



## SAFEGUARDING POLICY 2025

# CHIPPING NORTON MUSIC FESTIVAL

Friday 7 March – Sunday 23 March 2025

**CHAIR:** Sarah Cobb, Castle Bank, Shipton-under-Wychwood OX7 6BB ☎07836 518868  
**SECRETARY:** Vicki Pike, Station House, Station Road, Kingham, Oxon OX7 6UP ☎07949 299278  
**TREASURER:** Richard Wood, 50 The Leys, Chipping Norton OX7 5HH ☎01608 641439  
**VENUES:** Chipping Norton Town Hall, The Theatre and the Chequers pub in Chipping Norton.

*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 and responded to swiftly and appropriately. All the Festival volunteers have a responsibility to report concerns.*

### 1. PURPOSE AND FUNCTION OF THE ORGANISATION

Chipping Norton Music Festival (the 'Festival') offers the opportunity for children and adults to have a platform on which to perform and be given helpful, constructive criticism, advice and encouragement from professional adjudicators who are specialists in their fields.

### 2. THE FESTIVAL ENVIRONMENT

The Festival uses the venues listed above. These venues, from time to time, may be used by others not in any way connected with the Festival. It should be noted that the Festival is a charity and organised and run entirely 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 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 Festival organisers by parents/guardians/carers and teachers prior to their arrival at the Festival. This should be done by contacting the Secretary at the address or telephone number above. 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 who make the Festival possible are all personally known to members of the committee or two trusted people have both confirmed that they are a suitable person and become volunteers by invitation.

They are given specific jobs to do and have guidelines to follow. The committee and other volunteers can be identified by name badges (blue for a committee member and yellow for any other volunteer). In the case of a problem, anyone wearing a badge may be approached for help. Any problem reported will be taken seriously, documented, dated and necessary action taken as considered appropriate by the committee.

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

We must stress that the responsibility for the safety and well-being of children under the age of 18 rests with the respective parents and teachers.

To ensure all parents/guardians/carers see the policy it is displayed on our website and a link sent to those taking part along with the acknowledgment slip.

In the case of multiple entries from private teachers a link is sent out to each teacher to pass on the information to parents/guardians/carers. A signed letter/email should be returned to the Festival organisers confirming parents/guardians/carers have had the information passed on to them, see foot of this page.

For those events involving school groups, then a copy of this policy is sent to the Head Teacher.

Where 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 by a responsible adult or adults acting on their behalf.

**6. PERFORMANCE AREAS**

There may be areas in the Town Hall which are unlocked. It is the responsibility of the adult(s) attending with the children to make sure that they do not enter them. Toilets will be checked at regular intervals.

The Festival cannot be responsible for the loss or damage to instruments or personal property.

**7. PHOTOGRAPHS, VIDEO TAPES AND PRESS PHOTOGRAPHY**

Photography, video and audio recording of all types may only be carried out by the Festival’s official photographer or by invited press. Parents, guardians or teachers may remove their children if they wish.

**8. 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 Social Services Act 2000, The Children Act 2004, The Vulnerable Groups Act 2006.

**9. POLICY REVIEW**

The organisers will constantly review their policy, revising 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, most notably the NSPCC and Arts Council of England policy guidelines.

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**PRIVATE TEACHERS – SEE NOTE BELOW**

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Letter for **private teachers only** to return to the address at the bottom of the form.

I am in receipt of the Child Protection Policy of the Chipping Norton Music Festival on behalf of children entered under 18 years of age on 1<sup>st</sup> March 2025.

I undertake to pass copies of this Policy to the parents/guardians/carers of all children who will attend the Festival and ensure that they receive these in what I consider to be sufficient time for them to make arrangements for their children's (or vulnerable adults in their care) attendance at the Festival. I understand that the Festival has requested me to ensure that parents/guardians/carers know that their responsibility lies with them in pursuance of the Child Protection Policy, which I have read and understood.

Signed:

Name in capitals:

Job title: