



WOODLEY FESTIVAL of MUSIC & ARTS

(Affiliated to the British and International Federation of Festivals of which Her Majesty The Queen is Patron)

Registered Charity No 276812



Safeguarding Policy

Issued on 2 Feb 2012 - superceding the previous Child Protection Policy

Venues for 2012:	The Emmbrook School, Wokingham. RG41 1JP.	The Oakwood Centre Woodley. RG5 4JZ.	Dolphin School, Hurst, RG10 0FR.	Bearwood College, Sindlesham. RG41 5BG
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The safety of children and members of other vulnerable groups 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 festival's organisers and volunteers have a responsibility to report concerns.

- PURPOSE AND FUNCTION OF ORGANISATION.** The Woodley Festival is a registered charity with the object of advancing the education of the public in the amateur performance of the arts of music, speech and drama.
- THE FESTIVAL ENVIRONMENT.** The Festival will be held in buildings at the above **hired venues which are open to the public.** The Festival is organised and staffed by volunteers, and is not organised by host schools. It is the policy of the Festival to inform and involve parents / guardians / carers / teachers in partnership in order to ensure, as far as is reasonably practicable, a safe environment at our Festival. So that you are aware of this, we will provide a copy of this policy when you are making arrangements to attend our Festival.
- TO WHOM DOES THIS POLICY APPLY?** **This policy relates to children under the age of 18 years, and members of vulnerable groups of any age,** whose needs are identified to the Festival organisers by parents / guardians / carers and / or teachers prior to their arrival at the Festival. This should be done by contacting the address or telephone number at the bottom of this document. Our festival actively seeks, wherever reasonably possible, to meet these needs - but we must know beforehand in order to prepare support, or to let you know that we are unable to help.
- FESTIVAL PERSONNEL.** The committee annually assesses all roles fulfilled both by ourselves and all our volunteers. Those who require it are submitted for enhanced disclosure from the CRB (Criminal Records Bureau). All other festival volunteers are invited by us to undertake roles which do not require CRB clearance and their contact details are held by the relevant committee member(s). All festival volunteers will be identified by a festival lapel badge and our parking stewards are identified by their fluorescent jackets. **Any safeguarding concern should be addressed to a member of the committee, identifiable by named lapel badges,** who will refer it to the appropriate personnel. At each venue, we have a private area where safeguarding concerns may be expressed and every problem will be taken seriously, documented and dated.
- PREPARATION FOR ATTENDANCE AT THE FESTIVAL.** Where performer(s) are entered directly by parents / guardians / carers then we post a copy of this policy to them. Where performers are entered by private teachers, schools, or other groups, we send sufficient copies of this policy to the organiser who is required to distribute it to each performer's parent / guardian / carer in order that they become partners in implementing this policy. In order to be confident that a parent / guardian / carer for each such performer has received a copy of this policy, we have received signed confirmation on the entry form from the organiser to confirm that they will pass on copies (supplied by us) to parents / guardians / carers. Where parents / guardians / carers are not personally attending with their children this policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.
- PERFORMANCE AREAS, REHEARSAL AREAS and DRESSING ROOMS.** The changing facilities for the acting classes and practice rooms are limited and are not supervised. **The children remain the responsibility of their parents / guardians / carers, or teachers.** This also applies to performance areas and public areas.
- PHOTOGRAPHS, VIDEO RECORDING and PRESS PHOTOGRAPHY.** No photography, video recording or audio recording is permitted during performances at the Festival. The exception is that press photographers and the Festival's own official photographers, may be permitted to do so at the Festival's discretion. Parents / guardians / carers who do not wish such photography or recording to take place should inform one of the festival contacts below at least 24 hours before the performance.
- 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; The 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, notably the NSPCC and Arts Council of England policy guidelines.

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