

EASTBOURNE PERFORMING ARTS FESTIVAL

Safeguarding Policy

Implemented from August 2022

Chairman: Mrs Beverley Potter

9 Wrestwood Avenue, Eastbourne,
BN22 0HA

Safeguarding Lead: Mrs Sophie Gurney

81 Channel View Road,
Eastbourne, BN22 7LL
01323 723538

Charity Number: 278903-R

Registered Address: 70 Kings Avenue, Eastbourne, BN21 2PD

Venue: The Winter Garden, Compton Street, Eastbourne, BN21 4BP

The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all the charity's trustees and volunteers have a responsibility to report concerns.

1. PURPOSE AND FUNCTION OF THE FESTIVAL

The object of the Festival is to advance the education of the general public in the Arts, particularly the Arts of Music, Speech and Dance, by providing a public platform for amateur performance, coupled with the assessment of that performance by professional Adjudicators.

2. THE FESTIVAL ENVIRONMENT

The Festival is held at Eastbourne Winter Garden, which is a council run venue with paid staff to support during the Festival, however, the whole of the Festival is run by volunteers.

It is our policy to inform and involve parents, guardians, carers and teachers in partnership with the Safeguarding lead in order to ensure, as far as is reasonably practicable, a safe environment at the Festival.

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to all children under the age of 18 years, and members of vulnerable groups of any age whose needs are identified to the Festival organisers on the entry forms and prior to their arrival at the Festival. This should be done by contacting the Festival Office in writing at the address shown in the heading of this document. Our Festival actively seeks, wherever, possible, to meet these needs, but we must know beforehand in order to prepare support, or let you know should we be unable to help.

4. FESTIVAL PERSONNEL

The volunteers are recruited, and approved by the Management Committee and the Safeguarding Lead, from people who have shown an interest in the Festival, and have offered to give their time. They indicate the sort of tasks that they would prefer to undertake.

Each volunteer is required to supply a written reference. All jobs have had a risk assessment to ensure that a DBS (Disclosure and Barring Services) check is carried out where necessary. These records, with the contact details of all volunteers are filed at the Festival Office. All volunteers are provided with a short job description for the duties they carry out.

The duty rota for each day is on display at the Festival venue. Each volunteer on duty will wear a badger/lanyard. The Duty Officer in charge of the session will wear a distinctive badge/lanyard. Anyone wearing a badge/lanyard may be approached in case of a problem and will be able to direct you to the responsible person who will deal with it.

At the venue there will be an office available where problems or concerns can be heard and dealt with in private. All problems will be taken seriously and will be documented and dated and held securely in the Festival Office.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

We are informing parents/guardians of this policy by the following means:

- a) A copy of this policy is included in the syllabus and the programme. Teachers are expected to take responsibility for seeing that parents, guardians or carers in charge of their pupils are aware of this Policy and to confirm acceptance of this responsibility by signing the entry form.
- b) Copies of the Policy are on display at the Festival venues and on our website www.eastbourneperformingartsfestival.co.uk

When parents/guardians/carers are not personally attending with their children/charge, this Policy requires them to be satisfied that their children/charge will be accompanied by a responsible adult acting on their behalf. This includes being taken between dressing rooms and stage.

6. PERFORMANCE AREAS AND CHANGING ROOMS

Backstage areas at the Festival will be supervised by DBS accredited volunteers. Access to these areas is prohibited except in the presence of one of the volunteers, the venue's staff or approved adult supervising children **five years and under**.

Single sex changing areas will be provided but will not be supervised.

No one may enter the changing rooms unless authorised by the DBS accredited volunteer on duty. Teachers must submit the names of their volunteers/chaperones for their Groups prior to the Festival. No admittance to the changing room will be allowed to anyone whose name has not been submitted. Proof of identification must be shown with photographic evidence such as a passport or driving licence. Only one adult/helper admittance per child is allowed in the changing room.

Supervision of children and/or vulnerable adults in all other parts of the Festival venues is the responsibility of teachers and/or parents/carers.

7. PHOTOGRAPHS, VIDEOING AND PRESS PHOTOGRAPHY

The use of all audio or visual recording equipment and of mobile phones is **strictly prohibited**. A clearly identifiable Official Photographer is available at agreed times. It is the responsibility of parents who do not wish their child to be photographed to ensure that the child does not take part when photography is in progress. We ask that the teachers for all groups are aware if there are any participants who may not be photographed and to act accordingly.

8. REPORTING AND RECORD KEEPING

All concerns during the Festival should be reported immediately to the Festival Office/Safeguarding Lead. As necessary all details and information will be obtained/recorded and taken to a higher authority if required.

9. POLICY REVIEW

The Organisers will constantly review their Policy, improving and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC and the Arts Council of England policy guidelines.

This policy runs alongside the British and International Federation of Festivals Child Protection and Online Safety Policies.

Updated January 2024