Chapel Allerton Festival (Charity No. 1129716) Child Safeguarding Policy

**Objectives of Chapel Allerton Festival**

Chapel Allerton Festival is a voluntary organisation which promotes interest and participation in the arts. It organises the annual Chapel Allerton Arts Festival, a celebration of local creative talent, for and by a diverse local community of all ages.

The Festival is managed by a committee of volunteers, which runs the Festival’s activities with sub committees and volunteer helpers. All Festival personnel are unpaid.

**Preliminary statement**

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

Chapel Allerton Festival is committed to ensuring that much of the annual Arts’ Festival’s programming is suitable for children to attend and that there are a range of activities and facilities for them.

We take our responsibility seriously to ensure that everyone who visits a Chapel Allerton Arts Festival event can do so in a safe environment. Relevant activities are risk assessed, and this includes consideration of the necessity for roles to be DBS assessed and safeguarding risks.

**Policy application**

This Policy relates to children under eighteen who attend Chapel Allerton Festival events, in whatever capacity.

In recognition of the needs of performers from all backgrounds and those who are disabled the Festival actively seeks to meet needs notified to the organisers.

**Safeguarding named person: Rob Brookes**

**Email:** rob.brooksuk@gmail.com

**Telephone number of Children’s Social Work Service (including out of hours number):**

**During Office hours**: 0113 222 4403

**Social Care- Emergency Duty team (out of hours):** 0113 240 9536

**Safeguarding Officer**

A member of Chapel Allerton Festival’s committee will act as Safeguarding Officer. He/she will:

* ensure that relevant policies and procedures are followed .
* record and ensure that any serious incidents are dealt with effectively.
* organise appropriate training in Safeguarding and Health and Safety for volunteers
* ensure the Festival has adequate Insurance in conjunction with Chapel Allerton Festival committee.
* organise the vetting of relevant personnel by DBS checks and the use of references where relevant.
* ensure safeguarding risk assessments for Festival events are carried out, in conjunction with the Festival’s event management team.

**Responsibility of Parents and Carers**

Children and adults who may be at risk, who attend Festival events, remain the responsibility of their parents, carers, teachers or a responsible adult who must ensure they are adequately supervised at all times.

**Code of Practice**

The safety of children who attend Festival events is paramount. Our volunteers undertake to do their best to provide an experience in an environment will treat everyone involved with respect, aiming to create positive atmospheres and enjoyment for all.

* Volunteers will avoid being alone with children and will endeavour to ensure appropriate supervision is available.
* Volunteers will maintain awareness around language and comments made. If they think that something that has been said may have caused offence or upset, then they will try to address it in a sensitive manner.
* Volunteers will report any concerns to their designated contact person.

**Personnel**

Each role and activity is assessed in terms of the need for DBS checks. The Arts Festival Chair(s) will be DBS checked and a record of the DBS status of volunteers will be kept.

Chapel Allerton Festival relies on volunteers to carry out its work. New volunteers may be asked to complete a volunteer agreement and written references may be requested. All volunteers will receive safeguarding training and will refer any matter of concern to their contact person who will deal with incidents or matters of concern.

Personnel on duty at the Festival and other events will be identified by the organisers. The team of head stewards will maintain a register of all volunteers and ensure that all volunteers are appropriately trained, including in the contents of this policy. Volunteers will sign in daily for duties at the Festival. During the Festival stewards will be identified by their Festival branded high-visibility jackets and uniquely numbered identity badges. The event management team (event manager, safety officer, first aiders and head stewards) will also be clearly identified by their designated high-visibility jackets.

**Incident procedures**

Anyone with a problem or concern may approach any volunteer and will be directed to a member of the event management team. All cases of injury or any other type of incident or disclosure by a child must be reported to the duty head steward who will make a record in the event incident book. The procedures for dealing with lost children (or parents) are set out in Chapel Allerton Festival’s Event Management Plan, updated annually in consultation with West Yorkshire Police and Leeds City Council Entertainment Licensing Team. A copy of this plan can be obtained on request. In the case of an emergency the duty head steward will ensure that medical attention is received or the police alerted as appropriate. The police have the power to act immediately to protect a child. The event management team will ensure information is conveyed to those people who properly need to know and only those people.

**Performance areas and assembling areas**

Stewards are in attendance at all venues but are not responsible for the supervision of performers. Parents/guardians/carers must ensure that children are adequately supervised. Changing facilities will not normally be provided. In the case of an emergency the duty head steward will ensure that medical attention is received or the police alerted as appropriate. The police have the power to act immediately to protect a child.

**Traders**

The Festival hosts food concessions and market stalls. Stallholders are asked to abide by a Code of Practice and Respect Policy whilst trading on the Festival site. (See appendix 1) We ask them to read this policy, and sign to confirm they agree with its contents. They may be asked to cease trading and leave the site if they do not abide by this policy.

**Photography, video recording**

A Festival photographer may attend different events and will make themselves known to the artists, venue hosts and audience where relevant. He/she will be visible, wearing a festival T-shirt. NO photographs of children will be taken without permission of a carer. Photographs may be used for publicity.

 **Risk Assessment**

Festival organisers have a duty of care to everyone involved at their events and may be held liable if anyone is hurt or injured because of negligence.

Chapel Allerton Festival will carry out a risk assessment for the Festival overall, and for specific Festival events when relevant.

**Dissemination and Review**

This policy will be published on the Festival’s website. Chapel Allerton Festival will review this policy annually. A copy will be sent by email to all volunteers, artists and traders.

**Useful links:**

Leeds Safeguarding Children’s Partnership <https://www.leedsscp.org.uk/>

Leeds Adults Safeguarding <https://leedssafeguardingadults.org.uk/>

Appendix 1: Signs and symptoms of abuse

**PHYSICAL ABUSE:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**NEGLECT:** Is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. Possible signs of abuse include:

Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.

* The child discloses abuse, or describes what appears to be an abusive act.
* Someone else (child or adult) expresses concern about the welfare of another child.
* Unexplained change in behaviour such as withdrawal or sudden outbursts of temper. · Inappropriate sexual awareness or sexually explicit behaviour.
* Distrust of adults, particularly those with whom a close relationship would normally be expected. · Difficulty in making friends.
* Eating disorders, depression, self harm or suicide attempts.

Appendix 2: Chapel Allerton Festival Stallholders’ Respect Policy 2023

**RESPECT POLICY 2023**

The Chapel Allerton Festival (Charity no: 1129716) (“The Organiser”) is committed to ensuring all those involved and attending its events do so in an environment which provides equality of opportunity and freedom from unlawful discrimination or abuse on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, sexual orientation or political allegiances.

This Policy aims to make the Chapel Allerton Arts Festival a welcoming family friendly occasion and to encourage full contribution from the diverse community that lives and works in and around Chapel Allerton, Leeds.

The Organiser is committed to actively opposing all forms of discrimination and abuse. Further it believes that all its stakeholders including but not exclusively its volunteers, sponsors, suppliers, stallholders, Police, performers and those attending as our guests are entitled to be treated with respect and dignity.

**Code of Practice for Stallholders**

**Stalls trading**

1. Any stallholder selling or distributing items must ensure their products comply with all Trading Standards regulations and guidance.
2. The sale or supply of alcohol and/or any item that carries a legal age restriction – such as knives, fireworks, cigarettes must not take place at any market stalls on the festival site.

**Stalls running tombola and other prize draws**

1. Regard must be had to the above
2. Should a prize, being included in a tombola or other prize draw, contain alcohol or believed to contain alcohol, the stallholder must: a) make this known to the Organiser’s Event Management Team immediately on arrival, and b) display “Check 21/Think 25” signage throughout the event.
3. In the event a person under or suspected to be under the age of 18 wins a prize containing alcohol and in the absence of the winner confirming they are over the age of 18, the prize is to be returned to the draw and the person is to be offered an alternative non-alcohol prize or redraw.

**Non trading stalls**

1. Regard must be had to the above
2. Printed material may only be given to someone who has asked for information.
3. Printed material must not be offered or handed out unsolicited.
4. Any banner, placard or poster should be worded in a manner appropriate for an event which will be attended by children.
5. Any images appearing on posters, placards, banners or literature must not be likely to cause distress or concern to anyone, and in particular children, attending the event.
6. No canvassing away from the stall for signatures in support of a petition or otherwise shall take place.
7. Loudhailers or speakers must not be used.
8. There must be no chanting or broadcasting of slogans.
9. There shall be no request for money whether voluntary or otherwise away from the stall.

Should it be that the Organiser becomes aware that any part of this Policy and Code of Practice is not being adhered to by any of its stakeholders it will seek to have the act, whether discriminatory, abusive or otherwise, addressed in a conciliatory manner.

In the event this cannot be done the Organiser reserves the right to ask that person or organisation to leave the Festival. There will be no refund of payments made to the Organiser.

Should any person or organisation have any concerns about or become aware of any breaches of this Policy and Code of Practice, this should be brought to the immediate attention of the Event Management Team.

The Organiser’s Event Management Team can be contacted via the Head Stewards.

**IF IN DOUBT PLEASE ASK**

The Chapel Allerton Arts Festival thanks you for your co-operation and support; we hope you enjoy the Festival.