



Maindee Festival Association Safeguarding Policy

1. Policy Statement

1.1 Maindee Festival Association will take all reasonable steps to ensure the safety of all children, young people & vulnerable adults participating in all activities

1.2 Maindee Festival Association believes that the safety of children, young people & vulnerable adults is paramount on all occasions.

1.3 Maindee Festival Association recognises the importance of the guidance contained within Chapter 22 of the Event Safety Guide published by the Health and Safety Executive.

2. The objectives of this policy

2.1 To protect children, young people & vulnerable adults participating in the Maindee Festival and associated events from:

HARM: Injury; Abduction; Attack; Emotional distress

ABUSE: Verbal; Physical; Sexual; Bullying

EXPOSURE to inappropriate attitudes; Language; Materials; Actions

2.2 Through these objectives Maindee Festival Association is committed to ensuring that all possible situations are risk assessed to ascertain the level of risk involved. Maindee Festival Association will then endeavor to establish suitable control measures to reduce the risk to acceptable levels. Both artists and stewards must be aware of the risk assessment and control measures in place.

2.3 This Maindee Festival Association Safe Children, Young People & Vulnerable Adults Policy will be accessible to all artists and stewards and also available for inspection to all.

3. Protection from harm and abuse

3.1 All Festival venues will have: Adequate lighting and ventilation, Adequate supervision, Access to toilets and running water within a reasonable distance; No smoking in all covered or enclosed areas; Provision for the regular and safe disposal of rubbish; Suitable levels of

adult supervision at all times.

3.2 Activities: Each activity and event will have a maximum number of participants. Age guidelines will be defined for all daytime activities where children or vulnerable people are unaccompanied by parents or carers. Leaders of all craft and making things activities will be expected to adhere to the "Guidelines for Working in Craft Activities within the Maindee Festival". See appendix A of this policy. Maindee Festival Association has a commitment to the equality of opportunity for all children, young people and vulnerable adults, including those with disabilities to actively participate within its events

3.3 Adult Supervision: Events must be arranged and managed by responsible and suitable adults who have relevant expertise and experience. A named person will have overall responsibility for organising the children's events. Workers and volunteers must not be under the influence of alcohol or drugs. Workers and volunteers must be deemed to be medically fit. Maindee Festival Association will ensure that appropriate First Aid cover is provided. All workers and volunteers must know the nearest First Aid point and all emergency procedures. Maindee Festival Association will make every effort to ensure that all people working with children, young people and vulnerable adults are fully briefed on all aspects of event safety and protection issues. All accidents must be recorded on an accident form, to be held in the Festival accident folder. Children under 8 years must not be left unattended. It is inadvisable for children under 8 years to leave the event unless accompanied by a parent or carer. All artists and stewards must take all possible steps to avoid the inappropriate handling or touching of any child

3.4 Behaviour Management: All artists and stewards must be conversant with procedures for discipline and dealing with uncooperative children. Maindee Festival Association will not accept disruptive or unruly behaviour from any child which spoils the enjoyment by others. Bullying and physical abuse from one person to another, will not be tolerated. Corporal punishment (smacking, slapping and shaking) is illegal. Practices that threaten, frighten or humiliate people must not be used

3.5 Lost Children or Vulnerable Adults: All stewards must be aware of the Lost Children or Vulnerable Adults Procedure as stated in stewards briefing notes. Children who are lost will be taken to the designated lost children's area. In most cases a lost child or vulnerable person should not be in the Festival's care for more than half an hour before being handed over to the police or Social Services.

4. Protection from sexual abuse

4.1 Maindee Festival Association is totally committed to protecting vulnerable people of all ages from sexual abuse. We require our workshop leaders to be CRB checked. It is neither practically possible nor legally required, for all artists and volunteer stewards working within the Maindee Festival, to be police checked or to

have a CRB Check

4.2 However, Maindee Festival Association is confident that a significant majority of artists and volunteer stewards working with vulnerable people at the Festival do fulfil these requirements.

4.3 To ensure that children are protected from both sexual and all other types of abuse, Maindee Festival Association reserves the right not to employ in any capacity: Any person with a known history of sexual abuse to children. Any other person that they feel presents a danger or threat to the safety of children

4.4 Maindee Festival Association will endeavor to take all reasonable steps possible, to ensure that there are no situations where any artist or volunteer steward is working within a situation where they have sole charge and unsupervised access to children.

4.5 Maindee Festival Association is totally committed to reviewing this Policy every two years, to ensure that there is neither complacency nor negligence in its commitment to protecting children from abuse.

5. Protection from exposure to inappropriate activities, actions, language and materials

5.1 The Festival is committed to: Booking children's performers whose acts have been previously viewed or who provide creditable references. Ensuring that performers or stewards do not swear, use lewd actions, or make inappropriate references to sexual or illegal activities. Ensuring that artists and stewards avoid overt criticism or sarcasm to any child. Providing artists with guidance about the age range of children. Ensure that all artists and stewards avoid stereotypical attitudes, racist terminology or gender bias

Date: April 2007

Last Reviewed: March 2024

GUIDELINES FOR WORKING IN CRAFT ACTIVITIES WITHIN THE FESTIVAL

It is not possible to remove risk altogether in craft activities, but it is essential to reduce any such risk to acceptable levels by careful planning and selection of materials to be used. All people working in craft activities must be always safety conscious and activity leaders should carry out a basic Risk Assessment on their activity before arriving at the Festival. Stewards are present to help with activities and to minimise risk. Stewards will carry out regular checks on materials being used. If they are not happy with materials being used, they must be withdrawn from use immediately.

THE USE OF MATERIALS AND TOOLS

Ensure that all adhesives, paints, varnishes etc. are suitable for use with children i.e. are non-toxic and non-allergenic. Check all materials, especially recycled junk materials, thoroughly for cleanliness, staples etc. Be aware that some children are allergic to unexpected substances like sandpaper and some even react to substances, which are generally considered to be safe. The Festival informs parents via the Children's programme that substances like sandpaper and PVA may be used. Be especially careful with the use of "sharps" e.g. scissors, craft knives. It is best to use only round-ended scissors and restrict the use of real "sharps" to adults. Carefully consider the need to use tools in your sessions, it may be safer to pre-cut the items. Be constantly aware of the location of your tools, and at the end of each session make sure that all are accounted for. Hot glue guns, staple guns and other similar tools should be kept away from children and should only be used by adults. Any possible sources of heat e.g. hot water, hot irons should be kept out of the reach of children and always supervised. Always consider how essential such things are to the success of the activity and plan for their safe use.
