

# POLICY

## SAFEGUARDING VULNERABLE PEOPLE

To be read in conjunction with the MBF Health and Safety Policy

**MACCLESFIELD  
BARNABY FESTIVAL**  
17-26 JUNE 2016

*In this Policy and its Procedures, the term "Barnaby Team" or "Barnaby Team member" refers to any person who MBF has appointed to help deliver events/exhibitions/activities, whether volunteer or paid, and all relevant contractors.*

### PRELIMINARY STATEMENT:

The safety of children and vulnerable adults 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 Barnaby Team members have a responsibility to report concerns.

**TO WHOM DOES THIS POLICY APPLY?** Children under 18 years of age and vulnerable people of any age, the Barnaby Team, artists, performers and their crews/helpers and others as appropriate.

**ENVIRONMENT:** The Barnaby Team encourages the public to be involved in events, exhibitions and activities created and/or commissioned for MBF and acknowledges the need to safeguard vulnerable people during those activities. All events/exhibitions/ activities take place at free or paid-entrance local venues, in public realm /street or open private space.

### POLICY STATEMENTS:

- An MBF Safeguarding Officer and Deputies are appointed
- Members of the Barnaby Team are always on hand at MBF Programmed events, other than the Art Trail
- All Barnaby Team members agree to observe the MBF Safeguarding Procedures
- Members of the public may approach any Barnaby Team member wearing a badge to report a safeguarding problem and will be directed to the appropriate person for advice
- All safeguarding problems reported to Barnaby Team members will be taken seriously, documented and dated
- Where DBS certificates are required, Barnaby Team members will hold enhanced certificates
- Where child(ren) arrive at MBF events/exhibitions/activities unsupervised, the Barnaby Team will infer that their visit has been sanctioned by their parents/guardians/carers and will not check unless they identify a problem
- Lost children will be passed to the Safeguarding Officer and any Barnaby Team member wearing a badge may be approached and asked to contact the Safeguarding Officer in this regard
- Where an adult attending MBF events/exhibitions/activities is seen to require support, the Barnaby Team will seek professional assistance
- Where vulnerable people have particular needs which may affect their participation, the Barnaby Team will actively seek to meet those needs, provided they are given full details prior to the start of the event and the facilities required to meet those needs are available
- This Safeguarding Policy is made available to the public via the website
- MBF has a policy on how it photographs/records events/exhibitions which is available on request

*This Policy and its Procedures is reviewed by Trustee/Directors prior to every Barnaby Festival.*

*It is published on the MBF website and can be supplied as paper copy by contacting:*

*Lynne Jones, Safeguarding Officer - mail@barnabyfestival.org.uk*

AGREED BY THE BOARD OF TRUSTEE/DIRECTORS ....21.04.2015.. (date) Review date ...April 2016

# PROCEDURES

## SAFEGUARDING VULNERABLE PEOPLE

**MACCLESFIELD  
BARNABY FESTIVAL**  
17-26 JUNE 2016

**ENVIRONMENT:** The Barnaby Team encourages the public to be involved in events, exhibitions and activities created for the MBF and acknowledges the need to safeguard vulnerable people during those activities. All events/exhibitions/activities take place at free or paid-entrance local venues, or on the public street.

**Procedures:**

- i) Most MBF activities are for public participation and the brochure and website will indicate this, including any lower age limit or advice on age suitability
- ii) Either a short outline of each activity will be displayed at the site of the activity, or the Activity Leader will explain what is involved before members of the public agree to take part. Where the full nature of the activity is not revealed for artistic purposes, this will be made explicit before the public agree to take part
- iii) No events will be programmed to take place on a 1-1 basis with under 18s

**POLICY STATEMENT:** An MBF Safeguarding Officer and Deputies are appointed

**Procedure:** The Safeguarding Officer and Deputies will meet as a team prior to events to ensure their familiarity with the types of problem that may arise and who they should contact when problems arise

**> POLICY STATEMENT:**

Members of the Barnaby Team are always on hand at MBF Programmed events, other than the Art Trail

**Procedure:** The Festival/Volunteer Co-ordinator will ensure this

**POLICY STATEMENT:** All Barnaby Team members agree to observe the MBF Safeguarding Procedures

**Procedures:**

- i) All staff contracts will include the requirement to carry out the MBF Safeguarding Procedures which apply to their work
- ii) All volunteer agreements will carry an agreement to abide by the MBF Safeguarding Procedures

**POLICY STATEMENT:** Members of the public may approach any Barnaby Team member wearing a badge to report a safeguarding problem and will be directed to the appropriate person for advice

**Procedure:** All daily briefing sheets will show the names and contact numbers of the Safeguarding Officer and Deputy(ies) for that day and all Activity Leaders will be asked to ensure that all Barnaby Team members have those numbers to hand.

**POLICY STATEMENT:**

All safeguarding problems reported to Barnaby Team members will be taken seriously, documented and dated

**Procedures:**

- i) Barnaby Team members will have easy access to a means to make essential notes and pass those notes to the Safeguarding Officer right away
- ii) The Safeguarding Officer will write up a record from the notes in the permanent Safeguarding File and take further action if necessary

**POLICY STATEMENT:** Where DBS certificates are required, paid or voluntary personnel will hold enhanced certificates

**Procedures:**

- i) All jobs/tasks, voluntary or paid will be assessed in respect of whether an enhanced DBS is required.
- ii) Where it is required, the MBF Trustee/Directors will either obtain a transferable disclosure, or accept a transferable disclosure which is current on the DBS Updating Service site.
- iii) Where DBS disclosures for paid positions are sought by MBF, the cost will be deducted from the payment made. The small admin charge for volunteers will be borne by the charity.
- iv) The DBS transferable disclosure will be checked by the Festival/Volunteer Co-ordinator at the time of appointment and on a regular basis.

**POLICY STATEMENT:** Where child(ren) arrive at MBF events/exhibitions/activities unsupervised, the Barnaby Team will infer that their visit has been sanctioned by their parents/guardians/carers and will not check unless they identify a problem

**Procedure:**

Where child(ren) are deemed by a Barnaby Team member to be too young to be attending an event unsupervised by a parent/ guardian/carer, the Team member will ask for name(s) of the child(ren) and name(s) and whereabouts of the supervising adult(s). If they cannot be located easily, the Safeguarding Officer will be asked to attend.

**POLICY STATEMENT:** Lost children will be passed to the Safeguarding Officer and any Barnaby Team member wearing a badge may be approached and asked to contact the Safeguarding Officer in this regard

**Procedure:**

Barnaby Team members will not broadcast information about lost children who are brought to them, but call the Safeguarding Officer. In the time until s/he attends, the Team member should ensure s/he is not alone with the child

**POLICY STATEMENT:** Where an adult attending MBF events/exhibitions/activities is seen to require support, the Barnaby Team will seek professional assistance

**Procedure:**

Where adult behaviour indicates the need for support, or for that s/he should be removed from a group, the Activity Leader will assess the severity of the situation, including whether the adult is alone, and summon either Ambulance, Police or the Safeguarding Officer, who may contact Ambulance/Police as necessary

**POLICY STATEMENT:** Where vulnerable people have particular needs which may affect their participating in an activity, the Barnaby Team will actively seek to meet those needs, provided they are given full details prior to the start of the event and the facilities required to meet those needs are available

**Procedures:**

- i) Where prior notice is given, the Activity Leader will assess whether a participant can take part based on the facilities and personnel available for support. Where the decision is no, the Activity Leader should, where possible, suggest some alternative
- ii) As part of their job description, Activity Leaders will be asked to be alert to any potential participant who shows signs that s/he might find difficulty with the activity but has not provided prior notice. Following discussion with the potential participant and/or parent/carer, the Activity Leader will make a decision as to whether s/he can take part

**POLICY STATEMENT:** This Policy is made available to the public

**Procedure:**

The Policy (page 1) will be made available on the website and as paper copies on request

**POLICY STATEMENT:** MBF has a policy on how it photographs/records events/exhibitions which is available on request

**Procedure:**

The Policy will be made available on request