

Leith Hill Musical Festival

Chairman: Graham Aslet
Secretary: Liz May
Treasurer: Graham Aslet

Venue: Dorking Halls, Dorking, Surrey

Child Protection Policy (not applicable to Youth Day – see separate policy statement)

Policy approved by General Committee: 17 January 2009.

PRELIMINARY STATEMENT

The safety of children and members of other vulnerable groups 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 and all the Festival's trustees, staff and volunteers have a responsibility to report concerns. Throughout this Policy, where "children" are mentioned, this also includes members of other vulnerable groups.

1. PURPOSE AND FUNCTION OF LEITH HILL MUSICAL FESTIVAL

The Festival's objects are the study and practice of music in order to foster the public knowledge and appreciation of such music by means of public concerts, the holding of musical competitions and other activities.

2. THE FESTIVAL ENVIRONMENT

The Leith Hill Musical Festival (LHMF) was founded in 1905 and is governed by its own constitution, which has been approved by the Charity Commission. The Festival is a Registered Charity: no. 275176. It is organised and run by volunteers. All helpers at the Festival are also volunteers.

LHMF (excepting its Youth Competitions which are subject to a separate Child Protection policy) is an adults only Festival for participating member Choirs. Where, exceptionally, children under the age of 18 take part in the Festival, they do so under the supervision of parents/guardians/carers and this is a condition of their participation. It is LHMF's policy to inform and involve participating Choirs in order to ensure, as far as it is reasonably practicable, a safe, caring environment for all adults and any children taking part in the Festival.

The Festival takes place in several halls all within a single building (Dorking Halls). Dorking Halls is a public building and members of the public may be present, as well as those attending the Festival.

There will be a First Aid point located in the Foyer of the Dorking Halls.

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. In recognising the needs of children from minority ethnic groups and any who are disabled, the Festival actively seeks to meet needs notified to the Festival by parents / guardians / carers. Details of how to contact the organisers are given at the end of this document.

4. FESTIVAL PERSONNEL

The volunteers who organise and help with the Festival are members of the Festival's participating Choirs. LHMFC Committee members are elected at the Annual General Meeting each year at which all members of LHMFC are eligible to attend and vote. As far as is practicable all volunteers who are not already well known to Committee members are asked for referees. Apart from LHMFC's Trustees, no jobs within the Festival require enhanced CRB disclosure. Stewards and committee members are identified by badges. They are informed of their duties prior to the Festival. A detailed record of all helpers and their roles at the Festival is retained by the Secretary and is available for review on request. The Secretary acts as Child Protection Officer and will be in the Dorking Halls throughout the Festival and, in the event of any difficulty, can be contacted via the Committee Room.

Children in the audience are the responsibility of their parents/guardians/carers.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

LHMFC's regulations include the requirement for children to be accompanied and supervised throughout the Festival. LHMFC is not responsible for the supervision of children or vulnerable adults during the Festival. If the parents/guardians/carers are not personally attending the Festival with their child(ren) it is required that they make satisfactory arrangements to ensure that their child(ren) will be accompanied to the Festival and adequately supervised by responsible adults acting on their behalf.

This policy will be circulated to the Secretaries of all Choirs participating in the Festival and will be available for inspection in the Committee Room throughout the Festival. It will also be given to all Committee members and helpers attending the Festival.

6. PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY

Photography and videotapes are not allowed and this is clearly stated in the Festival regulations. During the Festival photographs may be taken for use in publicity by press or the organisers.

7. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

8. POLICY REVIEW

The organisers will review their policy each year to ensure its continuing effectiveness, improving and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

LHMFC may be contacted through its Secretary, Liz May, whose address is 59 Eastwick Park Avenue, Great Bookham, Surrey KT23 3LZ (Tel: 01372 458811).