



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 to 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 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 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. Non-discrimination policy.

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.
- d. 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.
- e. All badges will be issued on a daily basis and will be signed in and signed out.
- f. 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 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 Carers 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

Code of Good Practice for all Festival Volunteers and Helpers

01 Good practice includes valuing and respecting children as individuals and the adult modelling of appropriate conduct. Appropriate conduct excludes bullying, shouting, racism, sectarianism, sexism or other form of discrimination.

02 It is important to avoid having physical contact with children who attend the Festival in order to enter any one or more of the various classes and competitions.

03 It is not good practice to take children home alone in a car however short the journey may be.

04 Do not make suggestive or inappropriate remarks to or about a child, even in fun, as these could be misinterpreted.

05 Those who abuse children can be of any age (even other children), gender, ethnic background or class. It is important not to allow personal preconceptions about people to prevent the appropriate action being taken.

06 It is the responsibility of every adult to prevent the physical, sexual or emotional abuse of children and young people wherever they can and to report any actual or suspected abuse that comes to light.

Note – scope for abuse will be minimized if the Festival is run with the safety of all its members in mind and sensible steps are taken in dealings with children. If an allegation is made, or concerns are raised, they should – with minimum delay – be brought to the attention of one of the persons named at the end of this document

Definitions of Abuse

The following definitions of child abuse are taken from the HM Government publication “Working Together to Safeguard Children” 2006.

1. PHYSICAL ABUSE. Physical abuse may involve hitting, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but also could be caused through the omission or failure to act to protect.

2. EMOTIONAL ABUSE. Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. SEXUAL ABUSE. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children looking at, or taking part in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4. NEGLECT. Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to

ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Advice on responding to an allegation

The following information is intended to assist you should you become involved in a potential child protection situation:

- a)** Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse, and stay calm. Take what is said seriously: it is rare for children to make false allegations.
- b)** If you can, write brief notes of what they are telling you while they are speaking – these may help later if you have to remember exactly what was said. Keep your original notes however rough: it is what you wrote at the time that may be important later, not a tidier and improved version you wrote up afterwards. If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
- c)** Never make a promise that you will keep what is said confidential or secret. If you are told about abuse you have a responsibility to report it so that action can be taken. Give reassurance that only those who need to know will be told.
- d)** Do not ask leading questions that might give your own ideas of what could have happened (e.g. "Did he do XX to you?"), just ask: "What do you want to tell me?" or "Is there anything else you want to say?"
- e)** Allow the child to continue at his/her own pace and reassure the child he/she has done the right thing in telling you.
- f)** Inform the child what you will do next and with whom the information will be shared.
- g)** Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. yourself; you could cause more damage and spoil possible criminal proceedings. That is a task for a professional person working with a Child Protection agency, and would follow a referral from the Festival's nominated Officer.

Nominated Safeguarding Officer

The Festival Officer who needs to know about any allegation of child abuse and who is responsible for taking any necessary action is:

Kathy Palmer – Festival Administrator 07599 547604
<mailto:admin@springboardfestival.co.uk>

Further information can be obtained from:

Brighton & Hove City Council Local Safeguarding Children Board

<http://www.brightonandhovelscb.org.uk/>

NSPCC Child Protection Helpline 0800 800 5000

Dept. for Children, Schools & Families

https://www.aoc.co.uk/sites/default/files/Working_Together_to_Safeguard_Children.pdf

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