

INVERCLYDE MUSIC FESTIVAL ASSOCIATION

SAFEGUARDING POLICY IMPLEMENTED FROM NOVEMBER 2012 (reviewed June 2017)

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Full Name of Organisation	Inverclyde Music Festival Association, Greenock Scottish Charity No SC022119
Chairman's Name and Address	Mrs Isabella Lind. 1, Margaret St., Greenock PA16 8AS
Venue	Greenock Town Hall, Lyle Kirk (Union St), Greenock Lyle Kirk (Newark St), Greenock
Dates	22 nd January – 3 rd February 2018

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, responded to swiftly and appropriately and all the Festival's organisers and volunteers have a responsibility to report concerns.

1. PURPOSE AND FUNCTION OF ORGANISATION

The purpose of the Inverclyde Music Festival Association is to encourage a platform for performance in Music, Speech and Scottish Country Dancing for amateur performers, both juvenile and adult at an annual competitive Festival, held during January / February each year. Each class will be adjudicated by an appropriate professional adjudicator, who in his / her adjudication will offer comment and support to performers both orally and in a written adjudication.

2. THE FESTIVAL ENVIRONMENT

Classes will be held in :
Greenock Town Hall Buildings, both the Town Hall and Saloon
Clydeview Academy, Gourrock may be used for some classes
Lyle Kirk (Union St Building, Greenock), will be used for some classes
Lyle Kirk (Newark St., Building Greenock) will be used for Bagpiping classes.

It will be clearly stated in the Programme where individual events take place.
All events are open to the public and an entrance fee for members of the audience is charged.

The Festival is organised by a committee of volunteers, assisted during the Festival by a number of others who undertake stewarding and other duties. The organisers and volunteers receive no remuneration whatsoever.

It is the policy of our Festival to inform and involve parents / guardians / carers and teachers in partnership with you in order to ensure as far as it is reasonably practicable a safe environment at our Festival. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our Festival.

TO WHOM DOES THIS POLICY APPLY

This policy relates to children under the age of 18 years and members of vulnerable groups of any age whose needs are identified to the Festival organisers by parents / guardians/ carers and teachers prior to their arrival at the Festival. This should be done by contacting the address at the foot of the document. Our Festival actively seeks wherever possible to meet these needs, (within the limitations of the venues used) , but must know beforehand in order to prepare support – or to let you know if we are unable to help.

3. FESTIVAL PERSONNEL

All Festival personnel, with the exception of adjudicators and accompanists, are volunteers. They are known to the Festival organisers and necessary documentation is held by our Safeguarding Officer.

Details of duties of volunteers are available in writing to all volunteers.

All personnel will wear a white badge with their name, designation and the IMFA logo and year of Festival. These people can be contacted with any queries.

In addition there is a Duty Manager for each session and s/he will be clearly identified, Any problem during the Festival should be addressed to the Duty Manager will be taken seriously, documented and dated.

4. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

This policy will be distributed with the Festival Syllabus and sponsors, when entering a competitor should sign on the Entry Form to indicate receipt and acknowledgment of this policy.

This policy is being sent to parents/ carers/ guardians and teachers so that they become partners in implementing this policy.

Where parents/guardians/ carers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to the Festival and adequately supervised by responsible adults acting of their behalf.

Where an entry has been sponsored by a school it is important that the school makes parents/ carers /guardians aware of this policy.

5. PERFORMANCE AREAS AND CHANGING AREAS

In each venues there will be areas designated as changing areas and these areas will be supervised.

6. PHOTOGRAPHS, VIDEOTAPES AND PRESS PHOTOGRAPHY

The use of video, audio recording equipment of any kind or flash photography is not permitted during performances.

A photographer from the Greenock Telegraph may attend to take photographs before / after events for publication in the local paper.

7. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Rehabilitation of Offenders Act 1974,; The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act; The Protection of Children Act 199; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

8. POLICY REVIEW

The organisers will constantly review their policy revising 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 RSSPCC and the Arts Council for Scotland Policy Guidelines

CONTACT

IMFA SAFE GUARDING OFFICER
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