



OUNCLE FESTIVAL OF MUSIC AND DRAMA

CHILD PROTECTION POLICY Reviewed June 2010

Chairman ~ Andrew Spurrell Vice Chairman ~ Gwen Radcliffe Treasurer ~ Diana Awdry

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, staff and volunteers have a responsibility to report concerns.

1. Purpose and Function of Organisation

To advance the education of the public in the Arts of Music, Speech and Drama, with the educational element provided by professional adjudicators, the organisation holds an annual competitive Festival, which includes a final concert to celebrate the achievement of participants.

2. To Whom does this policy apply

Children under the age of 18 years and those vulnerable adults of any age, who are identified to the organisation prior to their arrival at the Festival. The Festival actively seeks to meet the special needs of participants notified to the Entry Secretary by parents, guardians or carers. This should be done by contacting 01832 273191.

3. The Festival Environment Venues include Oundle School , Oundle Parish Church, Queen Victoria Hall

Working in partnership with parents, guardians, carers and teachers we seek to provide a caring environment with the highest possible protection for children and vulnerable adults. The ratio of supervisors to participants in groups should be 1 to 10, unless the visits policy of the School/ Community group requires a smaller ratio.

Competitors may have to cross the road when moving between the competition rooms and other facilities, which are spread round the centre of Oundle. Festival personnel do not undertake a supervisory role and parents who are not attending with their children should satisfy themselves that their children will be accompanied to, and supervised at , the Festival by responsible adults acting on their behalf.

Should a problem occur the Door Steward should be informed, who will contact the Secretary or another Committee member without delay. A private area is also available in the Festival Office. Every reported problem will be treated seriously and will be documented and dated.

4. Festival personnel

Festival helpers can be identified by their badges. They have a role description and a copy of this policy. All jobs are reviewed regularly to ascertain whether an enhanced disclosure from the Criminal Records Bureau is required. A reference will be sought for any new helper.

5. Preparation for attendance at the Festival

It is necessary for teachers and parents to be aware of their responsibilities in entering any performers with limited physical capabilities or special needs, bearing in mind the limitations imposed by the stage and surrounding environment. It is also necessary for the teacher or parent to pass on to the adjudicator, via the organiser, any such information that would impact on the adjudicator's work.

When the timetable is published teachers/leaders will be sent a photocopyable master of this policy. The teacher/leader will be asked to sign a declaration that this policy has been passed on to parents/carers in good time for them to make any necessary arrangements. Individual junior entrants will receive a copy of the policy with their entry ticket.

6. Performance areas and Changing areas

There are public toilets and limited changing facilities, which are not supervised. A practice room is also available, which is not supervised by Festival helpers.

7. Photographs, Videotapes and Press Photography.

A condition of entry to the Festival is that no video taping or photography by any means may take place during the competitions. On occasions a Press photographer will request permission to take photographs. Parents, guardians, carers and/or teachers should inform the Festival, before attending, if a competitor is not to be approached.

The Festival may appoint an official photographer to record Festival events. Permission will be sought for the use of these images for publicity purposes.

8. The Legislation and Guidance that supports this policy:

Rehabilitation of Offenders Act	1974	The Human Rights Act	1998	The Children Act	1989
The Protection of Children Act	1999	The Police Act	1997	Criminal Justice & Court Services Act	2000
The Data Protection Act	1998	The Children Act	2004		

9. Policy Review

The organisers will review their policy annually, improving and enhancing it as necessary. In doing this they will seek advice from The British & International Federation of Festivals, who will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.