



SAFEGUARDING POLICY implemented from 12th October 2012

FULL NAME and ADDRESS of ORGANISATION:

National Harmonica League

C/O 7 Ingleborough Way

LEYLAND

Lancashire

PR25 4ZS

CHAIRMAN'S NAME and ADDRESS:

Mr Ben Hewlett

17 Horse Street
Chipping Sodbury
BRISTOL
BS37 6DA

VENUE:

The Bristol Folk House

40a Park Street

BRISTOL

BS1 5JG

DATES: 25th – 27th October 2013

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

1 PURPOSE AND FUNCTION OF ORGANISATION:



Our festival provides a platform for amateurs to improve and develop their performance, education and appreciation of the art and science of harmonica music in all its aspects, aided by professional harmonica musicians.

2 THE FESTIVAL ENVIRONMENT:

The Festival venue, where all activities take place, is the Bristol Folk House in Park Street, which is a self-funding charity as is the NHL itself. The Folk House is the oldest education centre in Bristol, being founded in 1870 with the original Folk House being built in 1887. The foundation stone at the current Park Street site was laid in 1963 and the building completed in 1964. So it is a relatively elderly building of three levels, the upper and lower levels accessed only by inside staircases - one up and one down from the entrance level itself accessed by passageway from Park Street and to the rear, via a long staircase from Culver Street. It has a Café bar area open to Folk House members and the public during the festival. The festival is organised and run by volunteer trustees and helpers with the assistance of a small number of paid stewards who are known to committee members.

It is NHL policy to inform and involve parents / guardians / carers and teachers in partnership with them 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.

3 TO WHOM DOES THIS POLICY APPLY

This policy relates to children under the age of 18 years and those vulnerable adults of any age whose needs are identified to the festival organizers, by parents/guardians/carers and/or teachers prior to their arrival at the festival. This should be done by contacting the address or telephone number at the foot of this document or as published bi-monthly in our magazine. Our festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support - or to let you know we are unable to help.

4 FESTIVAL PERSONNEL:

Helpers are both recruited from the NHL membership and the local music community. All helpers are personally known to members of the committee and are recruited for their integrity and love of the harmonica. Names and addresses of all helpers, together with the name of the committee member referring them, are held on file by the NHL Secretary, and committee members details are printed on the inside back page of our bi-monthly magazine sent to all members. We have provided job descriptions for helper's roles and review these to see if the helper needs an enhanced disclosure from the CRB.

All committee members, helpers, workshop leaders and artists will be identified by badge, which will show their name and role. Any committee member may be approached by anyone with concerns and these will be discussed in private in the Folk House office. Every problem will be taken seriously, documented and dated.

5 PREPARATION FOR ATTENDANCE AT THE FESTIVAL:

Bookings for the festival are normally made by post but an email address is requested on the application form so that receipt can be acknowledged by email. This policy will either be emailed to the parents / guardians / carers of the vulnerable person or if an email address is not available it will be posted to them. On registration at the Folk House they will be required to sign the attendance list to confirm that they have received and read the policy, which will also be available at the Reception desk. By receiving our policy, the parents / guardians / carers will know that responsibility at the festival for the vulnerable person in their care lies entirely with them in accordance with this Child Protection Policy and they will, therefore, become partners in implementing this Policy.

Where a child's attendance at the festival is initiated by a teacher, on submitting the application the teacher will receive the letter in Appendix A (together with this policy) requiring them to pass copies of this Policy in a timely way to the



parents/guardians/carers of all children who will attend the festival. If the teacher doesn't send back a signed copy of the letter to say it has been distributed, those entries to the festival cannot be accepted as they will be in breach of this safeguarding policy.

Where parents / guardians / carers are not personally attending with their children, this safeguarding policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf

6 PERFORMANCE AND CHANGING AREAS:

There are no changing areas in the Folk House. Children / members of vulnerable groups are to be supervised by their parent / guardian / carer / responsible adult at all times in all the areas of the Folk House.

7 PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY:

The NHL committee will allow photography and video taping of performances and workshops for persons they have authorised to do so. This is drawn to the attention of parents in this policy, and notices advising parents of this are displayed throughout the festival and on the festival application forms. Committee member spot-checking will supervise this for appropriateness.

8 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 1998; The Protection of Children Act 1999; The Criminal

Justice and Court Services Act 2000, The Children Act 2004, The Protection of Vulnerable Groups Act 2006.

9 POLICY REVIEW

The NHL committee will constantly review their policy, revising and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support and that body, in turn will look to other agencies for good practice, most notably to the NSPCC and Arts Council of England policy guidelines..



Appendix A - Text of Teacher's Letter

I am in receipt of the Child Protection Policy for the NHL Festival on behalf of children under 18 years entered on

..... (dates).

I undertake to pass copies of this Policy to the parents/guardians/carers of all children who will attend the festival and ensure that they receive these in what I consider to be sufficient time for them to make arrangements for their children's (or vulnerable adults in their care) attendance at the festival. I understand that the festival has requested me to ensure that parents / guardians / carers know that responsibility lies with them in pursuance of this Child Protection Policy, which I have read and understood.

Signed

Name in capitals Job Title

Please pass this back to the festival and keep your own copy.

Thank you for your involvement in best practice by being a partner in our Child Protection Policy