

## POLICY DOCUMENT

# SAFEGUARDING CHILDREN & VULNERABLE ADULTS

In this Policy and its Procedures, the term “Stroud Fringe” or “Stroud Fringe staff and volunteers” refers to any person who Stroud Fringe CIC 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 Stroud Fringe staff and volunteers have a responsibility to report concerns.

TO WHOM DOES THIS POLICY APPLY? Children under 18 years of age and vulnerable people of any age, Stroud Fringe staff and volunteers, artists, performers and their crews/helpers and others as appropriate.

ENVIRONMENT: Stroud Fringe encourages the public to be involved in events, exhibitions and activities created and/or commissioned for Stroud Fringe and acknowledges the need to safeguard vulnerable people during those activities. All events/exhibitions/ activities take place at free local venues, in public realm /street or open private space.

### POLICY STATEMENTS:

- An Stroud Fringe Safeguarding Officer is appointed
- Members of the Stroud Fringe staff and volunteers are always on hand at Stroud Fringe events
- All Barnaby Team members agree to observe the MBF Safeguarding Procedures
- Members of the public may approach any Stroud Fringe staff member or volunteers wearing a hi-vis tabard to report a safeguarding problem and will be directed to the appropriate person for advice
- All safeguarding problems reported to Stroud Fringe staff and volunteers will be taken seriously, documented and dated
- Where DBS certificates are required, Stroud Fringe staff and volunteers will hold enhanced certificates
- Where child(ren) arrive at Stroud Fringe events/exhibitions/activities unsupervised, the Stroud Fringe staff and volunteers 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 Stroud Fringe staff member or volunteers wearing a hi-vis tabard may be approached and asked to contact the Safeguarding Officer in this regard
- Where an adult attending Stroud Fringe events/exhibitions/activities is seen to require support, the Stroud Fringe staff member or volunteers will seek professional assistance
- Where vulnerable people have particular needs which may affect their participation, the Stroud Fringe staff and volunteers 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
- Stroud Fringe has a policy on how it photographs/records events/exhibitions which is available on request

## PROCEDURES

ENVIRONMENT: Stroud Fringe staff and volunteers encourage the public to be involved in events, exhibitions and activities created for the Stroud Fringe and acknowledges the need to safeguard vulnerable people during those activities. All events/exhibitions/ activities take place at local venues, or on the public street.

### Procedure 1:

- i) Most Stroud Fringe activities are for public participation and the programme 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: A Stroud Fringe Safeguarding Officer will be appointed

### Procedure 2:

The Safeguarding Officer will meet appropriate activity/event organisers 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: Stroud Fringe staff and/or volunteers are always on hand at Stroud Fringe Programmed events

### Procedure 3:

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

POLICY STATEMENT: Members of the public may approach any Stroud Fringe staff member or volunteer wearing a hi-vis tabard to report a safeguarding problem and will be directed to the appropriate person for advice

### Procedure 4:

Briefing sheets will show the name and contact number of the Safeguarding Officer for that day and all Activity Leaders will be asked to ensure that all Stroud Fringe staff member and volunteers have those numbers to hand.

POLICY STATEMENT: All safeguarding problems reported to Stroud Fringe staff and volunteers will be taken seriously, documented and dated

### Procedure 5:

- i) Stroud Fringe staff and volunteers 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

### Procedure 6:

- 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 Stroud Fringe 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 Stroud Fringe, the cost will be deducted from the payment made. The small admin charge for volunteers will be borne by the Stroud Fringe CIC.

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 Stroud Fringe events/exhibitions/activities unsupervised, the Stroud Fringe staff and volunteers will infer that their visit has been sanctioned by their parents/guardians/carers and will not check unless they identify a problem

#### Procedure 7:

Where child(ren) are deemed by a Stroud Fringe staff member or volunteer 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 Stroud Fringe staff member or volunteer wearing a hi-vis tabard may be approached and asked to contact the Safeguarding Officer in this regard

#### Procedure 8:

Stroud Fringe staff and volunteers 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 Stroud Fringe events/exhibitions/activities is seen to require support, the Stroud Fringe team will seek professional assistance

#### Procedure 9:

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 Stroud Fringe 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

#### Procedure 10:

i) Where prior notice is given, the Activity/Event 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/Event 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/Event Leader will make a decision as to whether s/he can take part

POLICY STATEMENT: This Policy is made available to the public

Policy ratified by the Stroud Fringe CIC Directors on April 25 2017

Signed:

Lotte Lyster

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Policy to be reviewed April 2018