

# **BOURNEMOUTH MUSIC COMPETITIONS FESTIVAL SAFEGUARDING POLICY**

Implemented from 2004

Reviewed and updated October 2023

Chairman: Mr Lawrence Williams

Festival Organiser: Mr K Knight

Hon. Treasurer: Mr C Southon

7AY

Telephone: 07952 176797

Venues: **Dance:** Queen Elizabeth's School Wimborne BH21 4DT

**Music, Speech & Drama:** Talbot Heath School, Rothesay Road, Bournemouth, BH4 9NJ

**Choirs:** Christchurch Priory, The Quay, Christchurch, BH23 1BU

Registered Address: BMCF

8, Leeson Road

Bournemouth, BH7

---

The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all the charity's trustees and volunteers have a responsibility to report concerns.

## **1. PURPOSE & FUNCTION OF THE FESTIVAL**

The object of the Festival is to advance the education of the general public in the Arts, particularly the Arts of Music, Speech, Drama and Dance, by providing a public platform for amateur performance, coupled with the assessment of that performance by professional Adjudicators.

## **2. THE FESTIVAL ENVIRONMENT**

Queen Elizabeth's School Wimborne is a Secondary School, with all festival activities taking place in the main hall and adjoining classrooms. Although the Festival is held during half term week some school staff and students do visit the premises for project work.

Talbot Heath School's Mary Norton Hall is being used for all the Music classes along with some associated class rooms for Speech and Drama and waiting areas.

Christchurch Priory is a public church with a variety of rooms which are made available to attending choirs.

The festival is run by volunteers.

It is our policy 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 the Festival.

## **3. TO WHOM DOES THIS POLICY APPLY?**

This policy relates to all children under the age of 18 years, and members of vulnerable groups of any age whose needs are identified to the festival organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number shown at the top of this page. 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**

The volunteers are recruited, and approved by the Trustees, from people who have shown an interest in the Festival, and have offered to give their time. They indicate the sort of tasks that they would prefer to undertake.

All stewards are provided with a short job description for the duties they carry out, and, where necessary, a formal DBS check. This applies to all our trustees and those stewards who take responsibility for competitors on an individual basis.

The duty rota for each day is on display at each Festival venue. Each volunteer on duty will wear a badge. The Duty Officer in charge of the session will wear a distinctive badge. Anyone wearing a badge may be approached in case of a problem and will be able to direct you to the responsible person who will deal with it.

At each venue there will be an office available where problems or concerns can be heard and dealt with in private. All problems will be taken seriously and will be documented and dated.

## **5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL**

We are informing parents/guardians/carers of this policy by the following means:

A copy of this Policy is included in the syllabus and is also published on our website [www.bmcf.info](http://www.bmcf.info). Teachers are expected to take responsibility for seeing that parents, guardians or carers in charge of their pupils are aware of this Policy and to inform the Festival Organiser that they accept this responsibility by signing the entry form.

When parents/guardians/carers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised at all times by a responsible adult acting on their behalf. This includes being taken between dressing rooms and the stage.

## **6. PERFORMANCE AREAS & CHANGING ROOMS**

Backstage areas at the Festival will be supervised by DBS accredited volunteers. Access to these areas is prohibited except in the presence of the stage manager on duty.

*Areas for changing will not be supervised. Separate changing facilities are available for male, female and any alternative genders.*

Festival volunteers who may be called upon to visit these areas for any reason will have received appropriate clearance. Supervision of children and/or vulnerable adults in all other parts of the Festival venue is the responsibility of teachers and/or parents, authorised guardians and carers.

## **7. PHOTOGRAPHS, VIDEOTAPES AND PRESS PHOTOGRAPHY**

No photography or recording of any kind is permitted at the Festival during performances, except by the Official Festival Photographer (who has received clearance from DBS) or the Press (by arrangement).

It is the responsibility of parents who do not wish their child to be photographed to ensure the child does not take part when photography is in progress. The entry form provides the facility for parents and guardians to refuse permission for professional photos to be taken. However, the festival cannot be responsible for private photos that find their way on to social media.

## **8. POLICY REVIEW**

The Organisers will constantly review their Policy, improving and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice.