



Springboard – Brighton & Hove Performing Arts Ltd

Child Protection Policy

Working Together To Safeguard Children

Implemented from	1 July 2016 to 30 June 2017
Full name of organisation	Springboard – Brighton & Hove Performing Arts Ltd, (hereinafter called the Festival) 40 Shaftesbury Road, Brighton BN1 4NF Telephone 07599 547604 Email: admin@springboardfestival.co.uk
Chair	Susan Elizabeth Sheen
Company Secretary	Patrick Haworth
Treasurer	Dominic Nunns
Venue	Brighton and Hove High School GDST, Montpelier Road, Brighton BN1 3AT
Dates	3 March – 1 April 2017

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; the Festival provides a platform for amateur performance combined with an educational element from professional musicians and speech and drama adjudicators.

2) **The Festival Environment**

The 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. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our festival. The venue is open to the public both attending the festival, and attending the venue for other purposes during the Festival. Although the Festival uses **Brighton and Hove High School GDST** as its venue, **Brighton and Hove High School GDST** is in no way involved or responsible for running the Festival. Springboard Festival is a registered charity and is run by volunteers. **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**

- The policy relates to children (any person 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 at the time of booking. Later notification may result in us being unable to meet these needs, when with more notice we could have done so.
- In recognising and actively seeking to meet the needs of children from minority ethnic groups and children who have special needs, the Festival needs notification of these needs by parents/guardians/carers and/or teachers beforehand in order to prepare support or advise that we are unable to assist.

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Tel: **07599 547604**; Email admin@springboardfestival.co.uk Website www.springboardfestival.co.uk

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 (DISCLOSURE AND BARRING) 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, 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 and job description. 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. A private area, if appropriate, will be made available for the discussion of concerns. This will be the Administrators Office on site at the Venue. All problems will be dealt with discreetly, documented and dated, where necessary.
- 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

A responsible adult (18 years or over) must accompany any child attending the Festival at all times. Where parents /guardians /carers are not personally attending the Festival with their child(ren), this Policy requires them to ensure that their child(ren) will be accompanied to, and adequately supervised at, the Festival by a responsible adult (18 years or over), acting on their behalf, at all times. This will be set out clearly as a condition to entry to the Festival. You are supplied with a copy of this Policy so you become partners in the implementation of the Springboard Child Protection Policy. You will be sent an email copy of the Policy following your online entry or a hard copy of the Policy in response to your paper entry.

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) 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 the public will be notified. 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 so they will look to The British & International Federation of Festivals for support and that body will in turn look to other agencies for good practice, most notably the Arts Council of England and the NSPCC policy guidelines. This document is annually reviewed and updated as required.

SPRINGBOARD 2017

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