

DDMFA SAFEGUARDING POLICY

1 PURPOSE AND FUNCTION OF ORGANISATION: The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Dance, in all their branches. The Association will provide a platform for amateur performance for both young people and adults. In furtherance of the object of the Association, but not further or otherwise, the Association shall:

- (1) hold or promote annual competitive Festivals.
- (2) present and promote public performances, concerts and recitals.
- (3) affiliate to the British Federation of Festivals for Music, Dance and Speech and to further the charitable objects of the said Federation.
- (4) do all such other lawful things as are necessary to the attainment of the object of the Association.

2 THE FESTIVAL ENVIRONMENT

It is our policy to inform and involve all parents/guardians/carers and teachers in partnership with ourselves as far as reasonably possible and practicable to provide a safe environment at the festival. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our festival.

Our festival is held at weekends in schools or halls. The festival has exclusive of these buildings at those times. The buildings are not open to members of the public other than those attending the festival. The festival is run by members of the association who are volunteers together with other volunteers recruited to help. The association is a registered charity.

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 whose needs are identified to the festival organisers by parents/ guardians / carers and / or teachers prior to their arrival at the festival. This should be done by contacting the General Secretary as identified in the syllabus and / or programme. In recognizing the needs of young people from minority ethnic groups and those who are disabled, our festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support - or to let you know we are unable to help.

4 FESTIVAL PERSONNEL

All members involved with the organisation and administration of the Association's activities are volunteers. Generally further members and helpers are recruited from such persons as are personally known to at least one member of the Association. A list of all stewards with names addresses and phone numbers together with the names of those nominating them will be presented to the committee for approval. A short job description and a copy of our code of practice for working with young people will be issued to each steward. Arrangements will be made to ensure that no stewards are in a position where they are alone with a young person.

Records of those working for the Festival are retained by the General Secretary, or other appointed official, and recorded in the Association's Safeguarding Register.

All Committee Members and Stewards in attendance at the festival venues can be easily identified by their badges. Should a problem arise it should be reported to a Committee Member who will take it seriously and will ensure that it is documented and dated. A private area will be designated where concerns may be expressed.

5 PREPARATION FOR ATTENDANCE AT THE FESTIVAL

The Safeguarding Policy will be distributed as follows:

1. Individual Entries: The policy will be sent out by post or e-mail together with the time- table.
2. Private teachers or group leaders with multiple entries: A single copy of the policy document together with the "teacher's letter" and timetable will be sent to those in this category. It is noted that the letter MUST be signed and returned by the teacher to say that s/he has passed on all the information to the parents.
3. Schools where the entry is a "school regulated event" where teachers or delegated parents will be coming with the pupils: Arrangements will have been made by the school to obtain parental consent. A copy of the policy will be sent to the school by post or e-mail.

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 responsible adults acting on their behalf

6 PERFORMANCE AREAS AND CHANGING AREAS

Where changing or assembly areas are provided the Association will expect responsible persons to be appointed by the individual or group entering the young people and these responsible persons will be responsible for the supervision and care of the young people. It is expected that these responsible persons will be provided at a ratio of 1 adult to 8 young people. These adults should remain with the young people at all times while they are within the assembly rooms and should be seated within the audience during performances. Where it is not possible to provide single sex changing rooms the responsible adult(s) will be present to supervise.

7 PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY

Our Festival does not permit the use of video recorders, tape recorders or cameras during competition or adjudication. All mobile phones must be switched off during the competitions.

Press Photography: Photographs taken of competitors by authorized photographers may be used for publicity for the festival. This could be in newspapers, magazines or on the DDMFA website. You will be asked to indicate your acceptance or non-acceptance on the entry form.

8 THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Children (Scotland) Act 1995; The Police Act 1997; The Protection of Children (Scotland) Act 2003; Commissioner for Children and Young People (Scotland) Act 2003; The Protection of Vulnerable Groups (Scotland) Act 2007.

9 POLICY REVIEW *The organisers will constantly review their policy revising and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support and that body, in turn will look to other agencies for good practice..*

Policy adopted 28 September 2012