

# Bristol Eisteddfod Association



## Bristol Festival of Music Speech and Drama

### **Child Protection Policy** (Implemented from July 2008)

The safety of children and members of 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. All the Charity's trustees, staff and volunteers have a responsibility to report concerns.

Where the word "child(ren)" is used throughout this document, it also includes vulnerable adults. Where "parent" is used it includes guardians and carers.

#### **1 Purpose and function of the Organisation**

The purpose of the Association is to advance the education of the public in the Arts and in particular the Arts of Music Speech and Drama in all their branches from professional musicians and speakers, and to provide a platform for amateur performance.

#### **2 The Festival Environment**

It is the Association's policy to ensure that, in co-operation with parents, and teachers, the annual competitive festival and an annual concert, if there is one, take place in safe and secure environments as far as is reasonable and practicable. This may involve the use of more than one venue for each section as well as for the Festival generally. The Festival venues are open to the public. The Association will use its best endeavours to inform parents, and teachers of this policy.

#### **3 To whom does this policy apply?**

This policy relates to children under the age of 18 years and members of vulnerable groups of any age who are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number at the foot of this document. In recognising the needs of children from all ethnic groups and children who are disabled, the Festival actively seeks to meet needs notified to the Festival by parents or teachers

#### **4 Festival Personnel**

The Association, Festival and the annual concert, if there is one, are run entirely by volunteers. The Management Committee members are the charity trustees of the Association and are proposed in accordance with the Association's constitution. The various section committees select and train their own volunteers to conduct the annual festival. The Association uses professional accompanists as appropriate. Short job descriptions are provided to volunteers as appropriate and all jobs are reviewed annually. The Association ensures that checks are made on all relevant volunteers through the Criminal Records Bureau (CRB). All personnel records are held by the General Secretary of the Association.

Officers of the Association and relevant stewards to whom concerns should be addressed during the Festival are identified by visible and legible coloured badges. A private area is available at each venue where concerns may be discussed. These discussions will be documented and dated.

Neither the Association nor the section volunteers are responsible for any children who attend the Festival, or who have to move between venues during it.

## **5 Preparation for Attendance at the Festival**

Parents of competitors in the Festival are sent a copy of this policy together with tickets for each section entered, either through the competitors' teachers, or direct as appropriate.

The Policy is sent so that all parents can be aware that the Association requires them either to attend the festival with their child(ren), or to satisfy themselves that their child(ren) will be accompanied to the Festival (and adequately supervised) by responsible adults acting on their behalf.

In this context the Association again makes it clear that its volunteers do not take responsibility for child(ren) at the festival.

## **6 Performance and Changing Areas**

This policy emphasises that the Association does not supervise children in the public, performance, changing areas, practice rooms, nor toilet accommodation, all of which may be open to the public. It is the responsibility of parents to supervise their child(ren) in these areas.

## **7 Photographs, Videotapes and Press Photography**

The Press, or an official photographer, may be in attendance at the Festival and Festival Concert. Their photographs may be published in the local press or festival literature. If parents do not wish their child(ren) to be photographed then the responsible adult attending with the child(ren) must ensure they are not included. Parents may approach the official photographer to photograph their child(ren); but that approach will be a private arrangement. No other photography or recording of any kind will be allowed and announcements will be made to this effect throughout the festival.

## **8 The Legislation and Guidance that Supports this Policy**

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Children's Act 2004; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice Act and Court Services Act 2000; The Protection of Vulnerable Groups Act 2006.

## **9 Policy Review**

The organisers will review this policy regularly, enhancing it as necessary in consultation with The British and International Federation of Festivals, who will, in turn, consult other agencies for good practice, most notably the NSPCC and the Arts Council of England policy guidelines.

Further information. Mrs Ann Hunt (General Secretary)  
17 Oakdale Court, Downend, Bristol. BS16 6DZ. Tel. 0117 9564935

December 2004. Amended June 2005. Revised July 2008.