

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 main venue is English Martyrs' Catholic School on Anstey Lane, with St Andrew's Church, Jarrom Street as a secondary venue hosting our Organ events. The main venue has more than one public area, and other spaces or areas of the school may be in use by people not connected with Leicester MusicFest. All the Festival activity takes place in adjacent or near-adjacent buildings (the school's music department and Activity Studio), so there is no need for participants to move between distant areas of the premises 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 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 staff and volunteers wear a conspicuous lanyard/T-shirt. If a problem arises during the Festival, all staff and volunteers 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).

Lost Child or Missing Person Procedure

Given that the main venue has multiple public areas and may be shared with people not connected to the Festival, the following protocol must be followed if a child or vulnerable adult is reported missing:

- **Immediate Action:** Any volunteer or trustee alerted to a missing person must immediately notify the Safety Officer or other member of the Management Team.
- **Search Protocol:** Designated volunteers wearing conspicuous lanyards or T-shirts will be assigned to check the music department, Activity Studio, and adjacent buildings.
- **External Entrances:** Volunteers will be stationed at the main exits of the venue to ensure the individual does not leave the premises unaccompanied.
- **Unsupervised Areas:** Specific attention will be given to searching areas not actively supervised by the Festival, such as toilets and practice rooms
- **Documentation:** In line with our policy on handling problems, the incident—including the time reported and the resolution—will be fully documented and dated.
- **Police Involvement:** If the individual is not located within 15 minutes, or if there is an immediate concern for their safety, the Safety Officer will contact the local police.

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.

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.

Professional Conduct and Digital Communication

To maintain a safe environment, all Leicester MusicFest trustees and volunteers are prohibited from contacting child participants or vulnerable adults directly through personal channels. This includes, but is not limited to, personal phone calls, text messages, private emails, and social media platforms. All necessary communication regarding the Festival's purpose—to promote the study and practice of music —must be conducted through official Leicester MusicFest accounts or via the participant's parent, guardian, or teacher. Any instance of a volunteer attempting to establish private contact with a participant must be reported to the Safety Officer and will be documented and dated as a safeguarding concern. It is the responsibility of all volunteers to maintain professional boundaries to ensure the safety of children and vulnerable adults remains paramount.

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 2018, 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 10th January 2026. 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.
Email: info@leicestermusicfest.com

Visit our website www.leicestermusicfest.com to enter online

