



KEYNSHAM MUSIC FESTIVAL ASSOCIATION LTD SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

The presence of children and vulnerable adults is an integral and positive part of the Keynsham Music Festival. Some attend with their families whilst others come with friends or on their own. Some activities are focused primarily on children whilst others have a more universal attraction. Parents and guardians will remain responsible for their children or vulnerable adults at all times whilst Keynsham Music Festival Association will endeavour to provide a safe environment for them. Note that all references to children in this document apply to young adults under 18 as well.

The festival risk assessment will make specific safeguards for children and vulnerable adults.

There will be suitable methods of communication between festival organisers and the organisers of specific children's activities. Other relevant on-site services, such as stewards, first-aid and welfare, will also be made aware of children's activities, their location, operating times, etc.

Bar workers will be made aware that the sale of alcohol to children under 18 is illegal and will be expected to have methods of identifying those who are under age.

1. Care of children at dedicated activity areas

All areas that cater specifically for young children will be managed by people with relevant expertise and experience.

Key points are that:

- the designated supervisor of children's activities has verifiable, relevant qualifications and experience and shall hold a current Disclosure and Barring certificate;
- people with known histories of child-related offences must not be involved;
- people involved must not be under the influence of alcohol or drugs and must be medically fit.
- people working with children will be informed of the nearest first-aid point and all emergency procedures. In addition, it is advisable for someone in the team to have a current first-aid certificate;
- it is essential that all people working with children are fully briefed on all aspects of event safety policy and child protection issues;
- Festival organisers and site managers will ensure that the procedure for reporting accidents, incidents and access to first aid is known to all leaders
- no smoking will be allowed within children's areas.

2. Child protection at dedicated activity areas

Parents and guardians are advised that they will remain the responsible adult for their children at all times and that Keynsham Music Festival will adhere to the following procedures:

- children under 8 years will not to be left unattended;
- a lone child will not be left under the supervision of only one worker;
- it is inadvisable for children under 8 years to leave the activity unless accompanied by a parent or responsible adult;
- children are not to be taken away from designated children's areas unless parental permission has been obtained beforehand;
- children's workers will be made aware of the potential problems relating to the inappropriate handling or touching of children;
- children's workers must be conversant with procedures for discipline and dealing with un-cooperative children or their parents;
- corporal punishment (smacking, slapping and shaking) is illegal and will not be tolerated;
- practices that threaten, frighten or humiliate children will not be used;
- dangerous behaviour by children will always be discouraged;
- supervisors will be made aware of the problems that could arise from inappropriate contact by adults; systems of communication with stewards will be established;
- workers will not undertake the care of children who are sick when they arrive at an activity.

3. Numbers of children at dedicated activity areas

The number of children in any area is based on the size of the space, the activities offered and the number of workers available. Where activities are provided for under 8 year olds, the Children Act 1989 may apply. If necessary, activity organisers should contact the local authority social services department for further advice before the festival.

4. Children's activities in dedicated activity areas

Activities will be appropriate to the age of the children involved. A risk assessment for each activity will be carried out and everyone involved in the activity will be fully briefed. Information will be clearly displayed about potential hazards.

Play equipment accessible to children must be safe and children will be closely supervised when using the equipment at all times. Constant supervision will be in place for activities that could be potentially dangerous, e.g. swings. Materials will be clean, non-toxic and non-allergenic.

Particular care will be taken to check junk materials before use, for their cleanliness, suitability and any hidden sharp items, e.g. staples.

Face painters should always have parental permission on which areas of the body will be painted before painting commences. Face painters will be asked for their public liability insurance and proof that they are using a reputable brand of non-allergenic, water-based face paints. Information will be provided to parents about when and how to remove face paints.

5. Children of differing ages

Activity organisers should be aware that some activities attract different age groups of children and that they demand different levels of supervision.

For children of 0-5 years, full parental/guardian supervision will be requested at all times.

For other children, qualified workers will lead activities.

For the 11-18 year old group, the situation regarding the sale of alcohol will be considered, and methods of identifying those who are under age will be expected from those selling alcohol. Plenty of soft drinks will be easily available as an alternative.

If mixed age group activities are to be run, care should be taken with the layout of the area to avoid smaller children being knocked over or accidentally hurt by excited older children.

6. Children with special needs

The requirements of children with special needs will be considered.

Where activities can provide activities for these children, suitable equipment will be provided that is of a type that enables children with special needs to be fully engaged in the activity.

7. Rides, amusements and outdoor play equipment

Site rides and amusements will be situated in an environmentally child-friendly space. Rides should be appropriate to the age and size of users. Ride operators must have relevant statutory certificates for their equipment.

Bouncy castle operators must provide proper supervision at all times. Fixed outdoor play equipment should conform to BS EN 1176 Parts 1-4,6 1998, Part 7 1979 (replacing BS5 6).

8. Events involving early teenager audiences

Problems may arise with young teenagers who attend without their parents/guardians. They may be more prone to encountering difficulties, such as becoming separated from companions, missing the transport home and losing items, including money. An information point will act as a 'help point' for these children.

Parents often take their children to the festival, and sometimes have difficulties finding them again at the end. An information point will act as a meeting place for parents to wait.

9. Young adults in responsible positions

It is the policy of Keynsham Music Festival to provide the opportunity for young adults to take responsibility for the management and running of the Abbey stage and any run by Keynsham Town Council's youth workers that are mostly attended by young people. Support for them will be available from site security and by the use of two-way radio.

10. Lost children and vulnerable adults

Lost children and vulnerable adults can be taken to the information point for their safe care until they are reunited with parents/guardians.

There will be a clearly advertised collection point for lost children, supervised at all times with fully briefed workers. Lost children or vulnerable adults will not be left in the sole care of a single worker.

Care will be taken to ensure that searches for parents do not refer to children or vulnerable adults specifically or give personal details, descriptions or names.

If a child or vulnerable adult is reluctant to go with a parent or collecting adult a second opinion will be taken from the police or social services.

The parent's or guardian's signature and proof of identity will also be obtained. Once a child or vulnerable adult has been reunited with their parent or guardian, inform stewards and police immediately if they have been involved.

11 Missing children and vulnerable adults

1. When a child or vulnerable adult is reported **missing** it is likely that this will be reported at the information point. If it is elsewhere on site, the information point will be told immediately. The individual reporting the missing person will be calmly told that everything will be done to locate them.

Details will be obtained (age, male/female, colour and as full a description as possible and the last location seen). This will then be passed to the information point.

2. The person reporting should remain at the location (if not the information point) to allow time for the child or vulnerable adult to find their own way back. After around five minutes either take the person reporting to the information point or inform them of its location so that they may continue searching if they wish to. Ensure that you (the person reported to) and the information point have their contact details. Ask the person reporting to ensure that they let the information point know if they find the missing person themselves.

3. All access and egress points at the event will be contacted and asked to look out for the child/vulnerable adult. If vehicles are exiting at the time, drivers will be asked if they will allow all points in a vehicle where a person could be hiding or placed to be viewed. If this is refused (there is no legal right to prevent vehicle from leaving) and the driver is intent on leaving, then either the registration number will be written down or a photo of the vehicle will be taken. Details will be passed to the information point immediately.

4. All available marshals will search their immediate areas and report back to the information point.

5. If required a coordinated search of all the site will be arranged. If the site search is negative then the police should be informed at the earliest opportunity or within 15 minutes.

6. When children or vulnerable adults are reunited details of parent/guardian will be requested to ensure that they are who they say they are.

All details of the child/vulnerable adult will be recorded on the event log at the information point.

If in doubt about parent/guardian or if the child is reluctant then consideration will be given to calling the police.

11. Review

This policy will next be reviewed by 1st January 2025⁴.