

# GLASGOW MUSIC FESTIVAL ASSOCIATION

## CHILD PROTECTION POLICY

implemented: 1 August 2004 revised: 1 August 2004

### 1 Objectives of Glasgow Music Festival Association

Glasgow Music Festival Association ("the Association") is a Scottish charity which promotes interest and participation in performing arts. It organises an annual festival at which performers appear in public and are encouraged to develop skills through receiving advice and encouragement from a team of professional adjudicators. Other events, which provide public performance and/or skills' development opportunities, are also organised.

### 2 The environment

It is the policy of the Association to inform and involve parents, guardians, carers and teachers in partnership to create, as far as is reasonably practicable, a safe environment at the Festival and other events. Officer-bearers and Committee members of the Association serve in a voluntary capacity and are assisted during the Festival, and at other events, by a team of voluntary stewards. Adjudicators and official accompanists provide their services on a professional basis.

At the Festival and other events organised by the Association, responsibility for the supervision of children attending in any capacity lies with parents/guardians/carers who should ensure that their children are accompanied and supervised by responsible adults acting on their behalf at all times.

Audiences at the Festival and other events organised by the Association comprise people of all ages including children. Performers must ensure that all works being performed are suitable for this audience and, in particular, do not include material that is inappropriate for children.

### 3 Policy application

Children are persons under 18 years of age and this policy also covers vulnerable adults, of any age, who are identified to the Festival Secretary prior to their arrival at the Festival. In recognition of the needs of performers from minority ethnic groups and those who are disabled, the Festival actively seeks to meet needs notified to the Secretary.

### 4 Event organisers and stewards

The Association relies on volunteers to carry out its work. Personnel on duty at the Festival and other events will be identified by the Committee. The Secretary will maintain a register of all volunteers. Volunteers will sign in daily for duties at the Festival. During the Festival, badges showing their name and designation will identify Officer-bearers and Committee members. Stewards will be identified by the wearing of distinctive badges. Anyone with a problem or concern may approach any Office-bearer, Committee Member or Steward and will be directed to the Duty Secretary. All reported problems will be documented.

### 5 Preparation for attendance at the Festival

Performers apply to take part in the Festival by completing an entry form and submitting it to the Administrator of the appropriate section. Prior to the Festival, a Registration Slip showing the date, time and place of the performance will be mailed to the entry sponsor identified on the entry form. The entry sponsor will also receive a schedule giving the dates, times and venues of performances and a copy of this Child Protection Policy. Where parents/guardians/carers are not personally attending the Festival with their children, this policy requires them to be satisfied that their children will be accompanied and adequately supervised by responsible adults acting on their behalf at all times.

## **6 Performance areas, assembling areas, warm-up rooms and changing facilities**

Stewards are in attendance at all venues but are not responsible for the supervision of performers. Parents/guardians/carers must ensure that children or vulnerable adults are adequately supervised. Changing facilities are not normally provided except for dance events. For dance events, single sex changing areas will be designated.

## **7 Photography, audio and video recording**

Members of the audience are not permitted to take any form of photograph or make any type of video or audio recording in performance areas. Appointed press photography will be permitted in designated areas by prior arrangement with the Festival Secretary. Where parents/guardians/carers do not wish photographs to be taken, they are responsible for ensuring that their children or vulnerable adults are not included in press photographs.

## **8 Legislation and guidance supporting this policy**

The Protection of Children (Scotland) Act 2003; Commissioner for Children and Young People (Scotland) Act 2003; The Police Act 1997; Children (Scotland) Act 1995

## **9 Responsibility of Glasgow Music Festival Association**

Glasgow Music Festival Association is a voluntary organisation with no statutory responsibility to investigate allegations of child abuse. It has, however, responsibility to refer any concerns regarding the safety of a child to the appropriate agency for investigation. The welfare of children is paramount at all times. Any concern about a child directly relevant to attendance at Festival or other event organised by the Association will be referred to the Duty Secretary who will take appropriate action and, in the unlikely event that it is necessary, make a referral to the Social Work Department. Any such referral to the Duty Secretary will be recorded. The record will be retained by the Secretary of Glasgow Music Festival Association.

In the case of an emergency, the Duty Secretary will ensure that medical attention is received or the police alerted as appropriate. The police have the power to act immediately to protect a child.

All information regarding a child and their family is confidential and should only be disclosed to the Duty Secretary in order to assess any action to be taken as a result of the concern. Any disclosure of confidential information can only be undertaken with the express permission of those concerned except where it is considered necessary for the protection of a child, in which case, information will be shared with the appropriate authority.

## **10 Policy review**

The Committee will regularly review this policy and improve or enhance it as necessary. In doing so, members of the committee will look to The British and International Federation of Festivals for support.

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Glasgow Music Festival Association is a Scottish charity, number SC008919

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