



## Safeguarding Policy

*March 2019*

<i>Chairperson -</i>	<i>Kevan Chambers, Grove Hill, Old Edinburgh Rd., Minnigaff, Newton Stewart DG8 6PL</i>
<i>Secretary -</i>	<i>Judith Butcher</i>
<i>Treasurer -</i>	<i>Roseanne Service</i>
<i>Safeguarding Co-ordinator -</i>	<i>Kevan Chambers. Tel: 01671 404306</i>
<i>Dates -</i>	<i>11 – 16 March 2019</i>
<i>Venues -</i>	<i>St Ninian's Church Hall Castle Douglas Primary Penninghame Primary School, Newton Stewart The Cinema, Newton Stewart The Ryan Centre, Stranraer</i>

**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. ALL GALLOWAY MUSIC FESTIVAL VOLUNTEERS HAVE A RESPONSIBILITY TO REPORT CONCERNS TO A COMMITTEE MEMBER ON DUTY OR TO THE CHILD PROTECTION OFFICE BEARER (IF SHE IS AVAILABLE). IN THIS INSTANCE, THE CHILD OR MEMBER OF OTHER VULNERABLE GROUPS WILL RECEIVE MINIMUM QUESTIONING AND WILL NOT BE PROMPTED IN ANY WAY. ALL INFORMATION RECEIVED WILL BE NOTED IMMEDIATELY ON THE SAFEGUARDING POLICY INCIDENT RECORD SHEET AND THE RELEVANT AGENCIES WILL BE CONTACTED AS NECESSARY - TELEPHONE NUMBERS CAN BE FOUND ON THE INCIDENT RECORD SHEET.**

**A COPY OF THIS POLICY IS GIVEN TO EACH COMMITTEE MEMBER FOR THEIR REFERENCE AND A COPY WILL ALSO BE HELD AT EACH VENUE ALONG WITH INCIDENT RECORD SHEETS.**

### PURPOSE AND FUNCTION OF THE ORGANISATION

The Galloway Music Festival (The Festival) promotes and encourages amateur performers in the Arts by providing a platform for performance for Musicians, Vocalists and Speakers combined with an Educational input from Professional Adjudicators.

### THE FESTIVAL ENVIRONMENT

The Festival is held at the above venues. When taking place in a school, the Festival is run by the Festival Committee and not the school (see FESTIVAL PERSONNEL). It is the policy of the Festival to inform and involve parents, guardians, carers and teachers in partnership with you to create as far as is reasonably practical, a safe environment at the Festival venues. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our festival. Office bearers, committee members and stewards operate on a voluntary basis. Adjudicators and official accompanists provide their services on a professional basis. All Festival venues are open to members of the general public. A copy of this Policy is available at each venue and is also available to view online: [www.gallowaymusicfestival.org.uk](http://www.gallowaymusicfestival.org.uk).

### TO WHOM DOES THIS POLICY APPLY?

This policy relates to children under the age of 18 and members of other vulnerable groups of any age whose needs are identified to the Festival organisers prior to their arrival at the Festival venue. This should be done by contacting the Safeguarding Co-ordinator (details above). The Festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support or to inform that we are unable to assist.

### FESTIVAL PERSONNEL

Committee members are elected at the Festival AGM - additional members may be co-opted at any time. Stewards and volunteers are appointed by the Festival committee. Adjudicators and accompanists are appointed by the committee from known and qualified individuals. All committee members and stewards will be identified by wearing suitable badges. Anyone wearing a badge may be approached and will be able to give directions to the appropriate committee member who will deal with any problems. A register of volunteers is held and all volunteers will sign in each day they are on duty. Every problem identified to Festival personnel will be taken seriously and will be properly documented and dated.

### PREPARATION FOR ATTENDANCE AT THE FESTIVAL

Those who have submitted entries through music teachers will be notified of this Safeguarding Policy by their music teacher. Individual entrants will be notified by e-mail or letter by our Entries Secretary. The tear-off reply slip must be completed and returned to the Entries Secretary to acknowledge receipt of this policy. Failure to do this will cancel the entry. This Policy is also available to view online: [www.gallowaymusicfestival.org.uk](http://www.gallowaymusicfestival.org.uk). The date, time and venue of the class entered are detailed in the festival programme. Particular attention will be drawn to the requirement that supervision of all children and members of other vulnerable groups who attend in any capacity is the responsibility of parents/guardians/carers who should ensure that their children or members of other vulnerable groups accompanied and supervised by a responsible adult acting on their behalf at all times.

### PERFORMANCE AREAS AND PRACTICE AREAS

Stewards will be in attendance at all Festival venues and are not responsible for the supervision of performers. Parents/guardians/carers must ensure that their children or members of other vulnerable groups are adequately supervised.

### PHOTOGRAPHY, VIDEO AND AUDIO RECORDING, DIGITAL RECORDING AND PRESS

#### PHOTOGRAPHY

Photography, videoing or tape recording of any kind is not permitted within the Festival venues. The Press are permitted to photograph performers between or after competition when parents/guardians/carers or teachers are available to supervise. When parents/guardians/carers do not wish photographs to be taken, they are responsible for ensuring that their children or vulnerable adults are not included in press photography.

### THE LEGISLATION AND GUIDANCE WHICH SUPPORTS THIS POLICY

The Children (Scotland) Act 1995

The Police Act 1997

The Protection of Children (Scotland) Act 2003

Commissioner for Children and Young People (Scotland) Act 2003

The Protection of Vulnerable Groups (Scotland) Act 2007.

### POLICY REVIEW

The Festival organisers will review this policy before and after Festivals, revising and enhancing 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.