

THE HAYDN WOOD MUSICAL FESTIVAL



CHAIRMAN: Mrs Margaret Fearnley
GENERAL SECRETARY:
and HELPERS' CO-ORDINATOR

Mrs Maureen Stead (Tel – 01484 843073)
39 Gordon Street, Slaithwaite, Huddersfield, HD7 5LN

TREASURER: Mr Keith Fielding

SAFEGUARDING POLICY

Implemented from...September 2012

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PURPOSE OF THE HAYDN WOOD MUSICAL FESTIVAL:

To give young people under the age of 21 the encouragement and experience of competing in public with the educational benefit of guidance from specialist adjudicators.

FESTIVAL ENVIRONMENT: It is the policy of our Festival to inform and involve parents/guardians/carers/teachers in partnership with you in order to ensure, as far as it is reasonably practicable, a safe environment at our Festival. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our Festival. (Please note that any subsequent reference to 'parents' includes 'guardians' and 'carers'). The building is a public building which includes a Breakfast and After School Club on weekdays in another part of the building.

THOSE COVERED BY THIS POLICY: This policy relates to children under the age of 18 and members of vulnerable groups of any age who are identified to the General Secretary before their arrival at the festival. Contact should be made via the address or telephone number shown above. Our Festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support – or to let you know we are unable to help

FESTIVAL PERSONNEL: The Helpers' Co-ordinator is responsible for implementing this Child Protection Policy.

Most helpers have been associated with the festival for several years. New helpers are appointed after consideration of their suitability for the role/s involved. All jobs are reviewed to see if they need an enhanced disclosure from the DBS.

All festival helpers are volunteers. They are identified with a lapel badge. All helpers and accompanists are given copies of this child Protection policy and are required to record their commitment to it. Contact details of all these people are held on file.

Festival personnel are vigilant in monitoring the festival environment and will challenge unacceptable or suspicious behaviour. They are required to report all such concerns to the Helpers' Co-ordinator who will initiate any further action and create a written record.

Parents or children with a problem related to the behaviour of another person should contact a festival helper (wearing a lapel badge) who will take them to the helpers' Co-ordinator. All problems raised will be seriously considered, documented and dated by the Co-ordinator.

PREPARATION FOR ATTENDANCE AT THE FESTIVAL: As the festival cannot supervise all children individually, parents must ensure that their children are accompanied and supervised at all times. Such supervision may come from themselves or an adult acting on their behalf, or from a teacher or group leader. (Any person acting in a supervisory capacity will be expected to pay the normal admission fee).

A copy of this policy is on the Festival website at www.haydnwoodfestival.co.uk

Teachers or group leaders entering children for the festival are required to confirm that either copies of this policy have been sent to parents or that parental permissions are being sought for attendance as an approved school-regulated outside activity.

CHECK IN AND PRACTICE AREA: Festival stewards supervise this room and will be in attendance at all times.

Public areas such as toilets and corridors are not supervised.

AUDIO AND VISUAL RECORDING: The use of all audio or visual recording equipment at the festival is strictly forbidden, except for that used by authorised and media personnel who are issued with identification badges.

Any objection to a child performer being photographed at the festival by authorised or media personnel should be communicated by the responsible adult – on arrival – to the General Secretary or helpers' co-ordinator.

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 and 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

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