

Cambridge Rock Festival

Safeguarding Policy and Procedure



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Overview

Cambridge Rock Festival (run by RBF Festivals Ltd) are committed to ensuring a safe environment for all, especially young and vulnerable people. This policy describes the measures put in place by the festival organisers to ensure the safety of festival attendees. For the purpose of this policy, those under the age of 18 will hereafter be referred to as 'children'. All suspicions and allegations of abuse will be responded to swiftly and appropriately and all volunteers and festival organisers have a responsibility to report concerns to the designated safeguarding leads (DSL's). For the duration of the event, the DSL's will be Emma Thomas and in her absence Chris Stapleton or Debbie Drew, Emma can be contacted by all event staff via radio or phone for the duration of the festival and by festival attendees by visiting the box office. Attendees are made aware of this via posters around site and a sign identifying the box office.

Festival personnel

Those responsible for running and organising the event are doing so on a volunteer basis and receive no financial gain from the proceedings save for reimbursement of agreed expenses. External contractors will be onsite for the management of stages, lighting, sound etc, this policy will be made available for all those attending on a contractor basis and adherence is expected by all. The festival will ensure as far as is practicable that all those volunteering are suitable for the position they have been allocated. Stewards assigned to a post will work on a buddy system and are responsible for ensuring that they are never left alone with any child or vulnerable person other than in exceptional or unavoidable circumstances. All on duty festival personnel will be identifiable via red Cambridge Rock Festival crew t shirt and will be briefed on how to deal with a reported concern. Should it be considered that a member of festival personnel needs to engage in lone working, they should provide the DSL with proof of a relevant DBS check being completed in the last 3 years. Only when the DSL's are satisfied with the relevant checks being conducted and with permission from the festival organiser, may any member of festival personnel lone work while members of the public are on site. Photographers invited to the festival by festival organisers will be bound by a code of conduct outlining in what capacity photos can be taken and used outside of the festival grounds. Attendees will be made aware of this via poster in the box office.

Supervision

Cambridge Rock Festival, the festival organisers and the associated volunteers take no responsibility for the supervision of any child or vulnerable adult during the duration of the festival. Admittance to under 18's is of the assumption that their parent/carer remains responsible for ensuring their adequate supervision throughout the event either directly or via a suitable adult, it is the responsibility of the parent/carer to agree a suitable adult and not that of the festival organisers. In the event of a child or vulnerable person becoming separated from their carer and found by volunteers, they will be

supported to look for or make contact with their carer in the locality that they are found. In the event of this being unsuccessful for a period of 20 minutes, the person will be escorted to the box office by two stewards and further attempts to make contact will continue for a period of 40 minutes. In the event that the carers cannot be found or contacted within 1 hour of finding a child or vulnerable person, the police will be called and the matter passed over to them.

Supporting legislation and guidance

This policy has been written with consideration for; Children Act 1989, United Convention of the Rights of the Child 1991, Data Protection Act 1998, Human Rights Act 1998, Sexual Offences Act 2003, Children Act 2004, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Children and Families Act 2014, Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.

Procedure

Should a disclosure be made to any volunteer or should a member of the public have a concern the following procedure should be followed;

1. The person making the disclosure or in receipt of the disclosure should make their way to the box office and ask to speak with Emma Thomas relating to a safeguarding concern.
2. Every effort should be made to contact Emma (or Chris, or Debbie in her absence) immediately. Failing this, details should be taken to arrange a call back or face to face meeting within 1 hour of a concern being raised.
3. Emma will make contact with the person making a disclosure and take full details of the concern, this will be logged via written report in the incident log (located in steward control)
4. Emma will ascertain if this concern meets the thresholds for intervention and will action as follows. This may be by contacting site security, contacting the police or seeking advice from the local authority via the online form or via the Emergency Duty Team (01733 234724)