

**CLECKHEATON FOLK FESTIVAL ORGANISATION  
CHILD PROTECTION POLICY**

Cleckheaton Folk Festival Organisation (hereinafter referred to as the Board) fully recognises its responsibilities for Child Protection. The organisation's policy applies to all Board members, organisers, and volunteers (hereinafter referred to as 'members') working with the organisation.

The Organisation's Board is responsible for ensuring this policy is implemented.

The Board recognises that:

- The welfare of children involved in Festival activities is of paramount importance.
- All children, whatever their age, culture, disability, gender, ethnic origin, religious belief or sexual identity, have the right to protection from abuse
- All 'members' have a responsibility to report any concerns as soon as possible to the DAMRCP (see 2.1 below) or, in his/her absence, a member of the Board
- All suspicions and allegations of abuse must be taken seriously and responded to swiftly and appropriately

There are four main elements to the policy:

**1.0 ESTABLISHMENT OF A SAFE ENVIRONMENT**

- 1.1 The Board will ensure that any events specifically involving children will be based in an environment where children feel secure.
- 1.2 The Board will ensure that it is made clear that children attending any Festival event must be supervised by a parent or other responsible adult.
- 1.3 The Board will ensure that 'members' have an understanding of the responsibility placed on the organisation for child protection by setting out its obligations in this policy.

**2.0 WE RAISE AWARENESS OF CHILD PROTECTION ISSUES AMONGST 'MEMBERS'.**

- 2.1 The Board will ensure that every 'member' knows the name of, and how to contact the Designated Adult Member Responsible for Child Protection (hereinafter: DAMRCP) and their role.
- 2.2 Every 'member' will be made aware, and is entitled to a copy of this policy, which will be available on the Festival web site. Paper copies will be supplied to 'members' on request.

**3.0 WE PRACTICE SAFE RECRUITMENT AND CHECK THE SUITABILITY OF 'MEMBERS'**

- 3.1 The Board recognises the potential danger of recruiting new 'members' without knowing their background and reserves the right to insist on police checks and to take references.

**4.0 WE DEVELOP AND IMPLEMENT PROCEDURES FOR IDENTIFYING AND REPORTING CASES, OR SUSPECTED CASES, OF ABUSE**

- 4.1 The Board will appoint a DAMRCP who will be appropriately trained and supported in this role
- 4.2 The Board will ensure all 'members' understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DAMRCP
- 4.3 The DAMRCP will maintain effective links with relevant agencies and co-operate as appropriate with any enquiries regarding child protection matters
- 4.4 The Board will keep written records of concerns about Child Protection issues, even where there is no need for immediate referral to outside agencies. Any such records will be kept secure in line with the requirements of the Data Protection Act.
- 4.5 The Board will take seriously, investigate and follow up any allegations made.

Signed ..... Kathy Aveyard (Company Secretary)

Date .....