

Springboard – Brighton & Hove Performing Arts Ltd

Child Protection Policy

Working Together To Safeguard Children

Implemented from	1 July 2011 to 30 June 2012
Full name of organisation	Springboard – Brighton & Hove Performing Arts Ltd, <i>(hereinafter called the Festival)</i> 240 Cowley Drive, Brighton, East Sussex, BN2 6TH Telephone 01273 306067 email: admin@springboardfestival.co.uk
Chair	Susan Elizabeth Sheen
Company Secretary	Anthony Purkiss
Treasurer	Patrick Haworth
Venue	Brighton and Hove High School GDST, Montpelier Road, Brighton BN1 3AT
Dates	9 March – 25 March 2012
Venue	St Michael's Church, Victoria Road, Brighton
Dates	16 March 2012

1) **The main objective of the charity is:**

To advance, promote and encourage generally, and in particular by means of competitive festivals, the study and practice of the arts of Music, Speech and Drama in all their branches;

2) **The Festival Environment**

Springboard Festival is mindful of the need to safeguard all children involved in the Performing Arts Festival. Our policy is to inform and involve parents/guardians/carers and teachers in order to ensure, as far as it is reasonably practicable, a safe environment during the Festival. Venues used are listed above and are open to the public during the Festival. It is a condition of entry that children are accompanied to the venue by parents or responsible adults acting on their behalf.

3) **To Whom Does This Policy Apply**

- a. The policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the Festival Office at the address or telephone number above.
- b. In recognising the needs of children from minority ethnic groups and children who are disabled, the Festival actively seeks notification of these needs by parents/guardians/carers and/or teachers.

4) **Festival Personnel**

- a. Where Festival Personnel will be supervising children or in one-to-one contact with children at our Festival, where they will be holding children's records or making decisions about how people interact with children then they will be required to undertake a voluntary disclosure through the Criminal Records Bureau (CRB) Enhanced Disclosure prior to the start of the Festival. Those disclosures will be processed through the umbrella body which supports Springboard -The British & International Federation of Festivals, or such other body that the organisation may deem appropriate.
- b. We will ensure that all volunteers working at the Festival will be required to submit contact details and references, the details of which we will hold on file and keep to hand during the Festival.
- c. All Festival Personnel will be identified by badges, which will include their name, job description and photo identification. In case of a problem, anyone wearing a badge may be approached at any time and will be able to take you to someone who can help. All problems will be dealt with discreetly, documented and dated.
- d. All badges will be issued on a daily basis and will be signed in and signed out. We will keep a copy of this register to hand at all times during the festival.

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

It is the responsibility of all parents/guardians/carers to ensure that a responsible adult (18 years or over) must accompany any child attending the Festival at all times. This will be set out clearly as a condition to entry to the Festival.

6) **Changing Rooms, Practice Rooms and Toilet Facilities**

- a. The Festival Organisers do provide practice rooms during the Concerto Sections of the Festival at Brighton & Hove High School. It is the responsibility of all parents/guardians/carers to ensure that a responsible adult (18 years or over) must accompany any child using a practice room.
- b. The Festival will not accept any responsibility whatsoever for supervising toilet and communal facilities.

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

- a. No photography, video or sound recording by the general public is allowed at any time during the Festival.
- b. Press and Commercial Photography will be arranged during the Festival. Whenever this occurs a public announcement will be made. At this time, should anyone not wish their child(ren) to be included, then it will be their responsibility to remove their child(ren)

8) **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 Protection of Vulnerable Adults Act 2006 and any further legislation/amended legislation that may become law during the currency of this policy.

9) **Policy Review**

The Festival Organisers will constantly review their policy, improving and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals, Arts Council England and the NSPCC for support. Other agencies may also provide guidance where and when necessary. This document is annually reviewed and updated as required.