Broadstairs Folk Week Policy on the Safeguarding of Children, Young People and Vulnerable Adults

Broadstairs Folk Week (BFW) aims to adopt the highest possible standards in relation to the safety and welfare of C**hildren, Young People and Vulnerable Adults as identified in and by law.**

This policy applies to all volunteers and members who may be working with any of the persons identified above and/or persons aged over 18 who by reason of mental or other disability, age or illness are, or may be, unable to take care of themselves, or are may, be unable to protect themselves against significant harm or exploitation.

This *may* include a person who:- * Is elderly and frail * Has a learning disability * Is a substance misuser * Has a mental illness including dementia * Has a physical or sensory disability * Is homeless * Has a severe physical illness * Is being abused physically or mentally

BFW will ensure that unsuitable people are prevented from working with children. If risk assessment identifies that volunteers are likely to have regular contact with any of the persons identified above, rigorous checks into their eligibility will be required, including DBS checks where required.

Safeguarding Recording Process **Dealing with suspicions or allegations of abuse**

Concerns for the safety and well-being of any persons identified above may arise in various ways and in various settings. i.e. a child may report or display signs of abuse; it may be hinted that a child is at risk or a colleague is an abuser; or abuse may be witnessed or heard about in another environment. It is always essential to act quickly and professionally in all cases of suspected abuse.

Any safeguarding allegation against a volunteer or any other person should be reported immediately to the Festival Safeguarding Officer. In dealing with any allegation BFW has a duty of care to the abused person concerned and to the person against whom the allegation is made.

Procedures for staff/volunteers

If there is anyone at the festival you have a safeguarding concern about and may be at risk of harm, please:

1. Do NOT question the individuals concerned, this is very important. Communicate your concerns to your immediate manager who will contact the festival safeguarding officer (FSO). Do not deal with situation alone, ensure a second adult is in attendance where possible.
2. Seek medical attention for the vulnerable person if needed.
3. If the person you are concerned about seeks help/support from you, tell them there is a designated FSO whom they can speak to and seek their permission to contact and request the FSO to attend the venue a.s.a.p.
4. Document concerns in a Safeguarding Incident Form (See page three of this document)

Contact the FSO via radio if phone contact not possible, do NOT mention any details via the radio, just say it is regarding a safeguarding incident/enquiry. The FSO will seek advice and/or refer to other agencies if required.
Any allegations will be reported to the Chair of the Festival Directors who will appoint risk assessors.

Situations where Safeguarding issues could arise:-

* Lost or unsupervised children * Incapacitated carers * Underage and under influence of alcohol or drugs * Unauthorised photography of children at events * Vulnerable adults being taken advantage of (i.e. monetarily)
* Vulnerable adults with self-care challenges I.e. application of sun cream ; dehydration in heat

* Children and vulnerable adults can also be at risk of physical, emotional, psychological, sexual, abuse, and abuse/manipulation via social media.

Broadstairs Folk Week Policy on Welfare

Broadstairs Folk Week (BFW) aims to adopt the highest possible standards in relation to the safety and welfare of all persons involved in, or attending, the Festival, who by reason of circumstances require welfare assistance. This policy applies to all volunteers and committee members.

Welfare Procedures for staff/volunteers

Welfare is the state of being well, condition of health, happiness, comfort, well-being, being safe, prosperity, This Welfare Policy is about embedding practices throughout the organisation to ensure the protection of the health and well-being of all children and adults throughout the festival wherever possible.

Any individual's welfare can be impacted by, and may include any person experiencing, any of the following: (The Assistance Options indicated are **Advisory** and only to be activated where appropriate)

Heat exhaustion	(offer water, shade, medical assistance))
Sun Burn	(offer water, shade, sun cream, medical assistance)
Dehydration	(offer water, shade, medical assistance)
Hunger	(offer food, water, medical assistance)
Abuse - By either Bullying, Emotional, Financial, Neglect, Physical or Sexual	(Offer support and refer to legal authorities)
Mental Health	(Offer support and refer to legal authorities)
Physical or Sensory disability	(Offer support and refer to legal authorities)
Illness	(Obtain medical assistance)
Accident	(Obtain medical assistance)
Substance Misuse	(Offer support, medical assistance, refer to legal authorities)
Child and Vulnerable Adult Specific	Lost or Found - Refer to the detailed process in the Venue Folder

Welfare Recording Process Dealing with Welfare Interventions

Concerns for the welfare and well-being of any persons identified above may arise in any setting. i.e. a person may report or display signs of abuse; it may be reported/observed that a person is at risk through any of the means mentioned above; or a welfare need may be witnessed or heard about in another environment. It is always essential to act quickly and professionally whenever welfare support is required..Any welfare intervention should be reported immediately to the Festival Welfare Officer. In dealing with any welfare issue BFW has a duty of care to the person concerned.

If there is anyone at the festival you have a welfare concern about please:

1. Communicate your concerns to your immediate manager who will contact the festival welfare officer (FWO). Do not deal with situation alone, ensure a second adult is in attendance where possible.
2. Seek medical attention for the person in need if required..
3. If the person you are concerned about seeks help/support from you, tell them there is a designated FWO whom they can speak to and seek their permission to contact and request the FWO to attend the venue A.S.A.P.
4. Document concerns in a Welfare Incident Form

Contact the FWO via radio if phone contact not possible, do NOT mention any details via the radio, just say it is regarding a welfare incident/enquiry. The FWO will seek advice and/or refer to other agencies if required.

Welfare Officer : Geoff Turner 07525 726174