

# Huddersfield Literature Festival: Safeguarding Policy



(Implemented: June 2022)

## **Policy Aims:**

Huddersfield Literature Festival recognises that they have a duty of care to promote the wellbeing of and safeguard from harm all children and vulnerable adults who are involved in our activities. All children and vulnerable adults have a right to protection.

This policy sets out the roles and responsibilities of the Festival in working with other professionals and agencies to ensure the safety and protection of all children and vulnerable who are involved in our activities, events, and talks.

All committee members, staff and volunteers of the Festival are expected to understand their responsibilities to safeguard children and follow this policy and procedures.

**The designated Safeguarding Leads are both named HLF Directors: Steering Committee member - Cat Lumb, and Festival Manager - Julia Lilof.**

## **Definitions:**

For the purposes of this policy, children are regarded as any persons under the age of 18. Vulnerable Adults are defined as a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation.

The HLF share their definitions of abuse with Kirklees Council safeguarding guidelines, which can be found here:

<https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/different-types-of-abuse/what-is-abuse-and-neglect/>

<https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/different-types-of-abuse/>

Where this policy or the associated procedures refer to 'staff' this includes anyone employed by the Festival, either through a freelance basis or as a volunteer, including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of the Festival.

## **Aims of the Policy:**

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect all committee members, staff and volunteers to have read, understood and adhere to our safeguarding procedures.

We will endeavour to safeguard children and vulnerable adults at risk by:

- Valuing them, listening to and respecting them;
- Adopting this policy and adhering to our associated procedures and code of conduct for staff;
- Providing effective management of staff and volunteers through supervision, support and training;
- Ensuring organisations we contract or partners have appropriate safeguarding policies and procedures in place;
- Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties;
- Reviewing this policy and procedures and updating as appropriate.

### **Consent, Confidentiality and Information Sharing:**

The Director will be responsible for making decisions about sharing information with external agencies including the police and local authority.

Huddersfield Literature Festival is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially within a locked cabinet. Any digital records will be filed on a hard-drive in a password protected folder, with virus and digital security kept updated.

All records must be factual, accurate and legible and include a date, time and signature.

### **Safer Recruitment:**

The Festival aims to do everything possible to minimise the risk of involving unsuitable people in our work with children.

All staff and volunteers will have clear role descriptions which will be assessed for regulated activity, and where necessary DBS checks will be undertaken and updated every two years.

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.

## **Training:**

Key staff will undertake the Kirklees Safeguarding Children Partnership's (KSCP) 'Awareness of Child Abuse and Neglect' e-learning and Kirklees 'Working Together to Safeguard Children Foundation Course' every three years from June 2022.

All Festival volunteers will be given training in the Safeguarding procedures set out in this Policy and any concerns raised about poor safeguarding will be taken seriously by the Steering Committee.

During all Festival events:

- Festival Personnel will wear HLF T-shirts to identify themselves
- 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 supervisor

Any problem will be taken seriously and will be documented and dated using the Safeguarding Reporting Form.

## **Prevention:**

### Preparation for Attendance at the Festival

The Festival rules include the requirement for children and/or vulnerable adults to be accompanied and supervised throughout the Festival. This is posted on the Festival website, alongside this policy.

It is made clear that 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)/vulnerable adults it is required that they make satisfactory arrangements to ensure that their child(ren)/vulnerable 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 Committee 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 or those unable to take care of themselves.

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

## **Procedure for Reporting Concerns:**

If someone in Huddersfield Literature Festival believes a child to be in imminent danger they must ring 999 immediately and ask for the Police.

Any other safeguarding concern should be reported to a Safeguarding Lead (of which there are two) within one day, in line with our safeguarding procedures.

It is the responsibility of the Designated Safeguarding Leads to ensure that the safeguarding procedures are adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

### Actions for Reporting:

If a child, young person or vulnerable adult is in immediate danger then you must ring the Police (and/or ambulance service) on 999. This is the only time you should take action without needing to speak to the lead officer in your organisation first.

### **The Safeguarding Leads are named Directors:**

**Steering Committee member - Cat Lumb**

**Festival Manager - Julia Lilof.**

All concerns must be referred to at least one of these people. (This includes if you have had to telephone the Police because a child, young person or vulnerable adult was in immediate danger and you were unable to speak to the lead officer at the time).

The Safeguarding Report Form ([Appendix 1](#)) should be used by staff/volunteers to report safeguarding concerns relating to children, young people or vulnerable adults. All the information provided must be treated as confidential and reported to a Safeguarding Lead within twenty-four hours.

If staff/volunteers are unable to contact the Safeguarding Leads then use the contact numbers at the end of the form. The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made to you, but after all necessary emergency actions have been taken.

Please remember that staff/volunteers must make clear to the child/ young person that they cannot guarantee confidentiality.

Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to a Safeguarding Lead who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to Children's Social Care and the Local Authority Designated Officer (LADO) who may involve the police. If a Safeguarding Lead is the subject of the allegation then the concern must be made directly to Children's Social Care and the LADO whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

**You must:**

- Call the police and/ or an ambulance if the child/young person/vulnerable adult is in immediate danger.
- Listen carefully to what you are being told and reassure them that you are taking what they say seriously
- Tell your supervisor what has happened

**You must not:**

- Touch or clear away evidence
- Interrupt the child/young person/vulnerable adult or ask “leading questions”
- Make assumptions
- Promise absolute confidentiality. Or agree to keep it a secret
- Attempt to investigate the allegation yourself.
- Contact the alleged abuser
- Discuss the allegation with other staff/volunteers

**Please note:**

**It is your duty to report concerns or disclosures of abuse.**

**It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.**

**Huddersfield Literature Festival is not a statutory agency and has no right to undertake investigations into concerns regarding Child Protection. Referrals should be directed to the appropriate local Children Social Care Contact Centres.**

**Review of Procedure:**

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

**Details of safeguarding contacts in Kirklees**

In an event where the Safeguarding Lead is unavailable and you have a concern that a child in Kirklees is

being abused or mistreated or you have concerns about a child's well-being you should call and speak to someone on one of the following numbers:

**Kirklees Front Door to Children's Services**

01484 414960

**NSPCC Helpline:** 0808 800 5000

**NSPCC email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**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.

## **Appendix 1: Safeguarding Reporting Form**

This form should be used to report safeguarding concerns relating to children and vulnerable adults attending Huddersfield Literature Festival events and/or activities.

In an emergency please contact the Police / Ambulance on 999.

All the information provided must be treated as confidential and reported to a Festival Safeguarding Lead within 24hrs.

If you are unable to contact either of the Safeguarding Leads, use the contact numbers at the end of the form.

The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

<b>YOUR DETAILS – THE PERSON COMPLETING THE FORM</b>	
Your Name:	
Your position:	
Your telephone number:	
Your email address:	
Date form completed:	Time form completed:
<b>THE DETAILS OF THE PERSON AFFECTED</b>	
Name:	
Date of Birth:	
Address:	
Telephone number:	
Email address:	



**Details of the incident (please describe in detail using only facts):**

<b>OTHER PRESENT OR POTENTIAL WITNESS</b>
<b>Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Email address:</b>
<b>Additional Relevant Information</b> (please detail anything else that you believe to be helpful / important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

<b>PRINT NAME</b>	
<b>SIGNATURE</b>	

**To be completed by Safeguarding Lead:**

<b>Record action taken:</b>	
<b>Date:</b>	
<b>Signed by Safeguarding Lead</b>	

**USEFUL NUMBERS**

**WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD**

**Kirklees Duty and Advice Team**  
01484 414960

**NSPCC Helpline:** 0808 800 5000

**NSPCC email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)