

Abingdon Music Festival Association

Registered Charity No. 1072473

Child Protection Policy (updated)

CHAIRMAN: Rosemary Joseph

SECRETARY: Janet McMullin

TREASURER: Carolyn King

Venue: School of St Helen & St Katharine, Abingdon Dates: 4/5/6 May 2012

Preliminary Statement: The safety of children and members of other vulnerable groups 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. Throughout this Policy, where "children" are mentioned, this also includes members of other vulnerable groups.

1. PURPOSE AND FUNCTION OF ORGANISATION

To advance the education of the public in the Arts, and in particular the art of music. To hold or promote annual festivals, providing a platform for amateur performance combined with an educational element from professional musicians. To present and promote public performances, concerts and recitals. To affiliate to the British & International Federation of Festivals and to further the charitable objects of the said Federation

2. THE FESTIVAL ENVIRONMENT

The Abingdon Music Festival is organised and run by volunteers. All helpers at the Festival are also volunteers. The Abingdon Music Festival Association aims, in so far as this is reasonably practical, to provide a safe environment for all attending and taking part at the festival. In particular the association will take reasonable steps to inform and involve parents, guardians, carers and teachers (as applicable) working in partnership with the association to ensure, as far as it is reasonably practicable, a safe environment at the festival. The Festival takes place in several halls all within a single building. There is no access for the public, other than for those attending the Festival

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. In recognising the needs of children from minority ethnic groups and children who are disabled, the Festival actively seeks to meet needs notified to the Festival by parents / guardians / carers and/or teachers. Details of how to contact the organisers are given in the festival syllabus, in the timing slips sent to every festival participant, and can be found at the end of this document.

4. FESTIVAL PERSONNEL

The volunteers who organise and help with the festival are recruited from personal contacts by committee members, and committee members are elected at the Annual General Meeting each year at which all 'Friends of the Festival' are eligible to attend and vote. As far as is practicable all volunteers are asked for referees, and are given job descriptions specifying

whether or not the job requires an enhanced CRB disclosure. Helpers and committee members are identified by badges. A detailed record of all helpers and their roles is retained at the front desk throughout the festival. This record is a copy of a record retained on computer and is available for review by all attending and participating at the festival. Details of how to contact the Child Protection Officer in the event of any difficulty are also retained at the front desk. A private area at the Festival venue will be allocated where any concerns may be explained and discussed. All problems or difficulties will be documented on a feedback sheet. Any follow up actions or investigations will be agreed and noted on the sheet.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

The festival rules include the requirement for children to be accompanied and supervised throughout the festival. The syllabus includes the rules and these are also posted on the festival website.. This policy will be circulated to all participants with the timing slips prior to the festival. The organisers are not responsible for the supervision of children or vulnerable adults during the festival. If the parents/guardians/carers are not personally attending the festival with their child(ren) it is required that they make satisfactory arrangements to ensure that their child(ren) will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.

6. PERFORMANCE AND PRACTICE AREAS

Practice rooms are unsupervised and are open to the public who are attending the festival. In performance and public areas there are usually festival helpers and volunteers but they are not responsible for the supervision of performers. At quieter times some performance and public areas may be completely unsupervised. During classes the adjudicator and at least one steward will be available in the performance area. Parents/guardians/carers should remain with their child(ren) throughout their attendance at the festival and should particularly be aware of the requirement for supervision of the use of practice rooms at all times.

7. PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY

Photography and videotapes are not allowed in the performance areas and this is clearly stated in the festival rules. During the festival photographs may be taken for use in publicity by press or the organisers. An announcement is made about this before the start of each class and performers or their parents/guardians/carers have opportunity to refuse permission for their photograph to be taken or used.

8. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

9. POLICY REVIEW

The organisers will review their policy each year to ensure its continuing effectiveness, improving and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

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