

### If you have concerns about a child: You must ...

- Report any concern about the safety of a child immediately to your FSO
- Record what has been noticed or said on the **Festival's Reporting Concerns Form**. Sign and date the form and give it to your FSO
- Keep what has happened confidential to as few people as possible who need to know
- Be aware that it is not your role to investigate or talk to any parents/ carers that may be involved

### If you have concerns about the conduct of a member of staff or volunteer: You must ...

- Report any concerns that indicate that a member of staff or volunteer may be a risk to children to the Head of Safeguarding at the Federation
- Be aware that if the concern is about the Head of Safeguarding then you must report your concerns to the Chair of the Board of Trustees of the Federation

#### Contacts:

##### *Festival Safeguarding Officer (FSO):*

Name \_\_\_\_\_ Phone \_\_\_\_\_

##### *Head of Safeguarding (Federation):*

Name \_\_\_\_\_ Phone \_\_\_\_\_

### The British and International Federation of Festivals

Festivals House  
198 Park Lane  
Macclesfield  
Cheshire  
SK11 6UD



01625 428297 / 611578  
info@federationoffestivals.org.uk  
www.federationoffestivals.org.uk

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# Safe working practice

For all staff and volunteers of  
the Federation and its member Festivals

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### Please note

This document is not intended to replace the need for staff and volunteers to know the relevant policies and procedures.

**Staff and volunteers** includes all adults working with children and young people, in whatever capacity or setting at our Festivals, either paid or unpaid.

## Safe working practice for all staff and volunteers of The Federation and its member Festivals

This is an introductory leaflet to help establish the safest possible working environments for our staff and volunteers in their work with children and young people at our Festivals.

We aim to protect children and young people, and to guard against misinterpretation of behaviours and/or unfounded allegations.

### Underpinning principles: You should ...

- Be aware that the welfare of children and young people is paramount
- Not behave, or display attitudes, in a manner which would lead any reasonable person to question your suitability to work with children.
- Be aware that behaviour in your personal life (i.e. outside of working / volunteering for our Festivals) may indicate an unsuitability to work with children and young people. Misuse of drugs, alcohol or acts of violence would be good examples of such behaviour.
- Work, and be seen to work in an open and transparent way.
- Discuss and/or take advice promptly from responsible Festival Officers over any incident which may give rise for concern.
- Make a record of any such incident and of decisions/further actions agreed.
- Apply the same treatment and professional standards regardless of age, race, gender, disability, religion, belief, sexual orientation, or marital status.
- Know the name and how to contact your designated Festival Safeguarding Officer (FSO) for child protection at your Festival.
- Understand your responsibilities to safeguard and protect children and young people.
- Be aware that inappropriate conduct and/or breaches of the law will result in action being taken.

### Safe working practice: You should ...

- Be careful not to misuse your power and influence over children and young people
- Ensure your behaviour remains professional at all times, including your dress and language
- Not accept gifts, other than small tokens of appreciation and in this instance they should be declared to the responsible Festival Officer.
- Not give gifts other than those agreed by the Festival.
- Keep physical contact to a minimum and only initiated by the child, it should be time limited and age appropriate. In an urgent situation you may initiate contact to prevent an accident or harm to a child.
- Avoid working with children and young people on a one to one basis where possible, and when necessary this should be in an area with good visual access and the responsible Festival Officer made aware.
- Not engage in personal email or telephone contact with children and young people, including instant messaging, text messaging and social media sites.
- Be aware that any contact 'out of Festival' must be planned and agreed with parents and the FSO as part of Festival activities.
- Ensure there is no unauthorised photography of children and young people.
- Guard against a child or young person developing an infatuation with staff / volunteers. Any concerns of this nature should be reported to the FSO.

