

## SAFEGUARDING POLICY

The safety of children and vulnerable adults is paramount and without exception they all have the right to protection from abuse. Suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All members of the festival's committee and volunteers have a responsibility to report concerns. For the purposes of this document children are regarded as any persons under the age of 18 years.

### The Festival Environment

The Appledore Book Festival aims, in as far as is reasonably practicable, to provide a safe environment for all those involved in Festival events. Children aged 14 and under and other members of vulnerable groups, must be accompanied by a parent, guardian or carer, unless otherwise stated in the programme.

### Festival Personnel

All Festival personnel have been made aware of and support this Safeguarding Policy. During all Festival events:

- Festival Personnel will wear ABF lanyards with labels to identify them.
- At least one steward will attend each Festival event.
- Where there is more than one steward, one person will be the designated leader and will keep a record of any incident involving a child or vulnerable adult.
- In the case of a problem, any Festival personnel can be approached and will be able to identify someone who can help.
- The chief steward will be able to contact the Information Desk for support if required.

Any problem will be taken seriously and will be documented and dated. Depending on the nature of the problem, the incident will be reported to the relevant body.

### Preparation for Attendance at the Festival

If parents/guardians/carers are not personally attending the festival with their child/ren/vulnerable adult, it is required that they make satisfactory arrangements to ensure that their child(ren) will be adequately supervised by responsible adults acting on their behalf.

**THE FESTIVAL MAKES IT CLEAR THAT ITS VOLUNTEERS DO NOT TAKE RESPONSIBILITY FOR ANY CHILD(REN) OR MEMBERS OF VULNERABLE GROUPS AT THE FESTIVAL.**

### Recording and Photography

During the Festival photographs may be taken for use in publicity by press or the organisers (providing that there the subject has no objection to these actions being photographed). Any professional photographers or press who are invited to an event will be made aware of the Festival's expectations of them in relation

to child protection. The Festival cannot take responsibility for the general public taking photographs during events.

**Review**

This policy is reviewed annually and updated as required.

Last reviewed 11/05/2018