

Southwold Arts Festival – Safeguarding Children & Vulnerable Adults Policy

Policy Statement

All who volunteer in planning and organising the Southwold Arts Festival (SAF) are committed to creating and maintaining safe environments and accepts its responsibility to safeguard the welfare of all children, young people and vulnerable adults we work with. We believe that everyone, regardless of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity has at all times in all situations a right to feel safe and protected from any situation or practice which results in them being physically or psychologically damaged.

This policy applies to anyone working on behalf of SAF who has a duty of care to safeguard from harm all children, young people and vulnerable adults that access the activities we deliver.

The purpose of this Policy is to:

- a) protect children, young people and vulnerable adults we work with from harm.
- b) provide SAF Trustees and volunteers with the overarching principles and procedures that guide our approach to safeguarding.

SAF will meet its commitment to safeguard children, young people and vulnerable adults through the following means:

Awareness Ensuring all Trustees and volunteers are aware of the problem of abuse and risks to children, young people and vulnerable adults and understand the SAF's policy and procedures for allegations of abuse.

Prevention – Ensuring, through awareness and good practice, that the risk to children, young people and vulnerable adults is minimised through safe recruitment practice, support and training for volunteers and following all relevant health and safety policies and procedures. This includes maintaining and implementing effective accident and emergency procedures and ensuring that suitable first aid is available.

Responding and Reporting – Ensuring that Trustees and volunteers are clear what steps to take where concerns arise regarding the safety of children, young people and vulnerable adults and how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary. Any allegations will be investigated fully and passed onto the appropriate authorities and full co-operation will be given to the appropriate authorities in any subsequent investigation.

For all SAF activities, risk assessments will be written for individual projects or events where appropriate, which will include all risks related to Safeguarding children, young people and vulnerable adults, and ways in which SAF will mitigate the risks.

Legal Framework

This policy is underpinned and informed by the following legislation, policy, resources and guidance: NSPCC: Guide to Child Protection in England

Children Act of 1989 - which states that the welfare and developmental needs of children are of paramount concern and over-ride other considerations; that protecting children is a shared responsibility and the importance of different agencies working together to safeguard children's welfare.

The Children Act 2004 - emphasised the 'every child matters' agenda and emphasised the importance of partnership working and the sharing of information. The Act defines a child as a person under 18

The Sex Offenders Act 1997 and the Sexual Offences Act of 2003 - which protect children by monitoring adults who pose a risk, creating offences with which they can be charged and stopping them from working with children.

The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) - which established a new centralised vetting and barring scheme for people working with children and vulnerable adults.

The Care Act 2014, and subsequent guidance notes set out responsibilities for protecting adults with care and support needs from abuse or neglect for the first time in primary legislation

SAF Activities

All activities are planned in close consultation with the host venue, taking their safeguarding policies and procedures into account, whether this is an arts venue, church, community venue, hired or other space.

When working with schoolchildren a teacher or supervisor must be present and available for support at all times.

For public events, i.e. those outside of a school, all children and young people must be accompanied by a parent or guardian.

When supervising an activity involving children or vulnerable adults, event organisers must ensure that the activity, equipment, and working environment is safe and appropriate for the group.

Film, Audio and Photography

If recording through photography, audio and film is undertaken all Trustees and volunteers should follow the following guidelines.

All audiences and participants will be informed that the activity is being recorded, and of how the recording will be used.

Where possible, activity organisers will introduce the photographer(s) / filmmaker(s) / audio recorder to the entire group and explain their role.

All audiences and participants will be given the option to opt out of being recorded, and any requests to not be recorded will be strictly adhered to.

Full parental/guardian written consent must be sought for any photographic, audio or film work which includes the images and/or voice of children, young people and vulnerable adults. Vulnerable adults may be able to sign their own consent form. This will be reviewed on an individual basis.

Any external photographers/filmmakers/audio recorders or invited press must be clear about SAF expectations of them in relation to safeguarding. When contracting external filmmakers, audio recorders and photographers, SAF will provide a clear brief, and will include what is considered appropriate in terms of content and behaviour, including a copy of this Safeguarding Policy.

Photographic and recording equipment including mobile phones is forbidden under all circumstances in any private, changing or toilet areas.

SAF will not publicly use personal information – such as the full name and an address where an individual could be found

SAF will only use images of participants in suitable dress to reduce the risk of inappropriate use.

Photographic, audio or video material will be securely stored.

SAF Trustees and volunteers will not use their personal cameras or mobile phones to film, record or photograph children, young people or vulnerable adults taking part in SAF'e.

SAF's Trustees and volunteers will not post any film, audio recording or photography containing children, young people or vulnerable adults taking part in SAF's activities to personal online accounts, including personal social media accounts or websites.

Disclosure and Reporting

If a Trustee or volunteer has any concerns about safeguarding, they need to discuss their concern either with the Designated Safeguarding Lead or the designated volunteer responsible for the event. If the DSL is not available phone 0808 800 4005 or the incident is an emergency, call **999**.

**Designated Safeguarding Lead – Lin Le Versha – Linleversha@hotmail.com
01502 722111, 07804 780032**

Director of Southwold Arts Festival – Enhanced DBS and subscribes to annual update service.

Second DSL – Sue Child - sue.child.t21@btinternet.com 07708 314288

Steward Southwold Arts Festival – Enhanced DBS and subscribes to annual update service.

Adopted 1st February 2023

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