



## **Petworth Festival – Safeguarding Policy**

### **1. AIM OF THIS POLICY**

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. This Policy describes the measures that will be implemented by Festival organisers to ensure the safety of children participating in and/or attending Festival events. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, and all the trustees, staff and volunteers have a responsibility to report concerns.

### **2. TO WHOM THIS POLICY APPLIES**

This policy applies to all those responsible for the Petworth Festival's operations including management, board, technical team and volunteers, to persons under the age of 18 years who are participating in or attending the Festival and to vulnerable adults. Persons under the age of 18 and vulnerable adults will hereafter be referred to as "children" in this Policy. The management of the venue where a section of the Festival is held will have no influence over the running of the Festival, except insofar as the Festival is required to meet the general conditions for the hire of the premises.

### **3. FESTIVAL PERSONNEL**

The Festival always ensures as far as is reasonably practicable that the all personnel are suitable for their positions within the organisation. All festival personnel attending each event wear visible Petworth Festival badges and are briefed on how to deal with incidents; incidents will be recorded and that record retained for 25 years; personnel will be instructed that they should not, other than in exceptional and unavoidable circumstances, allow themselves to be alone with any child.

Should it be considered that any volunteers will be in charge of or have regular contact with children then consideration will be given, in consultation with the Festival Safeguarding Officer, to obtaining a Disclosure and Barring Service (DBS) clearance; discussion of such matters and any decision taken will be minuted and the record retained.

#### **4. SUPERVISION OF CHILDREN AND VULNERABLE ADULTS**

Neither the Festival, nor the owners of the premises in which the Festival is held, will accept responsibility for the supervision of any child in any part of those premises. Parents entering children for the Festival will remain responsible for their adequate supervision at all times. Where parents are not personally attending with their children they must satisfy themselves that their children will be adequately supervised by their appointed representatives.

The Festival accepts no responsibility for the supervision of children whose only association with the Festival is their admission as members of the public to the audience.

#### **6. PHOTOGRAPHY AND RECORDING**

No form of photographic or video recording will be permitted during performances other than by the official photographer appointed by the Festival organisers.

#### **7. LEGISLATION AND GUIDANCE SUPPORTING THIS POLICY**

The Rehabilitation Of Offenders Act 1974; The Children Act 1989; The Police Act 1977; 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 Vulnerable Groups Act 2006.

#### **8. POLICY REVIEW**

The Festival Management will regularly review this Policy.

#### **9. ENQUIRIES**

All enquiries regarding this Policy should be addressed to:

Petworth Festival, Market Square House, Market Square, Petworth GU28 0AH

Email: [info@petworthfestival.org.uk](mailto:info@petworthfestival.org.uk)

Phone: 01798 343055