatre – 10, 16 & 24 February 2019**

**PRELIMINARY STATEMENT:** The safety 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 PURPOSE AND FUNCTION OF ORGANISATION:**

The Chesham Arts Festival provides a platform for amateur performance combined with an educational element through the process of adjudication by distinguished professional musicians, dancers and speakers.

## **2 THE FESTIVAL ENVIRONMENT:**

The Festival is held in four separate venues in Chesham. The events at these venues are specific to the venues concerned. The Dance section is held at the Elgiva Hall but facilities for changing are in an adjacent site; the Chesham Youth Club. The Chesham Arts Festival cannot supervise transit between the two buildings.

Toilet facilities are located in each of the venues listed above. Chesham Arts Festival helpers are not instructed to supervise children whilst they use these facilities. Every effort is made to create a caring, safe and practical environment. All teachers, parents & guardians who enter competitors into the Festival are responsible for children under the age of 18, vulnerable adults and others to whom Child Protection policies normally apply. The Festival organisers will be overall responsible for each individual to make sure children & vulnerable adults are safe.

## **3 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. This should be done by contacting the address or 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 to meet needs notified to the festival by parents / guardians / carers and/or teachers.

## **4 FESTIVAL PERSONNEL:**

Festival personnel are recruited through personal recommendations by members of the Committee. All Festival jobs are reviewed each year and necessary checks i.e. enhanced CRB checks made where appropriate. Contact details for members of the committee are displayed in the Festival Syllabus and Programmes. Volunteers and committee members are identified on the day by Chesham Arts Festival badges. A register of volunteers is held by the Secretary. Any issues concerning welfare, safety and the successful running of the Festival should be reported to the Chairman, preferably in writing. These matters will be taken seriously and discussed/actioned as appropriate.

## **5 PREPARATION FOR ATTENDANCE AT THE FESTIVAL:**

Once a performer has entered the Festival, they are notified promptly, by post, of the date and time of the relevant section(s) in which they are enrolled. Under this policy it is the responsibility of parents/guardians/carers to ensure that their children will be accompanied to the Festival and adequately supervised by responsible adults acting on their behalf.

## **6 PERFORMANCE AREAS AND CHANGING AREAS:**

As set out in section 2, arrangements for the Dance Festival include the use of changing areas. All sections of the Festival include transit through public areas. Parents/guardians/carers are hereby made aware of this and are advised, as stated in section 2, of the limits of the Festival's voluntary staff to provide supervision. It is therefore the responsibility of

parents/guardians/carers, to provide this cover. (In the case of the Dance Festival, this may involve partnership with dance schools.)

**7 PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY:**

As stated in the Syllabus, recording and photography by members of the public, is not permitted. Certain events, such as the Final Concert and prize presentations, may be attended and photographed by the Press.

**8 THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY:**

The Rehabilitation of Offenders Act 1974; 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, Children Act 2004; The Vulnerable Groups Act 2006.

**POLICY REVIEW**

The organisers will constantly review their policy revising 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 and Arts Council of England policy guidelines.

**Chesham Arts Festival**

**Secretary: Gwen Woodstock, 11 Lansdowne Road, Chesham, Bucks, HP5 2BA**