

# Creating Safer Festivals for Everyone

The Federation and its member Festivals use the following policies and procedures to provide safer festivals for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival: Contact: [safeguarding@suffolk-festival.org.uk](mailto:safeguarding@suffolk-festival.org.uk)
3. Best practice advice in the form of Safe Working Practice leaflet, Festival Child Protection leaflet, and any other guidance produced by the Federation. This advice is supported by support and training for all Festival staff and volunteers. Guidance includes clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new staff and volunteers responsible for providing safe environments for everyone attending/performing at a Federation Festival.
5. All Festival personnel wear a badge to identify their roles. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival badge. All reported incidents will be handled in accordance with the Safe Working Practice and Festival Child Protection best practice advice. In addition, we will ensure the availability of a quiet area / room where concerns can be expressed in private.
6. For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are

unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, practice and changing areas that may be provided. The Festival cannot take any responsibility for property left unattended.

7. We do not permit any unauthorised photography at our Federation Festivals. For further information on what is and is not authorised, please contact the Festival Safeguarding Officer or anyone wearing a festival badge. If any child, young person or parent/carer is concerned about any photography or recording taking place at an event, please contact the Festival Safeguarding Officer, who will be pleased to discuss this matter with you.
8. Some children and adults with support needs may need help in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the Festival Organisers prior to arrival. The Festival aims to meet these needs wherever possible but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
9. The Festival's Child Protection Policy and its approach to Creating Safer Festivals for Everyone are published explicitly in our Syllabus, Programme and Website. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or adults of any age who may require additional support) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.