

THE ROYAL TUNBRIDGE WELLS DANCE FESTIVAL (RTWDF)

SAFEGUARDING POLICY

Chairman:	Sally-Anne Fawcett
Secretary:	Jane Gravenor c/o 263 Westhorpe Road, Gosberton, Lincs PE11 4EP
Treasurer:	Louisa Monks
Venue:	The Assembly Hall Theatre, Tunbridge Wells, Kent
Dates:	Annually in February

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/volunteers have a responsibility to report concerns.

1. PURPOSE AND FUNCTION OF ORGANISATION

The object of the RTWDF is to assist in the education of children or young people in the art of dance in all its branches. To this end the RTWDF holds annual competitive festivals, presents public performances and where funds permit, offers a bursary each year to an outstanding local performer for furtherance of his/her dance training at a vocational establishment. A professional adjudicator, recommended by The British & International Federation of Festivals, adjudicates the RTWDF.

2. THE FESTIVAL ENVIRONMENT

The RTWDF is held in The Assembly Hall Theatre, Tunbridge Wells. Although we have exclusive use of the premises throughout the RTWDF, the theatre remains open to the general public and the only areas supervised by RTWDF personnel are the side of stage and performing areas during performance times.

The RTWDF is a registered charity (No. 1088367) and is run by volunteers. 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.

3. 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 RTWDF organisers 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. The RTWDF 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. RTWDF PERSONNEL

All helpers and organisers at the RTWDF are volunteers and their addresses and contact details are retained by the RTWDF. Where appropriate, the RTWDF has undertaken suitable checks of volunteers to assess their suitability for working in close proximity with children, and all will have been given short job descriptions. At the Festival there will be an organiser available on the premises at all times to answer any queries or deal with any issues. A notice will be placed at the entrance desk advising the name of that person and how to contact them. All RTWDF volunteers will wear identification badges and anyone wearing a festival badge will be able to direct adults or children to the organiser. Every problem will be dealt with seriously, in a private area and will be documented and dated.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

The RTWDF will contact parents individually prior to the Festival date with a copy of this Safeguarding Policy. This contact will be made by mailing the policy direct to home addresses or, where an entry is made by a teacher, through agency of that teacher who will be required to notify the RTWDF that this has been done. The Safeguarding Policy is also made available on the RTWDF website. In taking this action the RTWDF ensures that (to the best of its knowledge) parents/carers know that, where they are not personally attending with their children, it is their responsibility to ensure that responsible adults acting on their behalf supervise them.

6. PERFORMANCE AREAS AND CHANGING AREAS

Parents should be aware that the ONLY AREAS of the theatre SUPERVISED BY RTWDF PERSONNEL are the SIDE OF STAGE AND PERFORMING AREAS during performances. In all other areas of the theatre (including the dressing rooms, auditorium, toilets, corridors etc.) parents and teachers are reminded that the safety and belongings of young people are their responsibility during the festival. There will always be a RTWDF volunteer at the side of the stage who will be a registered chaperone and therefore able to act as chaperone to competitors when they are in that area.

A separate dressing room will be provided for males and also a family dressing room for both sexes should it be required. No men will be allowed entry to any female dressing room. The RTWDF reserves the right to question any person within the backstage area and, where deemed appropriate, request them to leave.

7. SAFEGUARDING OFFICER

RTWDF will appoint a named and appropriately trained Safeguarding Officer who will be the point of contact should a child make a disclosure and who will handle any issues arising.

8. PHOTOGRAPHS, VIDEOTAPES AND PRESS PHOTOGRAPHY

The taking of photographs or videos in the auditorium during the festival is **strictly prohibited**. An appropriate official photographer, located in the inner foyer area, will be available throughout the festival to take photographs of entrants if required. Please note that any use of the photographer remains the responsibility of parents / guardians / carers.

9. 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. This Policy has been written in accordance with advice from the British & International Federation of Festivals.

10. DATA PROTECTION

The Festival is GDPR compliant and follows the latest regulations for the safe management, sharing and storage of all data collected from each entrant, customer, helper or volunteer.

11. POLICY REVIEW

The RTWDF will constantly review its 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 the NSPCC and Arts Council of England policy guidelines.

*If anyone has any queries regarding this policy, please contact
Jane Gravenor on 07803001067*