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**Child protection and safeguarding policy**

**Revised May 2025 to make clear that a DBS check is not required for staff attending a public performance of an outreach event**

Petworth Festival (the Festival) is committed to the safety and well-being of all children, young people and vulnerable adults with whom it interacts. This policy statement sets out Good Practice Guidelines for all festival staff, volunteers and trustees, as well as freelance personnel working with the organisation.

**Definitions:**

1. The Festival uses the word ‘child’ to refer to anyone under the age of 18 years as defined by the Children Act 1989.
2. In this context, ‘vulnerable adult’ refers to those adults who, for reasons of physical or mental difficulties, are or may be unable to care for themselves adequately.
3. ‘Festival Outreach Projects’ refers to all outreach projects, however long or short.
4. ‘Festival staff’ applies to any freelance musician, workshop leader, employees and contracted staff, volunteer or trustee working on or attending[[1]](#footnote-1) an outreach project, however long or short.

**Principles**

1. On all Festival Outreach Projects all children, young people and adults have the right to be safe from harm or abuse
2. The Festival respects the rights and dignity of every child, young person and adult with whom it works.
3. All children, young people and adults will be treated with equal respect, regardless of age, gender, ethnic, origin, cultural background, disability, sexual orientation or religion.
4. All Festival staff working with children, young people and vulnerable adults have the responsibility to prevent the physical, sexual and emotional abuse of these people, and to take seriously and act upon any allegations or suspicions of abuse or neglect.
5. Use of any alcohol, prescription or non-prescription drugs both legal or illegal with a known impairment effect is unacceptable when working with children, young people or vulnerable adults.

**Processes**

1. Festival staff working on Festival outreach projects with children, young people or vulnerable adults will be checked through the Disclosure and Barring Service (DBS) when engaged in these projects. Freelance personnel will supply their current DBS certificate reference number to be checked by Festival staff. A new DBS check is required every three years or alternatively individuals can sign up to the Update Service which will be re checked every three years (please refer to most recent DBS guidelines).
2. Festival staff expect the presence of a class teacher, licensed or DBS checked chaperones or parents/guardians when working with children on Festival outreach projects either at a school or at any other venue or location.
3. Festival staff will liaise with schools and venues to ensure that proper risk assessments have been carried out for activities involving children, young people and vulnerable adults, or undertake to carry out risk assessments itself when appropriate.
4. Festival staff will seek consent from partners, parents or carers before using any images of children, young people or vulnerable adults in press or publicity material.
5. The Designated Child Protection Officers or person with lead responsibility for protection of children, young people and vulnerable adults are the Chairman of PF Board of Trustees and the Executive Director.
6. Any suspicions or allegations of abuse or neglect should be reported to the Chairman of Festival Board of Trustees and the Executive Director.
7. The feelings and concerns of any child, young person or vulnerable adults, and those of a parent/carer, will be listened to confidentially and acted upon as appropriate.

**Code of Conduct for all PF staff**

1. Treat all children, young people and vulnerable adults with respect
2. Provide an example of good conduct that you wish others to follow
3. Use appropriate language
4. Ensure that whenever possible there is more than one adult present during activities with children, young people or vulnerable adults, or at least that you are within sight or hearing of others.
5. Respect a person’s right to personal privacy, including handling any confidential information passed on to you on a strictly need to know basis
6. Avoid unnecessary physical contact with participants and be aware that even minor physical contact may be misinterpreted.
7. Recognise that special caution is required in moments when you are discussing sensitive issues with children, young people or vulnerable adults.
8. Turn off all personal mobile phones and tablets during activities. Only cameras or recording equipment belonging to the Festival or a professional photographer (specifically engaged by Festival) may be used.
9. Do not use personal social media accounts to communicate with children, young people or vulnerable adults via chat or personal message, other than through groups where messages can be seen by all group members.
10. Do not accept children, young people or vulnerable adults as friends on personal Facebook profile (or other social media site)
11. Do not use your personal X/Instagram or other social media accounts to become a follower of children, young people or vulnerable adults and do not encourage them to follow you.
12. Challenge unacceptable or inappropriate behaviour and report all allegations/suspicions of abuse.
13. Refrain from using alcohol or drugs when working with children, young people or vulnerable adults
14. Where possible use adult or staff toilet facilities or exercise due caution where mixed facilities are available
15. Give positive and constructive feedback rather than negative criticism

1. This does not extend to attendance at a public performance of an outreach event. [↑](#footnote-ref-1)