

Cranbrook Music,Dance &Drama Festival
CHILD AND VUNERABLE ADULT PROTECTION POLICY

Effective from 12th July 2008

Jane Coleman Chairman

Valerie McDonald Secretary/Festival Director

John Andrews Treasurer

VENUE Dulwich Prep School Cranbrook

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 reported swiftly and appropriately and all charity's trustees, staff and volunteers have a responsibility to report concerns.

1.The object of the Cranbrook Music, Dance & Drama Festival (CAF) is to offer a platform for amateur performance combined with an educational element in the fields of music, dance and speech, in particular by holding an annual performing arts festival. The chosen adjudicators use an agreed artistic standard set out by The British & International Federation of Festivals against which the competitors are willing to be measured.

2.The Festival, which is run by a Committee of volunteers, aims to provide as far as is reasonably practicable a safe and welcoming environment for all participants.

3. The policy relates to children under the age of 18 years and those vulnerable adults who are identified to the organisers prior to their arrival at Festival events. This should be done by contacting the address or telephone number at the foot of this document. In recognising the needs of children from all ethnic groups and children who are disabled, the festival actively seeks to meet needs notified to the festival by parents/guardians/teachers and or carers.

4.This Policy is sent out to parents, guardians, carers and teachers in order to to inform you of your involvement in your child(ren)s participation at the Festival. Where parents are not attending with their child(ren), this Policy is sent to make it clear that you should ensure that you are satisfied that your children are accompanied to the festival and supervised by responsible adults acting on your behalf.

5.All Festival personnel are either members of the (CAF) Committee or are personally known to a member or members of the Committee, by whom they are considered suitable for the duties they undertake.The committee will hold a record of all personels address's and referees. Festival personal working backstage and have access to dressing rooms will all have undertaken an enhanced disclosure from the Criminal Records Bureau.

6.Volunteer stewards at Festival events can be recognised by thier official badge, bearing their name, which has been provided by the Festival and anyone wearing a badge can be approached in case of a problem. Please make sure you know

who the officials are in case any problems should arise over the course of the festival. Every problem will be dealt with discreetly and documented and dated.

7. Whilst at Festival venues, children under 18 years and vulnerable adults remain the responsibility of their parents/guardians/teachers or responsible adult in charge of them who should ensure that they are adequately supervised at all times. Please note that it is the responsibility of the parent/guardian/teachers to escort them to the designated halls within the grounds of Dulwich Prep School for individual classes.

8. Parents/guardians/teachers or the responsible adult in charge should not allow children to stray from the areas within a venue which are designated for Festival use or available to the general public. They must accompany any children who wish to use warm up/changing rooms.

9. We regret that no photography or video recording is allowed but an authorised photographer **may** be available and will have been CRB checked through the Festival.

10. The Festival Committee is responsible for this policy and its implementation and will ensure that it is regularly reviewed. Copies will be sent to teachers making entries and will accompany the Syllabus and Programme and be published on the website. The legislation on which this policy is based is: 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 and The Protection of Vulnerable Groups Act 2006.

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