

Leith Hill Musical Festival (LHMF)

Chairman: Graham Aslet

Secretary: Liz May

Treasurer: Jan Rouse

Youth Day Organiser: Felicity Hill

Venue: Dorking Halls, Surrey

Youth Day Child Protection Policy approved by the Executive Committee: 16/2/2010.

General statement: The safety of the children and vulnerable adults attending a Festival Day is paramount and all, without exception, have the right to be safe and protected from abuse.

1. PURPOSE AND FUNCTION OF LHMF YOUTH DAY

The Day's objective is to provide an opportunity for amateur youth choirs to prepare for, and perform, choral music in a public forum. This takes place in the form of a competition, with professional adjudications. The participants will develop skills in team work, listening and critical analysis, with a view to improving their musical performance. The Festival Youth Day is held on one day annually.

2. THE LHMF FESTIVAL ENVIRONMENT

The Leith Hill Musical Festival was founded in 1905 and is Registered Charity No 275176. It is organised and run by volunteers and all helpers at the Festival are volunteers. It takes place at Dorking Halls, or a local school, and the venue is identified annually. The Festival is open to the general public.

3. THE LHMF SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS POLICY

This policy is sent to you to identify responsibilities in keeping people safe at the Festival and parents/guardians/carers teachers and leaders should read it carefully when making arrangements to attend. All volunteers at the Leith Hill Musical Festival receive a copy and follow its guidelines.

- All participants will be pupils of a named school or members of a named choral group.
- Procedures for the day are sent to leaders of all participating choirs before the Festival Day and this Policy is an important part of those Procedures.
- This Policy requires that each school or group entering the Festival ensures that children and vulnerable adults are accompanied to the Festival, and supervised whilst there, by responsible adults nominated by the school or group.
- The Festival requires the teacher / leader of each choir to make this Policy available to the parents/guardians/carers of all children and vulnerable adults taking part and to return the enclosed form stating that this has been done. This is a condition of entry.

These important points are drawn to the attention of parents/guardians/carers, teachers and leaders.

- LHMF volunteers do not take responsibility for the supervision of children during the Festival.
- No unaccompanied children will be admitted to any part of the Festival.
- Children in the audience will be considered to be the responsibility of their parents/guardians.
- The Festival is committed to meeting individual needs wherever possible and the Secretary should be notified in advance of any special requirement or needs.

For your information and security on the day:

- A detailed record of all helpers and their roles at the Festival is retained by the Festival and is available for review on request.
- Badges identify stewards and committee members.
- They are informed of their duties prior to the Festival.
- A Child Protection Officer will be available throughout the Festival and details of how s/he can be contacted will be displayed.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All the Festival's trustees and volunteers have a responsibility to report concerns to the Child Protection Officer.
- The LHMF's Trustees, and Youth Day Organiser, are regularly disclosed through the Criminal Records Bureau at enhanced level.

Photographs:

- Photography and videotaping during performances is prohibited.
- Photographs may be taken by parents, the local press or the Festival itself at the end of the class.
- The festival will not seek written permissions for any group photographs it takes - it is the responsibility of the responsible adult attending with each group to know whether there are parents who do not want their children included in these photographs.
- Where this is the case, it is the responsibility of that responsible adult to remove those children from the photograph.
- Where photographs are printed in Festival promotional literature, or shown on the Festival website, no individual names will be displayed.
- The photographs will however display the name of the choir and the date of the event.

The LHMF Trustees will review the 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.

7. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

Rehabilitation of Offenders Act 1974; 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 Safeguarding Vulnerable Groups Act 2006.