



**Charles Wood**  
FESTIVAL & SUMMER SCHOOL

# Child Protection Policy

1. The objects of the Charles Wood Festival of Music and Summer School are to promote the arts, by charitable means only, through the music of Charles Wood, provide opportunities for people to enhance musical skills and present programmes of music consisting of recitals, concerts, services and any other appropriate musical events that the Board considers appropriate within a safe environment.
2. In addition to the events run by Charles Wood Festival of Music and Summer School, the Board may also allow partner organisations to hold masterclasses, workshops, concerts, services and individual recitals during the CWFM week. Some of these may involve the participation of children under the age of 18.
3. The Charles Wood Festival of Music and Summer School is committed to providing a safe environment for children at any event they attend or in which they participate and acknowledges that the welfare of each child is paramount. The Charles Wood Festival of Music and Summer School believes that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
4. The Child Protection Policy of the Charles Wood Festival of Music and Summer School applies to children under the age of 18 who attend or participate in any of its events, or who act as volunteer helpers in any of its administrative functions. The policy also applies to all members of the Board, volunteers, and any artists and tutors engaged by the Summer School to participate in any of its events involving children.

Where appropriate, the Board will identify if a job /volunteer role is regulated as defined under the Protection of Children and Vulnerable Adults NI Order 2003 and provide a job description. An open recruitment process will be adhered to with clearly defined job/volunteer roles. Positions will be advertised and an application form used to gather key information from candidates in relation to the position. Candidates will be asked to complete a Declaration form to confirm that there is no reason why they should not be considered to work with children and provide two references. Following a successful interview procedure, AccessNI checks will be carried out where appropriate.

5. All members of the Board are aware of the Charles Wood Festival of Music and Summer School's Child Protection Policy and endorse it. New workers will be made aware of organisational policies and procedures through a programme of induction and training, if appropriate, and all will receive a copy of the Child Protection Policy where queries can be identified and addressed. Where it is deemed necessary by the Board, workers can be trained on an on-going basis during a probationary period with support and supervision provided together with annual appraisals and reviews. All workers will be issued with the CWFM Code of Behaviour to ensure the safety and welfare of children.

6. Children performing in Charles Wood Festival of Music and Summer School events, and their parents, will be advised of the Charles Wood Festival of Music and Summer School's Child Protection Policy and the Policy will be made available to them in advance. Parents of participating children will be required to be in attendance at the events in question, or to satisfy themselves that their children will be supervised at the events by other responsible adults acting on their behalf.

7. Children attending events as members of the audience should be supervised by their parents or other responsible adults.

8. The use of photography or digital recording at Charles Wood Festival of Music and Summer School events involving children is only permitted for publicity purposes. Usually, this will be facilitated by members of the Festival Board but occasionally professional organisations will be invited to take photographs or digital recordings; if parents do not wish their children to be included in this material, they or the accompanying adult, should make this known to Charles Wood Festival of Music and Summer School personnel at the event.

9. Charles Wood Festival of Music and Summer School personnel will be identified by a badge at all events involving children, and will be in attendance in the performance space. Parents' attention is drawn to the fact that practice areas and toilets are not supervised by Charles Wood Festival of Music and Summer School personnel.

10. Concerns and allegations of abuse will be taken seriously by the Board and volunteers, and responded to appropriately in a confidential manner within the limits of best practice guidelines as supplied by the Arts Council of Northern Ireland. In the first instance the Designated Officer or Deputy DO will be informed of a concern by children, workers or parents without delay, and this will be recorded and documented. It is his/her responsibility to inform the Chair of the CWFM and a serious incident will be referred to Social Services, PSNI or NSPCC directly. A worker in a regulated position will be referred to the appropriate authorities for inclusion on the DWC NI list if the Board learns of misconduct concerning children.

11. When participating in Charles Wood Festival of Music and Summer School events, children will be listened to and treated with respect at all times by the Board and workers. Any time spent with children should take place in as open a setting as possible. Clear instruction will be given and a child's/workers/parents concerns will be taken seriously at all times. Children will never be ignored or embarrassed. They will never be touched in an inappropriate way or addressed in a threatening, patronising or derogatory manner. Such behaviour will be deemed unacceptable.

12. The Board takes the issue of bullying seriously and a worker/Board member should be told straight away if a child feels uncomfortable or frightened by the actions of another child or adult. A child should not keep bullying a secret.

13. The Charles Wood Festival of Music and Summer School welcomes the participation of all children with and without disability. We will endeavour to maximise inclusion by requesting information from participants/parents/guardians about additional needs in advance.

14. Accidents or any incidents will be recorded in a Charles Wood Festival of Music and Summer School handbook devised for this purpose. We will ensure adequate and up-to-date insurance and a list of emergency telephone numbers.

15. This Policy is supported by the Protection of Children and Vulnerable Adults (NI) Order 2003; The Protection of Children Act, the Court Services Act 2000; The Care Standard Act 2000.

16. The Charles Wood Festival of Music and Summer School undertakes to review this Policy against current guidelines and best practice every three years.

January 2023