

Festival organisers will need to amend this policy according to their specific venues, activities and individual programmed events for children.

*THE ***** FESTIVAL (logo)*

SAFE CHILD POLICY

AIM

The Children's Festival/Events at ***** Festival will take all reasonable steps to ensure the safety of all children within events programmed specifically for children. The ***** Festival believes that the safety of children is paramount on all occasions.

OBJECTIVES OF THE SAFE CHILD POLICY

The ***** Festival is committed to protecting children from the following:

HARM

- Injury
- Abduction
- Attack
- Emotional distress

ABUSE

- Verbal
- Physical
- Sexual
- Bullying

EXPOSURE TO INAPPROPRIATE:

- Attitudes
- Language
- Materials
- Actions

Through these objectives the ***** Festival is committed to ensuring that all possible situations are risk assessed to ascertain the level of risk involved. The ***** Festival will then endeavor to establish suitable control measures to reduce the risk to acceptable levels. Both artists and stewards must be aware of the risk assessment and control measures in place.

The ***** Festival's Safe Child Policy will be accessible to all artists and stewards and also available for inspection to all.

PROTECTING CHILDREN FROM HARM AND ABUSE

1. VENUES

Will have:

- Adequate lighting, heating and ventilation
- Supervised and controlled entry and exit
- Clear boundaries or be appropriately fenced and located away from open water
- Clearly labeled exits and fire exits
- Access to toilets and running water within a reasonable distance
- A *No Smoking* policy during all Children's and Family events
- Suitable furniture for the age range of the children
- Appropriate safety glass, handrails and non slippery floors
- Provision for the regular and safe disposal of rubbish
- Suitable levels of adult supervision at all times

2. ACTIVITIES

- Each activity and event will have a maximum number of children
- Age guidelines will be defined for all activities
- Leaders of all craft and making things activities will be expected to adhere to the "Guidelines for Working in Craft Activities Within The Children's Festival/Events". See Appendix A
- The ***** Festival has a commitment to the equality of opportunity for all children, including those with disabilities, to actively participate within its events

3. ADULT SUPERVISION

Children's events must be arranged and managed by responsible and suitable adults who have relevant qualifications, expertise and experience. The person/s with designated overall responsibility for organising events for children, must have a clearly defined role including: before, during and after the Festival.

- People working with children must not be under the influence of alcohol or drugs
- People working with children must be deemed to be medically fit
- The Festival will ensure that appropriate First Aid cover is as close as possible
- All people working with children should know the nearest First Aid point and all emergency procedures
- All people working with children should be fully briefed on all aspects of event safety and child protection issues
- No single adult should be in sole charge of any single child
- All accidents must be recorded on an *Accident Report* form
- Children under 8 years must not be left unattended
- It is inadvisable for children under 8 years to leave the event unless accompanied by a parent or carer
- All artists and stewards must take all possible steps to avoid the inappropriate handling or touching of any child

4. BEHAVIOUR MANAGEMENT OF CHILDREN

- All artists and stewards must be conversant with procedures for discipline and dealing with uncooperative children
- Corporal punishment (smacking, slapping and shaking) is illegal
- Practices that threaten, frighten or humiliate children must not to be used

- Bullying and physical abuse from one child to another, will not be tolerated
- The ***** Festival will not accept disruptive or unruly behaviour from any child which spoils the enjoyment by others

5. LOST CHILDREN

- The ***** Festival has a Lost Children Policy which is accessible to all

PROTECTING CHILDREN FROM SEXUAL ABUSE

The ***** Festival is totally committed to protecting all children, of all ages, from sexual abuse by any adult.

The Safe Child Policy at ***** Festival is *modeled upon the exemplar* Safe Child Policy produced by the AFO. The AFO's exemplar policy has been produced, following detailed research into aspects of *Child Protection and the Prevention of Unsuitable People from Working with Children and Young Persons*.

Documentation consulted for the research included:

- DfES Guidance 0278/2002: Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Services
- DfES Guidance 0780/2002:Criminal Records Bureau: Managing Demand for Disclosures
- The Criminal Justice and Court Services Act 2000
- Chapter 22 of the HSE The Event Safety Guide
- Out of School Care: Guidance to the National Standards published by OFSTED

The ***** Festival believes that it appears to be neither practically possible nor legally required, for **all** artists and volunteer stewards working within the Children's Festival/Events, to be police checked or to have a Criminal Records Bureau Disclosure. However the Children's Festival/Events Organiser/Producer (insert name) does fulfil these requirements.

The ***** Festival is confident that a *significant majority/some/more than half* of artists and volunteer stewards working within the Children's Festival/Events do fulfil these requirements.

To ensure that children are protected from both sexual and all other types of abuse, the ***** Festival reserves the right not to employ in any capacity:

- Any person with a known history of sexual abuse to children
- Any other person that they feel presents a danger or threat to the safety of children

The *** Festival will endeavor to take all reasonable steps possible, to ensure that there are no situations where any artist or volunteer steward is working within a situation where they have sole charge and unsupervised access to children.**

If any person reports any incident of unacceptable behaviour towards any child, The ***** Festival is committed to taking immediate and appropriate action, to ensure the safety of children within the Festival.

The ***** Festival is totally committed to annually reviewing its Safe Child Policy, to ensure that there is neither complacency nor negligence in its commitment to protecting children from abuse.

PROTECTING CHILDREN FROM EXPOSURE TO INAPPROPRIATE ACTIVITIES, ACTIONS, LANGUAGE AND MATERIALS

The Children's Festival/Events at ***** Festival is committed to:

- Booking performers whose acts have been viewed or who provide creditable references
- Ensuring that performers or stewards do not swear, use lewd actions or make inappropriate references to sexual or illegal activities
- Ensuring that artists and stewards avoid overt criticism or sarcasm to any child
- Providing artists with guidance about the age range of children
- Ensure that all artists and stewards avoid stereotypical attitudes, racist terminology or gender bias

Signatories including Festival Director and Named Person with responsibility for Children's Events:

ADDITIONAL INFORMATION

The ***** Festival Office Contact details:

Children's Festival/Events Organiser/Producer:

Contact details:

Professional qualifications:

Relevant experience & expertise:

Date of police check/CRB Disclosure Certificate

APPENDIX A

GUIDELINES FOR WORKING IN CRAFT ACTIVITIES WITHIN THE CHILDREN'S FESTIVAL/EVENTS

It is not possible to remove risk altogether in craft activities, but it is essential to reduce any such risk to acceptable levels by careful planning and selection of materials to be used.

- **All** people working in craft activities must be safety conscious at **all** times and activity leaders should carry out a basic Risk Assessment on their activity before arriving at the Festival.
- Stewards are present to help with activities and to minimise risk.
- Stewards will carry out regular checks on materials being used. If they are not happy with materials being used they must be withdrawn from use immediately.

THE USE OF MATERIALS AND TOOLS

1. Ensure that **all** adhesives, paints, varnishes, etc. are suitable for use with children i.e. are **non-toxic** and **non-allergenic**.
2. Check all **materials**, especially re-cycled junk materials, thoroughly for cleanliness, staples etc.
3. Be aware that some children are **allergic** to unexpected substances like sandpaper and some even react to substances, which are generally considered to be safe. The Festival informs parents via the Children's Programme that substances like sandpaper and PVA may be used.
4. Be especially careful with the use of "**sharps**" e.g. scissors, craft knives. It is best to use only round-ended scissors and restrict use of real "sharps" to adults. Consider carefully the need to use tools in your sessions, it may be safer to pre-cut the items.
5. Be constantly aware of the location of **tools**, and at the end of each session make sure that all are accounted for.
6. Hot glue guns, staple guns and other similar tools should be **kept away** from children and should only be used by adults.
7. Any possible sources of **heat** e.g. hot water, hot irons, should be kept out of the reach of children and supervised at all times. Always consider how essential such things are to the success of the activity and plan for their safe use.

(Insert name) Children's Festival Organiser/Producer.

ORGANISATIONS WHICH CAN PROVIDE USEFUL SOURCES OF INFORMATION

DfES:	www.dfes.gov.uk
HSE:	www.hse.gov.uk
Home Office:	www.homeoffice.gov.uk
Kids' Club Network:	www.kidsclubs.co.uk
OFSTED:	www.ofsted.gov.uk