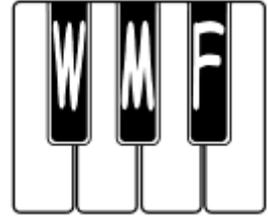


Wantage Music Festival



Implemented from 2005 **SAFEGUARDING POLICY** Revised January 2017

Wantage Music Festival Association, Challow Park, Challow Road, Wantage, OX12 9RH

CHAIRMAN: Graham Blyth SECRETARY: Helen Carter TREASURER: Gay Randall

VENUE: The Hall at Challow Park, Challow Road, Wantage, Oxon DATES: 17th-26th June 2017

PRELIMINARY STATEMENT:

The safety of children and members of other vulnerable groups 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, staff and volunteers have a responsibility to report concerns.

Throughout this Policy, where "children" are mentioned, this also includes members of other vulnerable groups and where the word "parent" or "parents" is used it includes guardians and carers.

PURPOSE AND FUNCTION OF ORGANISATION:

The objectives of the Wantage Music Festival Association are to advance, promote and encourage generally the study and practice of the art of music. In furtherance of these objectives, the Association organises an annual Music Festival, and occasional workshops, to which professional adjudicators and accompanists are invited providing a platform for amateur performance combined with an educational element.

THE FESTIVAL ENVIRONMENT:

The Festival is based in Challow Park, a private house with a purpose-built performance space. It is run entirely by volunteers. We admit members of the public to the reception and entrance areas and the performance hall. It is the policy of our Festival to inform and involve parents and teachers in partnership with the Festival organisers and helpers in order to ensure, as far as is reasonably practicable, a safe environment at our 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.

TO WHOM DOES THIS POLICY APPLY:

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

FESTIVAL PERSONNEL:

Wantage Music Festival is run entirely by volunteers. Members of the Committee and Official Festival Accompanists (referred to hereafter as Festival personnel) are recruited by recommendation from other committee members. There are short descriptions for all jobs of committee members and helpers, and these are reviewed in order to ascertain whether a disclosure from the Disclosure and Barring Service is required. Where Official Festival Accompanists rehearse at the Festival venue in the designated practice rooms, parents must satisfy themselves that their child or vulnerable adult will be accompanied by a responsible adult. All Festival personnel will sign in when in attendance at the Festival and records of their names, addresses and reference material where appropriate will held by the committee. All

Festival personnel will be identified by clearly displayed badges stating their role at the Festival. Any person wearing a badge can be approached at any time with a problem and will be able to direct you via the Festival Reception Desk to the session's designated Committee member who will deal with it. Every problem will be taken seriously, documented and dated. A private area is available for such discussions.

PREPARATION FOR ATTENDANCE AT THE FESTIVAL:

A copy of this Policy is sent out with the timings sheets to the person who sent in the entry form. It is their responsibility to ensure that all parents are familiar with its contents. If an entry is made on behalf of an entrant under 18 years old or a vulnerable adult, the Festival rules require the person submitting that entry to sign a declaration that either they are the parent or that they will ensure that the policy will be distributed to the parents. Where we do not receive that declaration, entries cannot be accepted as we dare not risk the damage that could result from failure to follow the policy. A further copy will be displayed at the Festival Reception Desk during the Festival. Where parents are not personally attending with their charges, the Policy requires them to be satisfied that their charges will be accompanied to the Festival and adequately supervised by responsible adults acting on their behalf.

PERFORMANCE AREAS AND CHANGING AREAS:

Whilst the performance hall will be supervised by Festival personnel, public areas will not be supervised. These include toilets, refreshment areas and areas outside buildings as well as those parts of the venue buildings not in use by the Festival.

Parents are responsible for ensuring their children or members of vulnerable groups are adequately supervised in areas not supervised by Festival personnel.

PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY:

All photography and video recording during adjudicated performances is prohibited. Where performers are photographed outside the performance hall, they should ensure that they have handed in their written Photo Permission Form at the Reception Desk (Permission Forms are available from the desk, or in advance of the festival through the web site). It is the parents' responsibility to ensure that any responsible adult attending with their charge(s) is aware that this form must be used at the Festival.

Press are not allowed to take photographs during performances. Where parents do not wish their charge(s) to be included in a posed press photograph, it is the responsibility of the responsible adult attending with the charge(s) to ensure that they are not included.

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 Vulnerable Groups Act 2006.

POLICY REVIEW:

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

Festival Safeguarding Officer
David Lynch, 50 Fyfield Close, Wantage OX12 8HN