



springboard

brighton & hove performing arts festival

Child Protection Policy

Springboard – Brighton & Hove Performing Arts Ltd

Implemented from: 1 July 2017 to 30 June 2018

Full name of organisation: Springboard – Brighton & Hove Performing Arts Ltd (hereinafter called the Festival)

Springboard Festival, C/O Spofforths now Kreston /Reeves
Third Floor South,
One Jubilee Street,
Brighton,
East Sussex, BN1 1GE Telephone: 07599 547604

Chair: Jannet King
Company Secretary: Patrick Haworth
Treasurer: Dominic Nunns
Safeguarding Officer: Kathy Palmer

Venue: Brighton and Hove High School GDST, Montpelier Road, Brighton BN1 3AT

Dates: 2 March – 25 March 2018

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 adjudicators in the relevant discipline.

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 attending 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 not a childcare organisation in the full meaning of The Protection of Children Act 1999. It is a condition of entry that children are accompanied at the venue by parents or responsible adults acting on their behalf.

Festival Office: Kathy Palmer, 40 Shaftesbury Road, Brighton BN1 4NF
Tel: 07599 547 604; Email admin@springboardfestival.co.uk Website www.springboardfestival.co.uk

Springboard - Brighton & Hove Performing Arts Ltd Company No. 3747966 | Registered Charity 1078068
The festival is affiliated to The British & International Federation of Festivals For Music, Dance & Speech of which Her Majesty The Queen is Patron

3. To Whom Does This Policy Apply.

The policy relates to children (any person under the age of 16 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 relevant Section Secretary or Festival Administrator at the address or telephone number above at the time of booking. Later notification may result in us being unable to meet individual needs, when with more notice we could have done so. The Festival needs notification of these needs by parents/guardians/ and/or teachers ('Carers') beforehand in order to prepare support where possible and practicable. Carers must read the policy and confirm this by ticking the relevant box on the online entry system. This acknowledges the part they play in partnership with the Festival Organisers in the implementation of the Child Protection Policy.

4. The Festival follows a strict non-discrimination policy and all entrants are treated equally irrespective of race, gender, religion, physical/mental disability, sexual orientation, age or ethnic origin.

5. 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 Disclosure and Barring Service 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, which we will hold on file and keep to hand during the Festival. A self-declaration form is filled in by volunteers each year.
- 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 Administrator's 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.

6. 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.

7. Practice Rooms and Toilet Facilities

- a. The Festival Organisers do provide a practice room(s) during the Festival at Brighton & Hove High School. It is the responsibility of all parents/guardians/carers/teachers to ensure that a responsible adult (18 years or over) accompany any child using a practice room.
- b. There are assigned male and female toilets with the entrance clearly visible from the main foyer.

8. Photographs, Video and Press Photography

- a. No photography, video or sound recording by the general public is allowed at any time during performances or adjudication at the Festival.
- b. Press and Commercial Photography may be arranged during the Festival for use in Springboard publicity. 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). There is also an option for parents to decline permission during the entry process.

9. 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.

10. 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 2018