

A. CHILD PROTECTION POLICY

The British and International Federation of Festivals for Music, Dance and Speech (BIFF) work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

As a member of the Federation, **Hollywood Music Festival (HMF)** is committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees (Festival Committee Members [FCM]), paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and the Hollywood Music Festival.

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- to provide protection for the children and young people who participate in our festivals, including the children of festival members
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

CREATING SAFER FESTIVALS FOR EVERYONE

The Federation and its member Festivals use several policies and procedures to create **Safer Festivals** for entrants, teachers, families, committee members, other volunteers and ancillary staff. Here follows an outline, to show how we put this aim at the heart of the **Hollywood Music Festival (HMF)** and to sign post our policies, which are available in greater detail on our Homepage under the heading Policies 2022. Here follows a combined synopsis of our policies and procedures to clarify everyone's role in the creation of a safe festival for all our entrants and volunteers.

1. The **HMF Child Protection Policy** is based around an agreed, definitive policy adopted by all Federation Festivals (BIFF 2021) and in-line with Arts Council requirements.
2. One or more designated **Festival Safeguarding Officers (FSO)** is appointed for each Federation Festival. Contact details for Dr Jane Fox-Roberts and Mrs Marianne Underwood are available at the end of this section.
3. Best practice advice is based on the **BIFF Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all Festival Committee members and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. **Festival venues** are inspected to determine safeguarding risks attached to performance space, practice rooms and toilet facilities. A **Reception desk** will be established at each venue where a folder to report incidents will be available. The locations of this year's venues are given at the end of this section.
5. All measures to ensure procedures are **Covid compliant** will be implemented if this is required at the time of the Festival 2022.
6. **Appropriate recruitment**, checking and induction procedures for all new Festival Committee members and volunteers responsible for providing safe environments for everyone attending or performing at a Federation Festival will be conducted. Key Festival Committee members are vetted by Access NI Umbrella Body, appropriate to regulated role in the festival (See Policies).
7. All Festival stewards and committee members will wear an identity badge, bearing the Festival logo. Teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing such a 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 where concerns can be expressed, recorded and documented in private. (See Policies 2022: **Procedure for Reporting Concern**)
8. For the duration of the Festival **all teachers/parents/guardians/carers are responsible for the continuous care and supervision** of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout **all Festival venues**, performance, practice and changing areas that may be provided.
9. **No unauthorised photography or video recording is allowed** at our Festivals. Festival Committee members on duty will challenge anyone found doing this. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos. Some photographs may be taken by our **official photographer**, who is also Access NI checked, and then used to promote the Festival on our website or through social media in accordance with our **Data Protection Policy**.

10. Some children and vulnerable adults may have **specific needs in order to take part**. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the FSO prior to arrival. The Festival actively seeks wherever possible to meet these needs but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.

11. The Festival’s Child Protection Policy and approach to Creating Safer Festivals for Everyone are published in our Syllabus, Programme and are available in greater detail, along with other policies and procedures on our website (Policies 2022). In addition, it is flagged up to entrants on several occasions during the process and displayed in Festival venues. Indeed, by completing and signing the entry form all parents / guardians / carers and teachers of performers under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the performers to take part in the Festival. **Without consent the entry to the Festival cannot be accepted.**

12. To comply with rules on **Data Protection**, contact details of performers under 18 (or vulnerable adults of any age) should not be taken for any reason. Those of their responsible adult should be recorded instead e.g. return of trophies etc. Also, any images or personal information used on the website or social media will be destroyed along with entry data according to our Data Protection Policy guidelines (See Policies 2022). Data from volunteers and Festival Committee Members and those applying for ANI Disclosure will be retained and disposed of according to best practice (See Policies 2022: **HMF Policy Statement on Data Protection for Disclosure Applicants**)

13. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY: a) Rehabilitation of Offenders (Northern Ireland) Order 1978, b) The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, c) Part V The Police Act 1997, d) The Data Protection Act 1998, e) The Protection Of Children and Vulnerable Adults (Northern Ireland) Order 2003, f) The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, g)The Children and Social Work Act 2017, Working Together to Safeguard Children 2018, SBNI 2018, Keeping Children Safe in Education 2020, BIFF info@federationoffestivals.org.uk

14. The HMF Committee will review and update this policy in line with BIFF guidelines on an annual basis. The date of the next review is November 2022

DESIGNATED FESTIVAL SAFEGUARDING OFFICERS (FSO) 2022:

Dr Jane Fox-Roberts Tel: 028 90424355 mobile: 07745 379 006

Mrs Marianne Underwood Tel: 028 9076 0545 mobile: 07866 616 379

LOCATIONS OF FESTIVAL VENUES FOR 2022

1. Belfast Operatic Company
The New George Moore Centre Unit B1
22 Herron Road, Belfast BT3 9AE

2. St Philip & St James Church & Parish Rooms
71 Church Road, Holywood BT18 9BX

3. First Holywood Presbyterian Church
7 Bangor Road, Holywood BT18 ONU

Useful Contacts:-

Head of Safeguarding BIFF:	Terry Luddington	07584 260522
NIFF	Erica Hill	ehill5867@gmail.com
Festival Safeguarding Officers:	Jane Fox-Roberts	07543553507
	Marianne Underwood	07866616379.

Local police contact 999 for emergency, or PSNI 028 9065 0222

Local Authority Health and Social Care Trust (Belfast) 028 9050 7000
Local Authority Health and Social Care Trust (Belfast)
out of hours contact 028 9056 5444

NSPCC Helpline 0808 800 5000 or help@nspcc.org.uk

ChildLine 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

Volunteer Now www.volunteernow.co.uk 028 9023 202

Access NI www.accessnichecks.co.uk