



## **SteYning Festival policy on the safeguarding of children, young people and vulnerable adults**

### **Introduction**

SteYning Festival aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults.

This policy applies to all volunteers, and members who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults (i.e. as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom SteYning Festival encounters through its events and fundraising activities.

This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to volunteers, members and visitors that, through its implementation, SteYning Festival seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with volunteers, members, participants and contributors.

### **Aims and Objectives**

- SteYning Festival wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the festival's work brings it into contact, whilst recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents and guardians.
- While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

### **Risk Assessment**

- All volunteers that intend to, or may be put in the position of, working with children, young people or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

- A designated individual should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults.
- All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

### **Recruitment and Selection of Volunteers**

- Steyning Festival will take all appropriate steps to ensure that unsuitable people are prevented from working with children.
- Where the risk assessment has identified that volunteers are likely to have regular contact with or encounter children, young people or vulnerable adults (which might include regular processing of information), rigorous checks into their eligibility will be required.

### **Dealing with suspicions or allegations of abuse**

- Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another environment. It is essential to act quickly and professionally in all cases of suspected abuse.
- Any allegation by a child, young person or vulnerable adult against a volunteer, member, participant, or contributor should be reported immediately to the event coordinator, who will then refer to the Festival Director. In dealing with any such allegation Steyning Festival has a duty of care both to the child, young person or vulnerable adult concerned and to the member of volunteer member, participant, or contributor against whom the allegation is made. For someone who is in immediate danger or there is an emergency situation, call 999.
- A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult/child who it is alleged has been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation. The report will be passed to the relevant authorities.

## **Training and Support**

- Steyning Festival will provide biannual guidance and training on this policy. This will take place during full coordinator meetings.

## **Responsibility**

- Allegations or suspicions of abuse will be reported to the Chair of the Directors of the Festival.
- Designated individuals will be appointed by the Chair to undertake risk assessments and to investigate allegations and alert relevant authorities.
- Records will be made and kept in line with our data protection policy
- The Directors of the Festival be responsible for reviewing and updating this policy on a biannual basis