

CHILD PROTECTION POLICY implemented from 21 September 2005
of
HIGHBRIDGE FESTIVAL OF THE ARTS
Charity No. 284082
Affiliated to The British and International Federation of Festivals
For Music, Dance and Speech

CHAIRMAN Mrs. Anne Bannister
SECRETARY Mrs. Maureen Phillips
TREASURER Rev. Tony Webb

VENUE The Princess, Burnham on Sea, Somerset
DATES February 27 - March 08 2008

The Highbridge Festival of the Arts Committee Members acknowledge that 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 volunteers have a responsibility to report concerns.

PURPOSE AND FUNCTION OF ORGANISATION

This Festival aims to provide an annual platform whereby amateur performers of various disciplines, i.e. dance, music, speech and drama, can display their expertise to professional adjudicators and obtain a grade and positive remarks to aid the education of that person in the field in which they participate. The Festival is staffed entirely by volunteers.

THE FESTIVAL ENVIRONMENT

Our policy is to inform and involve parents, carers, guardians and teachers regarding the safety of their children. The Festival committee and helpers, who are all volunteers, require the assistance of parents, carers, guardians and teachers in order to provide a safe environment at the Festival and this policy makes that clear. The Princess is owned by Sedgemoor District Council and is located in the centre of Burnham-on-Sea. It is only normally used by the Highbridge Festival of the Arts during the festival.

From the first it is important to note that if the parents, carers, guardians and teachers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to, and adequately supervised at, the Festival by responsible adults acting on their behalf.

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 can be done by contacting the address or telephone number of the Secretary of the appropriate discipline as shown in the Syllabus.

In recognising the needs of children from **all** ethnic groups and children who are disabled, the Festival Committee Members actively seek to meet needs notified to them by parents, carers, guardians and teachers, as far as the constraints of the building allow.

FESTIVAL PERSONNEL

Festival volunteers are always recruited by personal recommendation of serving committee members. They are asked to provide a reference, with photograph, signed by another adult known to them.

Any member of the committee or volunteer who will be in direct contact with children or vulnerable adult will be given a job description and from this, may be required to provide **an Enhanced Disclosure Certificate from the Criminal Records Bureau.**

A list of information about approved personnel will be held by the Highbridge Festival General Secretary. Photographs and names of volunteers will be displayed in a public area.

Coloured badges, with name and job title, will be issued to all committee members and volunteers and will be worn at all times. Anyone wearing a Festival badge may be approached if you have a problem and will know who can help you.

Any problem reported to committee members or volunteers will be taken seriously, documented and dated. This policy also informs parents that their concerns will be addressed in a private area.

PREPARATION FOR ATTENDANCE AT THE FESTIVAL

You may have received this Policy document via your child's teacher. All teachers are required to pass a copy to parents, carers and guardians of any child or vulnerable adult entering the Festival. If you have made your own entry, i.e. not through a teacher, then you have received this Policy from us, through the post. In this way, the Festival committee has done all that is reasonably practicable to ensure that you have received the Policy and understand your part in its implementation.

We note again here that if the parents, carers, guardians and teachers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to, from and adequately supervised at, the Festival, by responsible adults acting on their behalf.

MANAGEMENT OF PERFORMANCE AND CHANGING AREAS

The ENTRANCE, MAIN HALL and FRONT STAGE AREA will be supervised by stewards at all times.

The DRESSING ROOMS AND BACKSTAGE AREAS, whilst any performer is present, will be supervised by teachers, parents or stewards.

Entrants to the **DANCE SECTIONS** will be each sent a **TICKET** allowing access to the dressing rooms.

Entry to the **DRESSING ROOMS** will be supervised by stewards at all times.

Tickets must be shown.

A maximum of one same sex adult for each child, in the changing rooms, will be allowed, and only if a **PASS** has been obtained on arrival at the Festival. This must be available for scrutiny at all times.

PHOTOGRAPHIC EQUIPMENT, including CAMERA PHONES, VIDEO CAMERAS: and PRESS PHOTOGRAPHS

The taking of photographs by any means by members of the public is expressly forbidden.

Printed notices to this effect are displayed in prominent positions.

A verbal reminder is given before each session during the Festival.

The Press may wish to take photographs during the Festival and if you prefer your child not to appear, it is the responsibility of the adult accompanying that child to ensure s/he is not included in the photograph.

THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY:

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, The Children Act 2004.

POLICY REVIEW

The organisers will constantly review the policy, improving and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for the support of that body, in turn it will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

This policy has been reviewed and amended on 28 November 2007