



Huddersfield Literature Festival Safeguarding Policy

(Implemented from September 2013)

The safety of children and vulnerable adults is paramount and all, without exception they have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all members of the festival's committee, staff and volunteers have a responsibility to report concerns.

For the purposes of this document children are regarded as any persons under the age of 18 years. The HLF share their definitions of abuse with Kirklees Council safeguarding guidelines.

Purpose of the Organisation

Huddersfield Literature Festival (HLF) is a not-for-profit organisation seeking to celebrate the written word and promote Huddersfield as a cultural venue across the UK. The aims of the Festival include bringing big name authors to Huddersfield and supporting local talent, bringing people and revenue into the town centre to encourage spending and to provide access to events for those not typically able to engage with the Arts.

The Festival Environment

HLF is organised by a volunteer committee and run by volunteers. HLF aims, in as so far is reasonably practicable, to provide a safe environment for all participants and those involved in Festival events.

Festival events will take part in the venues as listed in the programme. Some of these venues may be accessible by members of the general public and some will be admitted via ticketed entry. HLF will take reasonable steps to inform and involve parents, guardians and carers in order to work in partnership with us to ensure a safe environment for all activities in so far as is practicable. Where necessary, children and/or other members of vulnerable groups, should be accompanied by a parent, guardian or carer.

To Whom this Policy Applies?

This Policy relates to children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the festival organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number at the foot of this document. 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.

Festival Personnel

The volunteers who organise and help with the festival are recruited by committee members. Steering Group members are identified by the Festival Director and are elected at the Annual General Meeting each year. Many of the volunteers are students from the University of Huddersfield.

The Festival Director and Festival Manager hold contact details for all personnel taking part in the Festival. All Festival personnel have been made aware of and support this Safeguarding Policy.

During all Festival events:

- Festival Personnel will wear HLF T-shirts to identify them
- At least one member of the steering group will attend each Festival event
- Where there is more than one steering group member, one person will be designated leader and should keep a record of any incident involving a child or vulnerable adult
- In the case of a problem any Festival personnel can be approached and will be able to identify someone who can help
- Each personnel will have a mobile phone with the numbers of the other volunteers and specifically – the designated leader

Any problem will be taken seriously and will be documented and dated. Depending on the nature of the problem, the incident will be reported to Kirklees Duty and Assessment Service and advice from the local council representative will be taken. If required, documentation will be supplied to the appropriate authorities, including the Police. Any concerns raised will be dealt with in confidence on a need-to-know basis only.

Preparation for Attendance at the Festival

The Festival rules include the requirement for children to be accompanied and supervised throughout the festival. This will be posted on the festival website, alongside this policy. The organisers are not responsible for the supervision of children or vulnerable adults during the festival. If parents/guardians/carers are not personally attending the festival with their child(ren) it is required that they make satisfactory arrangements to ensure that their child(ren) will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.

THE FESTIVAL MAKES IT CLEAR THAT ITS VOLUNTEERS DO NOT TAKE RESPONSIBILITY FOR ANY CHILD(REN) OR MEMBERS OF VULNERABLE GROUPS AT THE FESTIVAL.

Performance and Waiting Areas

The Festival steering group members and volunteers do not supervise children or vulnerable adults in the public and performance rooms or toilet accommodation. In performance and public areas there are usually festival helpers and volunteers but they are not responsible for the supervision of performers.

This means that parents/guardians/carers must make adequate arrangements for a suitable, responsible adult to accompany and supervise any participant under the age of 18 years.

Recording and Photography

During the Festival photographs may be taken for use in publicity by press or the organisers. An announcement is made about this before the start of each event and performers or their parents/guardians/carers have opportunity to refuse permission for their photograph to be taken or used.

Any professional photographers or press who are invited to an event will be made clear of HLF's expectations of them in relation to child protection.

HLF cannot take responsibility for the general public taking photographs during events.

Supporting Legislation

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 Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

Policy Review (including Safeguarding Contact)

The HLF steering group will review the policy every Festival year to ensure continued effectiveness and make any necessary revisions.

Contact: Julia Lilof Tel: 07734 444 262 Email: festivalmanager@huddliffest.org.uk

Kirklees Council Contact Numbers:

Kirklees Duty and Assessment Service
01924 326097 | 01924 326076 | 01924 431429
Kirklees Emergency Duty Service
01484 414933 (outside office hours)

**This policy will be reviewed annually by the HLF Steering Group.
Review date May 2019**