

This leaflet provides an overview of child protection and your broad responsibilities. It is not intended to replace the need for staff and volunteers to know the relevant policies and procedures.



Definitions

Staff and volunteers includes all adults working with children, in whatever capacity or setting at our Festivals, either paid or unpaid.

Children includes all children and young people under the age of 18.

Festivals includes any Federation Festival event that may be attended by children where staff and volunteers are in a position to notice possible signs of abuse because of their contact with children.

Festival Safeguarding Officer (FSO) is one or more designated persons at a Festival responsible for taking a lead role on Safeguarding for the Festival.

Reporting at Festivals staff and volunteers undertake a responsibility to report any concerns about the safety of a child to the **Festival Safeguarding Officer (FSO)**.

Head of Safeguarding (HOS) is the person responsible for taking a lead role on Safeguarding for the Federation, usually the Chief Executive Officer.

Abuse of a child or young person under 18 includes:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Signs of abuse may be obvious and sudden:

- An injury
- A child tells you they have been ill treated
- A child is showing concern about the way an adult is behaving towards them
- A child tells you about another child who is being mistreated
- An adult tells you they are concerned about the abuse of a child.

and may be **part of a bigger picture:**

- A child who is regularly dirty, unsuitably clothed or hungry
- A child who is showing unusual behaviour for their age
- A child who is isolated, distressed or angry

If you have concerns about a child:

You must ...

- Report any concerns about the safety of a child immediately to your FSO
- Record what has been noticed or said on the [Festival's Reporting Concerns Form](#). Sign and date the form and give it to your FSO
- Keep what has happened confidential to as few people as possible who need to know
- Be aware that it is not your role to investigate or talk to any parents / carers that may be involved

If a child tells you about abuse:

You must ...

- Treat what the child tells you seriously
- Reassure the child they have done the right thing by telling you
- Not question the child or put words in their mouth
- Not promise to keep what they have said a secret
- Tell the child you will have to pass on what they have said
- Not speak to the child's parents / carer
- Immediately report the information to the FSO
- Record what the child has said in their own words as far as possible on the [Festival's Reporting Concerns Form](#). Sign and date it and give it to your FSO

What happens next?

- The FSO will contact the HOS who will decide whether to refer to Children's Social Care / Local Authority Designated Officer or equivalent
- The social work team / Local Authority will then decide on further action
- The FSO / HOS should let you have some feedback
- If you feel you cannot report the concerns to the FSO you must still take action and report your concerns to the HOS at the Federation

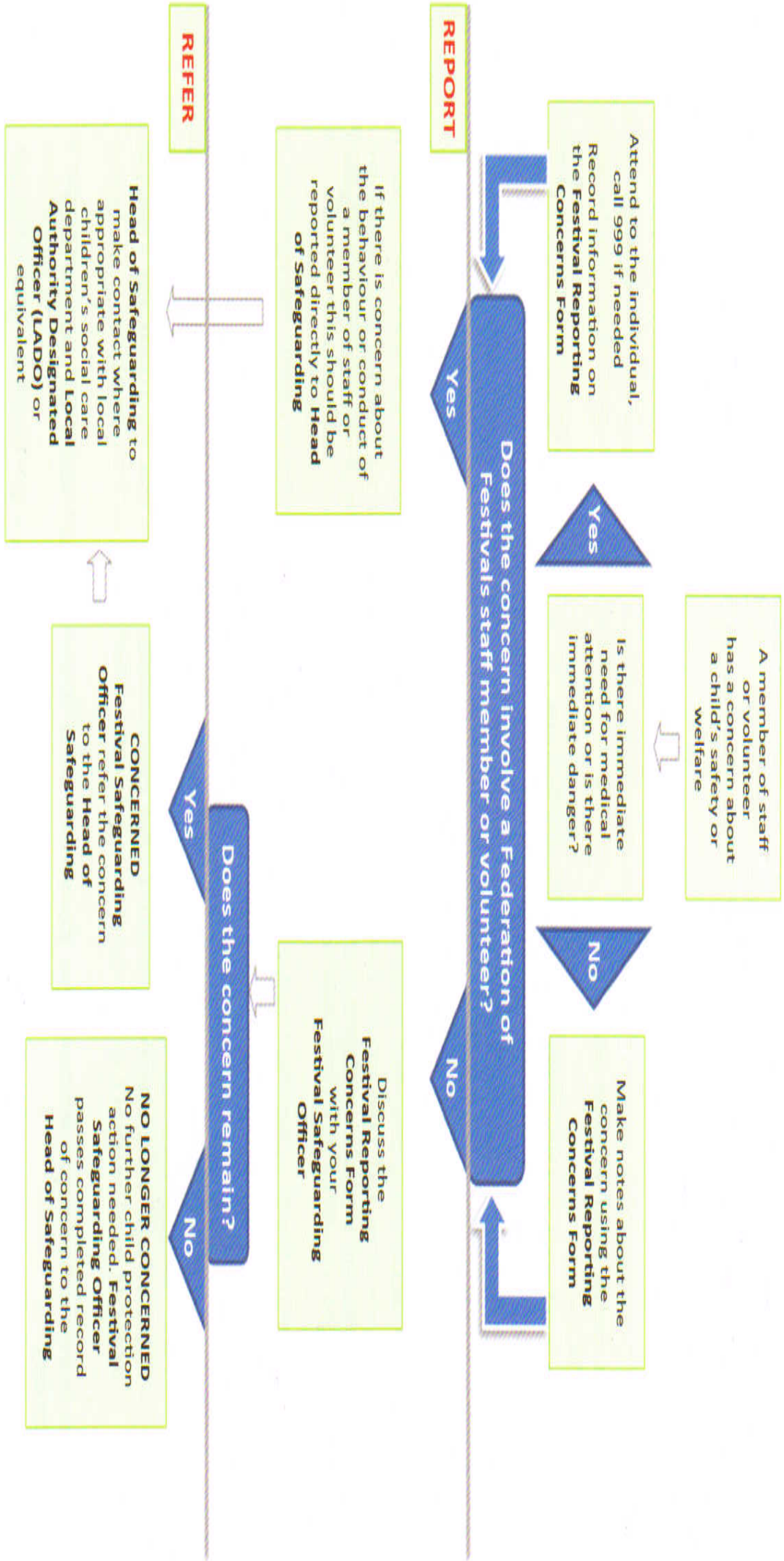
If you have concerns about the conduct of a member of staff or volunteer:

You must ...

- Report any concerns that indicate that a member of staff or volunteer may be a risk to children to the Head of Safeguarding at the Federation
- Be aware that if the concern is about the Head of Safeguarding then you must report your concerns to the Chair of the Board of Trustees of the Federation

Keep the matter confidential

What to do if you are worried about a child



The British and International Federation of Festivals

Festivals House, 198 Park Lane
 Macclesfield, Cheshire
 SK11 6UD
 01625 428297 / 611578
 info@federationoffestivals.org.uk
 www.federationoffestivals.org.uk



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