

# Safeguarding Policy

## Principles

This policy is guided by the following principles:

- the safety of children and vulnerable adults is paramount, and every person attending Leicester MusicFest has the right to protection from abuse.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- all MusicFest trustees and volunteers have a responsibility to report concerns.

## Purpose and Function of the Festival

Leicester MusicFest was established to advance, promote and encourage the study and practice of the art of music. The festival provides a platform for amateur performance combined with educational and performance elements from professional artists.

## The Festival Environment

Leicester MusicFest is run entirely by volunteers. There is a Management Team whose members act as Trustees. The contact details of all Trustees are published annually in the MusicFest Syllabus and Programme, and are on our website.

The Festival is held in the City of Leicester, and this year the venue is English Martyrs' Catholic School on Anstey Lane. The venue has more than one public area, and other spaces or areas of the School may be in use by people not connected with the Leicester MusicFest. All of the festival activity takes place in one building (the School's music department), so there will be no need for any participant to move between different buildings during the festival.

Leicester MusicFest will inform and involve parents / guardians / carers and teachers so as to act in partnership with them to ensure, as far as is reasonably practical, a safe environment for the enjoyment of festival activities.

## Applicability of this Policy

This policy relates to children under the age of 18 years and also to those vulnerable adults (of any age) who are identified to the organisers prior to their arrival at Leicester MusicFest. This should be done by contacting the festival's Safety Officer, the name and contact details for whom may be found in the MusicFest syllabus and on our website. In recognising the needs of children from all ethnic groups and children who are disabled, the Leicester MusicFest actively seeks to meet needs notified to the festival by parents / guardians / carers and/or teachers.

## Festival Volunteers

The Management Team is elected each year at the Annual General Meeting. Volunteer helpers will not be taken on unless they are known personally to a Trustee or *two* trusted people have both confirmed that they are a suitable person. If any doubts are raised about someone, the Trustees will consider using the *Protection of Children Act List* process to confirm their suitability, but this process will not otherwise be used.

All MusicFest Trustees and volunteers wear a conspicuous badge. If a problem arises during the festival, all those who wear a badge will do their utmost to help. All problems will be taken seriously and will be documented and dated.

**Preparation for Attendance at the Festival**

Where parents / guardians / carers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by a responsible adult acting on their behalf.

**Toilet facilities and Practice Areas**

Leicester MusicFest will not supervise the male and female toilets within the building. Practice Rooms will not be supervised by the festival (and the festival will not take responsibility for items left in those rooms).

**Photography, Recording and the Press**

Photography, video and audio recording in any form and by any means is prohibited for any person except the official Festival Photographer during any performance and this will be strictly enforced.

Leicester MusicFest actively seeks publicity, and photographs may be taken for this purpose. Where parents / guardians / carers do not wish their children to be photographed then the responsible adult attending with those children should ensure that they are not included in any such photograph.

**The Legislation that Supports and Guides this Policy**

The Rehabilitation of Offenders Act 1974, 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.

**Reviewing the policy**

This Policy was last updated on 5<sup>th</sup> August 2021. Leicester MusicFest will continue to review this Policy and revise and enhance it as necessary. In so doing, the Management Team will look to the British and International Federation of Festivals for support. That body, in turn, will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

**Contact Information**

Safety Officer: Roxanne Gull, 1 Eastwood Road, Leicester LE2 8DD. Tel: 07886 048706 or 0116 2834968. Email: roxanegull@gmail.com

Visit our website [www.leicestermusicfest.com](http://www.leicestermusicfest.com) to enter online.