

Macclesfield Barnaby Festival (MBF)

POLICY & PROCEDURES

Safeguarding Children, Young People & Vulnerable Adults

POLICY

1. Policy context

About the organisation and the environment

MBF is a charity encouraging the public of all ages to be involved in events, exhibitions, engagement programmes and activities (*referred to as "events"*) created and/or commissioned for the biennial Macclesfield Barnaby Festival and events throughout the year.

Events are: free or may have paid entrance; events may be ticketed or open public events; events occur within local (Macclesfield) public and private venues, the public realm, open private space, and in the built and natural environment; events are directly created and delivered by MBF and commissioned from partners; events vary in type, size, staffing levels, volunteer involvement, audience participation and theme.

As a result some events will take place within other organisations' settings and safeguarding procedure systems.

Scope of this policy

MBF acknowledges the need to safeguard vulnerable people during all events, and within the organisation in the preparation and delivery of these events. The safety of children, young people and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. This document outlines MBF's recognition of the threat of abuse, and the organisation's responsibility to ensure action is taken to create a safe environment for children, young people and vulnerable adults and all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.

This policy applies to all children under 18 years of age and vulnerable adults of any age, who are staff, trustees, contractors, volunteers, artists, participants and audience members.

This document outlines a cross-event approach to policy and the creation of procedures for each event, and links with other key documents governing those events, i.e. Health & Safety policy, Event Plans and Event Risk Assessments.

2. Policy statements

- All MBF directors, staff, contractors, volunteers and any other person engaged to help deliver events or support the organisation (*referred to as "MBF team"*), whether paid or voluntary, have a responsibility to ensure the safety and wellbeing of all children, young people and vulnerable adults and to report safeguarding concerns.
- These responsibilities will be made clear, and MBF is responsible for ensuring the MBF team receive appropriate safeguarding training, and to monitor confirmation of training and agreement to observe the policy and procedures.
- Safeguarding Policy and Procedures is the responsibility of MBF directors.
- The Safeguarding Lead for the directors is Emmanuel Botwe. The lead is responsible for providing advice and assistance to the development and application of the Safeguarding Policy and Procedure to facilitate each event.
- All staff, trustees, artist, volunteer and contractor agreements will include the requirement to carry out the MBF Safeguarding Policy and Procedures which apply to their work.
- Each event will appoint a Safeguarding Officer and Deputy. The Safeguarding Lead will act as the Safeguarding Officer when an event has not identified a Safeguarding Officer within the event safeguarding procedures and for the MBF organisation outside of events.
- Each event will create and operationalise a set of event safeguarding procedures appropriate for that event and in line with this policy.
- The risk assessments for all MBF programmed (delivered and commissioned) events will have the

contact number of a designated member of the MBF Team who can be contacted with any safeguarding concern.

- No events will be programmed to take place on a 1-1 basis with under 18s.
- All safeguarding concerns reported to MBF Team will be taken seriously, documented and dated.
- All trustees will undertake an appropriate level of safeguarding training at least every three years. This will include "Safer Recruitment" training.
- Where DBS certificates are required for specific roles, MBF Team members will hold enhanced certificates
- Where child(ren) arrive at MBF events unsupervised, the MBF Team will infer that their visit has been sanctioned by their parents/guardians/carers and will not check unless they identify a problem. 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 or contacted.
- 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

3. **About abuse**

We are fully committed to safeguarding the welfare of all children, young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm.

We recognise that children, young people and vulnerable adults suffer abuse, which can be:

- **Neglect** - adults failing to care and protect them from danger or provide adequately for their needs to develop healthily
- **Physical** - sustain bodily injury
- **Sexual**- used by adults (or peers) to satisfy sexual desires through indecent sexual activity or subjected to sexual talk and materials
- **Emotional** - when frightened by threats and taunts (bullying); when subject to excessive shouting, belittling and teasing, affecting emotional or behavioural development.

We will at all times behave in a way that demonstrates the values of the organisation by showing respect and understanding for the rights and welfare of staff, trustees, volunteers, contractors, participants and audience members. We will advocate and demonstrate that all children, young people and adults regardless of their age, sex, sexual orientation, disability, race or ethnic origin, gender reassignment, religion or belief, marital or civil partnership status, pregnancy or maternity have the same rights to protection.

PROCEDURES

1. Disclosure & Barring Service

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form. Only positions which fall under the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (available via www.gov.co.uk) are eligible for the most basic level of DBS check.

If any such role is created within MBF or its events, a DBS check must be completed (at the appropriate level) prior to any person fulfilling that role.

Regarding MBF events specifically, roles may be considered to fall under the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 if the role includes unsupervised 'access' to children, young people or vulnerable adults in the course of the role holder's normal duties.

Event safeguarding procedures must be clear as to any roles which fall under this category (ie. lost child tent, first aid provisions) and a record of appropriate checks of these post holders must be maintained. Event safeguarding plans must also be clear about abnormal 'access' to children, young adults and vulnerable adults which could occur during an event and detail procedures for dealing with these occurrences (ie. found child).

All jobs/tasks, voluntary or paid will be assessed in respect of whether an enhanced DBS is required.

2. Event safeguarding procedures

MBF's commitment to safeguarding will be translated to practice in the "event safeguarding procedures" created for each event, providing clear guidance and procedures for the MBF Team on their role and responsibilities for safeguarding at that specific event.

Each document must:

- Identify all MBF team members (staff, trustees, contractors, volunteers) and event partners.
- Describe the event environment, demonstrate activities are risk assessed and actions taken to minimise and manage risk.
- Ascertain who's safeguarding system and procedures apply.
- Identify the Safeguarding Officer, and any deputies as required, and contact arrangements for the duration of the event.
- Identify any other specific roles in relation to safeguarding, including any roles with potential unsupervised access to children, young people or vulnerable adults, e.g. first aid or lost children
- Set out training requirements for all team members, and specific training obligations for those specific roles identified.
- Set out how MBF Team members will be clearly identifiable during the event.
- Consider how marketing materials describe the event clearly and appropriately, including any lower age limit or advice on age suitability or parental supervision.
- Consider how audience members or participants will be given an outline of event activity prior to agreeing to take part or where the full nature of the activity is not revealed for artistic purposes, how this will be made explicit before the public agree to take part.
- Set out event specific reporting and documenting procedures, for the reporting of concerns.
- Lay out the way in which other key documents function together, for example the event safety or risk assessment document.

- Identify the actions to be taken in relation to the presence of unaccompanied children.
- Set out how the privacy policy in relation to filming and photography of events will be communicated to participants and audiences.
- Clearly identify those responsible for implementation of the event safeguarding procedures, training and review throughout the event.
- No event safeguarding procedures should contradict the commitments laid out in this safeguarding policy.

3. **Safe Working Practices**

Use of mobile phones, cameras and internet:

- MBF take safeguarding seriously and understand this policy is overarching. Staff and trustees should familiarise themselves with our Photography and filmography policies.

Personal mobiles and electronic devices:

- Should any electronic devices be used for any MBF sanctioned event, staff should ensure that the device is password protected so that content cannot be accessed by unauthorised users.
- It is the responsibility of the staff member to ensure that there is no illegal or inappropriate content stored or used on their device while carrying out work for MBF.

Cameras photography and images:

- Event organisers will obtain consent for photographs to be taken or published (for example, on our website or in newspapers or publications).

Internet safety:

- On MBF equipment we ensure that appropriate filters and appropriate monitoring systems are in place.

4. **Outside of events**

In the event of any safeguarding concerns being raised, the Safeguarding Officer must be contacted. Event risk assessments should contain the contact details of the Designated Safeguarding Officer.

5. **Whistleblowing**

Whistleblowing involves contacting someone, inside or outside of MBF, to report a concern. Whistleblowing can be very difficult to do. MBF has a Whistleblowing Policy. It is important that all MBF practice is open to criticism and review, and that MBF acknowledge that whistleblowing only works to make practice better. It is our hope that no person need whistleblow, and that any issues can be identified and dealt with as part of the supervisory process. If this is not the case. however, we are glad to direct people to sources of help and advice.

Each event safeguarding procedure will outline reporting, recording and whistleblowing procedure for that event.

6. **Reporting**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at MBF:

Step One

Staff should report their concerns to the Designated Safeguarding Trustee named in this document.

Step Two

The Designated Safeguarding lead will make initial investigations and then contact Cheshire East Consultation Service (CHECS) if necessary.

Step Three

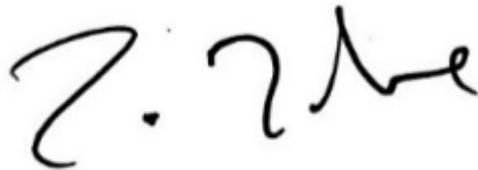
The Designated Safeguarding lead will then follow the advice provided

7. Useful Numbers:

- Cheshire East Consultation Service (CHECS): 0300 123 5012 (option 3)
- Emergency Duty Team (Out of Hours): 0300 123 5022
- Local Authority Designated Officer (LADO): 01270 685904 / 01606 288931
- Prevent referrals: Prevent Referral Process
- Police: 999 (Emergency) / 101 (Non-emergency)
- Mental Health Helpline: 0300 303 3972
- Adult Safeguarding: 0300 123 5010

Sign off

Date policy reviewed & agreed by MBF Trustees: January 2022

A handwritten signature in black ink, appearing to read 'E. Botwe', is written over the text 'Date policy reviewed & agreed by MBF Trustees: January 2022'.

Formal sign-off from Emmanuel Botwe, Trustee

Date for review: As relevant and applicable, document to be reviewed annually