



## **Safeguarding policy**

*Implemented from 1st January 2014*

**The Safety of Children and members of 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. All the Festival's trustees, staff and volunteers have a responsibility to report concerns.**

*Norfolk County Music Festival is held in March each year and takes place in various venues. Other Festival events, such as Music Workshops and Concerts may take place at other times of the year. Where the words 'child' or 'children' are used throughout this document it also includes vulnerable adults. Where 'parent' is used it includes guardians, teachers and carers.*

### **1. Purpose and Function of the Norfolk County Music Festival**

The Festival's mission is to provide a platform for the performing Arts by amateurs of all ages and abilities in a non-competitive and friendly atmosphere. One of our key objectives is to provide an educational element and to encourage and maintain high standards through the expertise and integrity of the professional adjudicators we employ.

### **2. The Festival Environment**

It is the Festival's policy to ensure that, in co-operation with parents and teachers, the annual Festival, together with any other official NCMF organised events including concerts and workshops take place in safe and secure environments as far as is reasonable and practicable. However, we expect parents to be responsible for the entrants in their charge. All Festival classes take place in public buildings, churches and schools. Members of the public are welcome to attend festival performances. In the case of public buildings other members of the public may be present.

### **3. 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 who are identified to the Festival organisers prior to arrival at the Festival. This should be done by notifying either the Administrator or Chairman through the contact details at the end of this document. The Festival actively seeks, wherever possible, to meet all special needs, but must be aware of such needs beforehand in order to make any necessary and practicable arrangements.

4. **Festival Personnel**

With the exception of the administrator, adjudicators and accompanists, all personnel involved in the Festival including the Trustees and Stewards are volunteers. All Stewards are selected in accordance with their suitability for the duties of the required areas of supervision and all are fully aware of the Festival safeguarding policies and procedure. Festival Stewards are identified by pink / blue sashes and the name of the Senior Steward will be made known to those attending at the commencement of each session. In the case of problems any Steward may be approached and will be able to refer to an appropriate person. All problems will be dealt with confidentially and in private and will be fully documented.

5. **Preparation for Attendance at the Festival**

Those submitting entries for the Festival will be notified of the Safeguarding Policy. In addition the policy will be printed in the Festival Programme and also available for downloading from the Festival website. All parents and guardians should be aware that should they not be personally attending with their children, it is their responsibility to ensure that their children are accompanied and adequately supervised at the Festival by responsible adults acting on their behalf. Neither the Festival nor Stewards are responsible for any children who attend the Festival.

6. **Performance and Changing Areas**

It should be pointed out that Festival personnel do not supervise changing or warm up areas nor toilets. It is the responsibility of teachers/ parents to supervise children at all times. In public buildings the toilets may also be used by the general public.

7. **Photographs, Videotapes and Press Photography**

An official Festival photographer will be capturing images / video / audio which may be used on our website, on social media and in promotional material. Should parents or teachers not wish their participants included in any photographs, Press or video recording they should notify us in advance.

8. **Legislation and Guidance that Supports this Policy** The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Children's Act 2004; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice Act and Court Service Act 2000; The Protection of Vulnerable Groups Act 2006.

9. **Policy Review**

The Festival Trustees will constantly review their policy, revising and enhancing it as necessary.

10. **Contact Details** Development Officer: Laura Middleton. Tel: 07968 316265 ([info@norfolkmusic.org.uk](mailto:info@norfolkmusic.org.uk)) C/O 36 Whitlingham Hall, Kirby Road, Trowse, Norwich, NR14 8 QH Chairman: Jacque Burgess. Tel: 01603-712601 36 Whitlingham Hall, Kirby Road, Trowse, Norwich, NR14