

The logo for St Edmund's Festival is a gold square containing the text 'ST EDMUND'S' in red and 'FESTIVAL' in white, both in a bold, sans-serif font.

ST EDMUND'S FESTIVAL

ST EDMUND'S FESTIVAL OF THE ARTS

Safeguarding and Child Protection Policy

This policy should be read in conjunction with the St Edmund's Safeguarding policy.

Function and Purpose

This Policy relates to all attendees and performers/artists and staff of Festival events.

Responsibility of Parents and Teachers

Children and vulnerable adults who attend Festival events remain the responsibility of their parents or carers (if attending as an audience member), teachers or a responsible adult acting on behalf of a teacher who must ensure they are adequately supervised at all times.

The safety of children and adults who attend Festival events is paramount. St Edmund's School staff and volunteers undertake to do their best to provide an enjoyable learning and performance experience in an environment which is safe.

Festival personnel will wear name badges. Any safety or welfare concerns should be referred to one of them. Festival personnel will be vigilant and pass on any concerns to the DSL. Each Festival event is overseen by the Head of the Festival, Sarah Rees. Sarah will refer serious matters to DSL who will record and report in line with KCSIE and Working Together to Safeguard Children legislation.

Festival personnel will receive appropriate training in Child Protection and St Edmund's Safeguarding procedures.

Online Safety

Any digital communication with parents or children should be limited to matters pertaining to the organisation of Festival events and informal contact, under the aegis of the Festival, through social media with individual parents or children should be avoided. All necessary contact should be made through St Edmund's approved methods as set out in the Safeguarding policy and Staff Code of Conduct.

Safeguarding lead

The Director of Safeguarding, Ross Underwood will be the main point of contact for safeguarding matters of the St Edmund's Festival. In his absence, Kelly French, Marie Rollison, Cath Shearer,

Sharon Scally and Julia Exley can be contacted (Safeguarding contacts can be found in the Safeguarding policy and/or on the school website). The safeguarding team will work with the festival team to ensure that the festival team:

- follows any policies and procedures which are relevant
- records safeguarding incidents on Cpoms or with the Head and Head of HR for volunteers and visitors and ensures incidents and concerns are dealt with effectively
- organises appropriate training in Child Protection and Health and Safety for festival personnel
- undertakes appropriate checks for volunteers and visitors, prepares risk assessments for each event.

Volunteers and visitors

Festival Volunteers, visitors and performers will undergo appropriate checks and training as set out in our volunteer policy and volunteer agreement.

Environment

It is the responsibility of the festival team to carry out risk assessments before events. This should include ensuring there is adequate First Aid provision and arrangements to deal with Fire Safety. They should provide oversight during the event to ensure, as far as is possible, that everyone at the event is safe.

Pupils will be supervised with the recommended adult to child ratios from the NSPCC:

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Photography and video recording (except by official Festival photography team) is not allowed.

Visitor signing in and out procedures to be arranged by the Festival team and included on individual event risk assessments.

Toilet facilities will be designated Adult or Pupil. Toilet facilities with cubicles, multi-purpose.

The use of car parks considered so that visitors do not have unnecessary access to parts of school they do not need to visit.

The use of remote/satellite buildings including supervision will be included in risk assessments.

Where designated changing or rehearsal areas are provided, it is the responsibility of festival staff to undertake a safeguarding review with the DSL as part of the risk assessment.

Volunteers who are not DBS checked (e.g. some accompanists) should not be left alone with children. They must be chaperoned by member of staff.

Due diligence will be carried out (by Festival leaders – SAR/IGS) on performing artists, including checking ID and online background checks to ensure their visit and performances are in line with St Edmund's values.

Visitors to be sent the Visiting Speaker Policy.

Alcohol is not permitted for any pupil, regardless if there are 18 and visiting the festival as a guest.

The Festival takes no responsibility for personal property at any of its venues.

Risk Assessment

The Festival team will carry out a Risk Assessment for every Festival event in conjunction with the Health and Safety manager. These Assessments will be reviewed at least once a year.

Dissemination and Review

This policy will be published on the Festival's website.

The policy will be reviewed annually by the SLT, Governor for Safeguarding and Chair of Governors.