

# *Open House Festival*

## **Safeguarding Children and Young People and Vulnerable Adults Policy.**

### **Statement**

Staff and volunteers in Open House Festival are committed to practice which promotes the welfare of children and young people and vulnerable adults and protects them from harm. At no point do Open House Festival staff or volunteers take on the role of primary carers and children, young people and vulnerable adults always remain the direct responsibility of their guardians or carers. Nevertheless, Open House Festival wish to ensure that all children and young people and vulnerable adults can participate in a safe environment where their welfare, health and safety, protection and security is a priority.

In the case of any concerns arising regarding a child , young person or vulnerable adult's welfare then the matter will be taken seriously and acted on immediately.

Festival Staff including volunteers will always adhere to the highest standards in relation to child protection and the protection of vulnerable adults. Any case of poor practice should be reported to the Open House Festival safe guarding contact -Janet Hughes. All Open House Festival Staff and volunteers will be required to demonstrate exemplary behaviour to protect themselves from false allegations

We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

### **Open House Festival are committed to the following to ensure the safeguarding of Children, Young People and Vulnerable Adults:**

- Following carefully the procedures laid down for recruitment and selection of staff and volunteers including all necessary checks are made;
- Valuing and listening and respecting children, young people and vulnerable adults;
- Providing effective management for staff and volunteers through supervision, support and training;
- Reporting concerns to statutory agencies who need to know
- Adopting safeguarding children and young people and vulnerable adults guidelines through a code of conduct for staff and volunteers;



- Sharing information about safeguarding children and young people and vulnerable adults and good practice with children, young people, parents, staff and volunteers;
- Ensuring safety procedures are adhered to.

### **Code of Conduct**

The following code of conduct will be promoted to create a positive culture and climate:

- Ensure that members of staff and volunteers are identifiable this may be through the use of Open House Festival T Shirts, Lanyards and High Visibility Vests.
- Staff and Volunteers are ambassadors for Open House Festival and themselves and a role model for children and young people. Everything that they do should reflect this.
- Anyone working with children, young people or vulnerable adults will not be under the influence of drugs or alcohol
- All language and conversation will be appropriate
- Treat all children, young people and adults with respect.
- Never reprimand or shout at a child young person or vulnerable adult
- Avoid being alone with a single child young person or vulnerable adult
- Do not initiate physical contact with a child, young person or vulnerable adults
- If a child, young person or vulnerable adult needs first aid send them to the designated first aider
- If something a child, young person or vulnerable adult tells you leads you to suspect they are being abused, you are obliged to report your concerns by following the guidance below and by reporting your concerns to the Open House Festival safe guarding contact Janet Hughes

### **Open House Festival policies relating specifically to Open House Festival Events:**

- Children are not permitted after 8pm at festival events that take place in licensed premises
- Open House Festival are not able to provide specialist care and support for people who have special needs or who are unable to care independently for themselves or



to take responsibility for looking after children and young people under the age of 18.

- Children and vulnerable adults attending festival events are the responsibility of their teachers/parent / guardians/ carers and must always be accompanied and supervised by an adult or carer.
- Youth and school groups attending our events will be accompanied by a named worker from their organisation
- No unauthorised photography audio or video recording of children and young people or vulnerable adults is allowed at Open House Festival Events.
- Some children young people or vulnerable adults may have specific needs to take attend an Open House Festival Event. If this is the case, we ask the responsible teachers/parent / guardians/ carers to contact Open House Festival organisers prior to arrival. Open House Festival actively seeks wherever possible to meet these needs but must know beforehand to prepare support or advise that help cannot be provided on this occasion.

Festival publicity materials should make it clear that the festival has these policies regarding children, young people and vulnerable adults:

### **Child and Vulnerable Adult Protection Procedure:**

It is not the responsibility of Open House Festival Staff or volunteers to decide whether abuse has taken place. Open House Festival recognises that it is always possible that a child or young person or vulnerable adult that is suffering abuse may disclose it to a member of Open House Festival Staff or a volunteer. Where possible a member of the Open House Festival Management team should be involved immediately.

In the event of a disclosure:

- Do not offer confidentiality. At the first opportunity explain that the information will have to be shared with others. Reassure that it will only be shared with people that need to know and that should be able to help.
- Stay close to a co-worker in eye contact if possible.
- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell their story at their own speed and only ask questions for clarification.
- The child, young person or vulnerable adult should be reassured that they did the right thing in telling someone



- The child, young person or vulnerable adult should be told what is happening next.
- The person with designated child protection responsibility should be informed. It is that persons responsibility to liaise with the relevant authorities.
- As soon as possible a note should be made of what was said using the child's own words
- If there are any concerns about the immediate safety of a child, young person or vulnerable adult then the police must be contacted without delay
- Note the date time any names that were involved or mentioned and who the information was given to. Sign and date the record.

Policy written by:

Policy reviewed on:

Approved by:

Effective from:

For attention of: Members of the Senior Management Team, Management and action by: Committee/Group; managers and leaders; staff and volunteers; children and young people, vulnerable adults, parents, carers and visitors.

