

# Child Protection Policy

## Springboard – Brighton & Hove Performing Arts Ltd

*Working Together To Safeguard Children*

Implemented from: 1 July 2024 to 30 June 2025

Full name of organisation:

Springboard – Brighton & Hove Performing Arts Ltd (hereinafter called the Festival)

C/O Galloways

### **Galloways**

Atlas Chambers

33 West Street

Brighton

BN1 2RE

[admin@springboardfestival.co.uk](mailto:admin@springboardfestival.co.uk)

Telephone: 07599 547604

Chair: Jannet King

Company Secretary: Keith Hayward

Treasurer: Ali Hamie

Safeguarding Officer: Kathy Palmer

Venues: All Saints Church, The Drive, BN3 3QE; Brighton Girls GDST, Montpelier Road, Brighton BN1 3AT; Lancing Prep, The Droveaway, Hove BN3 6LU; St Luke's Church, Queen's Park Road, Brighton BN2 9ZB; Stanford Avenue Methodist Church, Stanford Avenue, BN1 6FD.

Dates: 1 March – 23 March 2025

### **1. The main objective of the charity is:**

To advance, promote and encourage generally, and in particular by means of competitive festivals, the study and practice of the arts of Music, Speech and Drama in all their branches; the Festival provides a platform for amateur performance combined with an educational element from professional adjudicators in the relevant discipline.

### **2. To Whom Does This Policy Apply?**

The policy relates to children (any person under the age of 16 years) and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the relevant Section

Secretary or Festival Administrator at the address or telephone number above at the time of booking. Later notification may result in us being unable to meet individual needs, when with more notice we could have done so. The Festival needs notification of these needs by parents/guardians/ and/or teachers ('Carers') beforehand in order to prepare support where possible and practicable. Carers must read the policy and confirm this by ticking the relevant box on the online entry system. This acknowledges the part they play in partnership with the Festival Organisers in the implementation of the Child Protection Policy.

### **3. Non-discrimination policy**

The Festival follows a strict non-discrimination policy and all entrants are treated equally irrespective of race, gender, religion, physical/mental disability, sexual orientation, age or ethnic origin.

### **4. Festival Personnel**

- a. Where Festival Personnel will be supervising children or in one-to-one contact with children at our Festival, where they will be holding children's records or making decisions about how people interact with children then they will be required to undertake a voluntary disclosure through the Disclosure and Barring Service prior to the start of the Festival. Those disclosures will be processed through the umbrella body which supports Springboard – The British & International Federation of Festivals, or such other body that the organisation may deem appropriate.
- b. We will ensure that all volunteers working at the Festival will be required to submit contact details and references, which we will hold on file and keep to hand during the Festival. A self-declaration form is filled in by volunteers each year.
- c. All Festival Personnel will be identified by badges, which will include their name and job description. In case of a problem, anyone wearing a badge may be approached at any time and will be able to take you to someone who can help.
- d. A private area, if appropriate, will be made available for the discussion of concerns. This will be the Administrator's Office on site at the Venue. All problems will be dealt with discreetly, documented and dated, where necessary.
- e. All badges will be issued on a daily basis and will be signed in and signed out.
- f. We will keep a copy of this register to hand at all times during the festival.

### **5. Preparation for Attendance at the Festival**

A responsible adult (18 years or over) must accompany any child attending the Festival at all times. Where Carers are not personally attending the Festival with their child(ren), this Policy requires them to ensure that their child(ren) will be accompanied to, and adequately supervised at, the Festival by a responsible

adult (18 years or over), acting on their behalf, at all times. This will be set out clearly as a condition to entry to the Festival.

You are supplied with a copy of this Policy so you become partners in the implementation of the Springboard Child Protection Policy. You will be sent an email copy of the Policy following your online entry or a hard copy of the Policy in response to your paper entry.

## **6. Practice Rooms and Toilet Facilities**

- a. The Festival Organisers do provide (a) practice room(s) during the Festival at Brighton Girls GDST. It is the responsibility of all Carers to ensure that a responsible adult (18 years or over) accompany any child using a practice room.
- b. There are assigned male and female toilets.

## **7. Photographs, Video and Press Photography**

- a. No photography, video or sound recording by the general public is allowed at any time during performances or adjudication at the Festival, except by prior arrangement and for a specific purposes (e.g. an audition).
- b. Press and Commercial Photography may be arranged during the Festival for use in Springboard publicity. Whenever this occurs the public will be notified. At this time, should anyone not wish their child(ren) to be included, then it will be their responsibility to inform the Section Secretary. There is also an option for parents to decline permission during the entry process. Please note that official images may be published in print, on the Festival website and social media by the Festival organisers, who ensure that performers are shown in a positive light and are not identified by name.

## **8. Virtual festival**

Parents/guardians/carers and teachers are responsible for the suitability of the content of the videos of performers under the age of 16. They should bear in mind that the videos will be viewed by the adjudicator, Springboard personnel and those attending the virtual class. The videos will be deleted from the Springboard system directly after the festival.

## **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 Adults Act 2006 and any further legislation/amended legislation that may become law during the currency of this policy.

## **10. Policy Review**

The Festival Organisers will constantly review their policy, improving and enhancing it as necessary. In doing so they will look to The British & International Federation of Festivals for support and that body will in turn look to other agencies for good practice, most notably the Arts Council of England and the NSPCC policy guidelines. This document is annually reviewed and updated as required.

SPRINGBOARD 2024-2025