

## **Holywell Music Festival Safeguarding Policy**

### **Introduction**

1. The Holywell Music Festival is an organisation which presents an annual music festival in the village of Holywell Green. Although primarily aimed at adults, the music festival is open to all age groups. As part of the festival week, artists perform at local care homes, hospices and special schools.

### **Statement of Intent**

2. The Holywell Music Festival aims to ensure that **all** participants and audience enjoy their festival experience. The Holywell Music Festival is committed to creating a safe environment in which young and vulnerable people can feel comfortable, secure and respected while engaged in any of the Festival activities.
3. This Policy relates to children under the age of 18 years and any vulnerable adults attending or participating in Holywell Music Festival events.
4. All children and vulnerable adults attending the Festival are the responsibility of their parent or other carer.
5. All activities will take place in public areas eg. Bradley Hall Golf Club, Willow Court, Rastrick Grange Care Home, Ravenscliffe High School. The Holywell Music Festival will not stage events which involve any unsupervised, prolonged or close contact with children or vulnerable people away from other adults, or where it is intended that children under 12 years old are to be left unattended by their parent or other responsible adult.

### **Guidelines for all staff and volunteers.**

6. All staff and volunteers working with children will be recruited by personal recommendation. Appropriate enquiries will be made concerning the credentials of performers and traders whose activities are focused on children or vulnerable people as audience or participants. Risk assessments performed by the Festival will take into account as appropriate any specific risks to the welfare of children or vulnerable people.
7. All Festival staff, volunteers, performers, traders and other participants are expected to show respect for all individuals' rights, safety and welfare, including those of children and other vulnerable persons.
8. Festival staff, volunteers, performers and traders must avoid excessive amounts of time alone with children, away from others. They should try always to be visible to others in their contact with children.
9. Trustees will be identified by badges. A list of volunteers is maintained by the Festival Secretary.
10. Trustees can be approached for help. An Information Point which is manned by a Trustees is also available at the Festival, and can be approached for assistance.
11. The Holywell Music Festival has appointed a Trustee as a Safeguarding Officer:  
Name: Heather Stead
12. Any issues relating to this Safeguarding Policy must be referred to the Designated Safeguarding Officer. Where this is inappropriate, notification may be made to any other Trustee of the Festival. All referrals will be treated seriously and dealt with promptly, including contacting external agencies as appropriate.
13. Records will be kept of all issues raised, and kept securely in line with Data Protection requirements.

### **Policy communication and review**

14. This policy is published on the Festival website, and the Committee will also ensure it is brought to the notice of all performers, traders and volunteers. A copy will be available to Festival participants on request.
15. This policy will be reviewed annually by the Festival Committee, or more frequently where the need arises.