

St Duthac Book & Arts Festival Group

Safeguarding Policy

Aims

The principal aim of the not-for-profit group shall be to produce, consolidate and promote an annual book and arts festival for the benefit of the local and wider community including areas of social deprivation and rural isolation. The Group shall seek to further promote Arts, Heritage and Culture, to advance education and enhance health and wellbeing, and foster citizenship, while instilling a sense of belonging, ownership, and pride in the community, through access to authors and literature, artists and their work and the heritage of the area.

A. In furtherance of these objectives, the group shall:

1. Produce an exciting and varied programme of Literary, Arts and Heritage events.
2. Promote the Easter Ross Peninsula Area as a tourist destination through events showcasing the talent and heritage of the area, and by bringing high quality writers, artists, and performers to the area.
3. Involve people of all ages from throughout the area and further afield in community and cultural events.
4. Promote equality and diversity and ensure accessibility for all.
5. The Group shall seek to support local charities with similar aims and objectives.

B. Guidelines for all staff and volunteers.

1. All staff and volunteers working with children will be recruited by personal recommendation. Appropriate enquiries will be made concerning the credentials of performers and traders whose activities are focused on children or vulnerable people as audience or participants. Risk assessments performed by the festival will consider as appropriate any specific risks to the welfare of children or vulnerable people.
2. All Festival staff, volunteers, performers, traders and other participants are expected to show respect for all individuals' rights, safety and welfare, including those of children and other vulnerable persons.
3. Any events specifically involving children will be based in an environment where children feel secure.
4. Festival staff, volunteers, performers and traders must avoid time alone with children, away from or out of sight of other adults.
5. Festival volunteers and committee will be identified by badges and/or high-visibility jackets. A list of volunteers is maintained by the festival Volunteer Coordinator.
6. Festival Volunteers/Committee can be approached for help in the pop-up shop, which is manned by Volunteers/Committee.
7. The St Duthac Book & Arts Festival Group has appointed a **Designated Safeguarding Officer:**
Name: Jackie Ross
8. Any issues relating to this Safeguarding Policy must be referred to the Designated Safeguarding Officer. Where this is inappropriate, notification may be made to any other Committee Member of the Festival. All referrals will be treated seriously and dealt with promptly, including contacting external agencies as appropriate.
9. Records will be kept of all issues raised and kept securely in line with Data Protection requirements. Policy communication and review.
10. This policy is published on the festival website, and the Committee will also ensure it is brought to the notice of all performers, traders and volunteers. A copy will be available to Festival participants on request.
11. This policy will be reviewed annually by the Festival Committee, or more frequently where the need arises.

Date Adopted: 29th August 2022

Review Date: 1st August 2023