



## **Safeguarding policy**

### **Preamble**

Festival Fresco strongly believes that children, young people and vulnerable adults have the right to engage with our activities in an environment free of any form of physical or emotional threat, and should never experience abuse of any kind. This policy is intended to ensure that all our activities are conducted in safe, secure environments and that any concerns about the safety and welfare of children and vulnerable adults with whom we work are dealt with rapidly, appropriately and effectively.

Festival Fresco's main focus is not on children or vulnerable adults. However, it is highly likely that we will come into contact with children and vulnerable adults as audience members and participants in outreach activities, and sometimes as musicians, staff or volunteers. This policy applies to all children and vulnerable adults involved in any of these activities.

For the purposes of this policy, a child is defined as anyone under the age of 18. A vulnerable adult is defined as anyone over 18 who for any reason is unable to take care of themselves or protect themselves from harm: this may for example include people who are frail or elderly, have learning or physical disabilities, are affected by alcohol or drug abuse, or are suffering from mental illnesses or dementia.

At present, this policy applies only to activities involving physical proximity to children and vulnerable adults. Festival Fresco is actively considering whether it is necessary to extend the policy to include online contacts. In the meantime, any safeguarding concerns about any online engagements between Festival staff, musicians or volunteers and children or vulnerable adults should of course be immediately reported to the Safeguarding Officer or his Deputy, or the lead Trustee.

This policy applies to all staff, volunteers and musicians and anyone else who works for or operates in association with Festival Fresco, in paid or unpaid roles. The Festival will ensure that the policy is communicated to all and will provide training when appropriate. However, it is the responsibility of each individual to ensure that they are familiar with the policy and know the identity of the Lead Officer, Deputy and nominated Trustee and how to contact them.

### **Policy statement**

Festival Fresco takes its safeguarding responsibility very seriously, and will always seek to keep children, young people and vulnerable adults safe by:

- valuing and respecting them and listening to their views
- ensuring that we provide a safe physical and emotional environment
- building a culture in which staff, volunteers and musicians are fully aware of safeguarding issues and take them seriously
- ensuring that children and their families and vulnerable adults are comfortable about sharing safeguarding concerns and are confident that any concerns will be taken seriously and dealt with promptly and effectively
- ensuring that all children and their families and vulnerable adults directly involved in our activities know the identity of the Safeguarding Lead Officer and Deputy and how to contact

them, and have a readily available means of contacting the nominated Trustee if they feel their concerns have been inadequately addressed.

## **Disclosure and Barring Service (DBS)**

Festival Fresco is not currently planning to register with DBS as a provider of services for children or vulnerable adults, as this is not one of our core activities; this decision will be kept under review. Nor is it a requirement for all our staff, musicians and volunteers to have DBS certification. However, many of our staff and musicians do have DBS certification through teaching or other roles elsewhere, and we will maintain a register of these staff and musicians and the period for which their certification is valid, so that we have clear information about who has and who does not have current DBS certification.

## **Actions**

- 1) The Safeguarding Officer or his Deputy will be personally present at all activities involving children or vulnerable adults, and will make themselves known before the start of the activity.
- 2) The Safeguarding Officer or his Deputy will carry out a physical safety check of the space to be used, and satisfy themselves as to the safety of the premises before any children or vulnerable adults are allowed to enter.
- 3) When interacting in any way with children or vulnerable adults, Festival staff will always work in pairs or teams. There should never be an occasion on which a member of Festival staff or a Festival musician is alone with a child or vulnerable adult (other than their own children, parents or grandparents).
- 4) At least one member of a pair and the majority of members of a team working with children or vulnerable adults will be DBS certified.
- 5) Direct engagement – for example, teaching or leading a group - with children or vulnerable adults should be undertaken only by DBS-certified staff or musicians. Other team members should play a supporting role, with as little direct engagement as possible.
- 6) All staff members, musicians and volunteers should as far as possible avoid touching children or vulnerable adults, in particular in any way that might be construed as intimate or imply a relationship other than professional.
- 7) Staff members, musicians and volunteers should never shout at children or vulnerable adults, abuse them in any way, or behave towards them in ways that might be considered frightening or threatening.
- 8) In case of any expression of concern or disclosure of abuse by a child or vulnerable adult to a Festival staff member, musician or volunteer, no promise of confidentiality may be made. Any such conversations must be immediately reported to the Safeguarding Officer or his Deputy.
- 9) If any member of staff, volunteer or musician has any concerns about the physical or emotional safety or well-being of any child or vulnerable adult, they must immediately inform the Safeguarding Officer or his Deputy.
- 10) In almost all cases, the Safeguarding Officer or Deputy will immediately inform the parent(s), guardian(s) or carer(s) of the child or vulnerable adult involved and discuss with them what has happened and the appropriate action to be taken - the only exception would be if the concern is about the behaviour of the parent, guardian or carer. Unless there are clear arguments against it, the child or vulnerable adult concerned should also be present and involved in the conversation.
- 11) The Safeguarding Officer or Deputy will confidentially discuss any complaints or concerns with the staff member, musician or volunteer concerned and decide what action to be taken. Depending on the seriousness of the case, actions may include (a) close observation of future behaviour (b) a verbal or written warning (c) a compulsory course of training (d) immediate removal from the room or venue (e) dismissal or never being used again by the Festival. The children, vulnerable adults, parents, guardians or carers concerned will not be involved in these discussions, but will be informed of the outcome.
- 12) In cases where the complaint or concern involves a parent, guardian or carer, or any third party, the Safeguarding Officer or Deputy will first satisfy themselves very clearly as to the facts of the case, then discuss it confidentially with the individual(s) concerned. Actions may include (a) a verbal warning and close observation of future behaviour (b) immediate removal from the room or venue.

13) In extreme cases, whether involving staff, musicians or volunteers, parents, guardians or carers, or third parties, action may also include reporting an incident to the Police.

## **Responsibilities**

The success of this policy depends on the attitudes of all staff, volunteers and musicians. Responsibility is shared by all.

All staff, musicians and volunteers are expected to understand their duty of care to children and vulnerable adults; at all times to consider carefully what is and is not appropriate behaviour and act accordingly; to know the identities of the Safeguarding Officer and his Deputy; and to know what action to take in case of any concerns.

Festival Fresco, and in particular the Safeguarding Officer and his Deputy, will ensure that this policy is drawn to the attention of all staff, musicians and volunteers; will as far as possible ensure that they have read, absorbed and understood it; and will ensure that it is readily available to anyone who wishes to consult it, both on the Festival Fresco website and by being prominently displayed at venues where any relevant activity is taking place.

The Safeguarding Officer and his Deputy will maintain and continuously update their knowledge and understanding of safeguarding best practice; will use this knowledge and understanding to continually keep under review and develop the Festival's safeguarding procedures; and will ensure that they know how and under what circumstances to share concerns and relevant information with any agencies who need to know. They will also maintain confidential records of any complaints or concerns which are reported, and a brief account of the action that was taken.

The Safeguarding Officer and his Deputy will maintain a confidential record of the DBS Certification of all members of staff, musicians and volunteers.

The Safeguarding Officer and his Deputy will continuously monitor the behaviour of all members of staff, musicians and volunteers used by the Festival, and will promptly, confidentially, draw to their attention any behaviours which depart from best practice.

## **Review**

This Policy will be reviewed annually. At the 2022 Review, particular attention will be given to the questions whether (1) the Festival should consider registering with the Disclosure and Barring Service as a provider of services to children and vulnerable adults and (2) whether the Festival should extend its Safeguarding Policy to include online activities.

Safeguarding Lead Officer  
Deputy  
Nominated Trustee

Andrew Kyle  
Imy Luc  
Helen Lacy