

Burbage Festival (BCAF) Safeguarding Policy

30 Apr 22

Introduction

1. The Burbage Festival is a registered charity which presents an annual music and arts festival in the village of Burbage and is run entirely by volunteers.
2. These events may include some events which are intended to attract children as audience, or as participants in group activities. Examples of organised activities focussed on children include an art project (run by the local school but supported by Burbage Festival volunteer through the individual school safe-guarding policy), story-telling, puppet shows, film shows and craft workshops. Children are also welcome to join events primarily targeted at adults where this is safe and appropriate e.g. plays, music events, however, some of these events will be subject to a minimum age policy.

Statement of Intent

3. The Burbage Festival aims to ensure that all participants and audience enjoy their festival experience. The Burbage Festival is committed to creating a safe environment in which young and vulnerable people can feel comfortable, secure and respected while engaged in any of the Festival activities.
4. This Policy relates to children under the age of 18 years and any vulnerable adults attending or participating in Burbage Festival events. All, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
5. All children and accompanied vulnerable adults attending the Festival shall be the responsibility of their parent or other responsible adult. This is made clear on the Burbage Festival website.
6. Each event will have a clear statement at the point of ticket purchase (where appropriate) which states the minimum age for the specific event e.g. some comedy events are not suitable for young children, some craft workshops will set a minimum age so the child can be capable of taking part in the craft.
7. All activities will take place in public areas e.g. village park, village hall, church venue, school hall venue, club venue or pub venue. The Burbage Festival will not stage any events which involve any unsupervised, prolonged or close contact with children or vulnerable people away from other adults.
8. Tickets or instructions at all events will make it clear that all children under 16 years old are not to be left unattended at any time by their parent or other responsible adult.

Guidelines for All Burbage Festival Volunteers

9. All volunteers will be sent copies of the Burbage Festival Safeguarding Policy and any volunteer will be able to raise concerns with any member of the Burbage Festival Committee if they have any safeguarding concerns.
10. Risk assessments performed by the Festival will take into account as appropriate any specific risks to the welfare of children or vulnerable people.

11. All Festival trustees, volunteers, performers, traders and other participants are expected to show respect for all individuals' rights, safety and welfare, including those of children and other vulnerable persons.

13. Each ticketed event will have Festival Volunteers controlling entry to the event, so that only ticket holders can access. In the event that any ticket holders arriving appear under the minimum age for the event, then the parent or other responsible adult will be sensitively asked to provide confirmation of the age of the child/children. If the child/children are found to be underage for the event, then access to the event will not be granted.

14. In the extremely unlikely event that any child/children appearing to be under the age of 16 arrives unaccompanied at any Burbage Festival Event, then the child/children will not be granted access and two volunteers will stay with the child/children to re-assure them, whilst attempts are made to contact the child/children's parents or responsible adults to arrange for them to be collected. If the child/children's parents or responsible adults cannot be contacted within a reasonable time and/or if the volunteers have any concerns for the child/children's safety, then the volunteers will contact the police on 101 for guidance.

15. Festival volunteers, performers and traders should not be alone with children and vulnerable people away from, or out of sight of, other adults at any time and events will be designed to avoid this.

16. Burbage Festival Volunteers will be identified by their Burbage Festival T Shirts, which carry the BCAF logos and/or BCAF lanyards. A list of volunteers is maintained by the Burbage Festival Committee. Burbage Festival Volunteers can be approached for help at any time during any event.

17. In the event that a volunteer has any concerns about the safeguarding of a child or vulnerable adult at any Burbage Festival event, then they should bring this to the attention of the Event Lead volunteer or a second volunteer attending the event and discuss how best to make a safe and sensitive intervention to ensure the safety of the child or vulnerable adult. If concerns remain then the volunteers should contact the police on 101 for guidance.

18. Volunteers will be made aware that the Burbage Festival has appointed a Trustee as a Designated Safeguarding Officer: Sara Wykes, who is responsible for the Safeguarding Policy and the recording of any concerns raised.

19. Any issues relating to this Safeguarding Policy must be referred to the Designated Safeguarding Officer. Where this is inappropriate, notification may be made to any other member of the Burbage Festival Committee. All referrals will be treated seriously and dealt with promptly, including contacting external agencies as appropriate.

20. Records will be kept of all issues identified by volunteers and all issues raised by festival participants, and kept securely in line with Data Protection requirements.

Policy Communication and Review

21. This policy is published on the Burbage Festival website, and the Committee will also ensure it is brought to the notice of all performers, traders and volunteers. A copy will be available to Festival participants on request.

22. This policy will be reviewed annually by the Burbage Festival Committee, or more frequently where the need arises.