

Tolpuddle Martyrs’ Festival

Safeguarding Children and Vulnerable Adults – Policy Statement

# Child Protection Policy Statement

The Tolpuddle Martyrs Festival is committed to ensuring a safe environment at the annual festival for children, young people and vulnerable adults and believe that it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind.

The organisers recognise our responsibility to safeguard the welfare of all children, young people, and vulnerable adults, by a commitment to recommend best practice which protects them.

This policy applies to the festival organisers, paid staff, volunteers, contractors, or anyone working on behalf of the Tolpuddle Martyrs Festival.

We recognise that:

* the welfare of the child/young person/vulnerable adult is paramount.
* all children or vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
* working in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting their welfare.

The purpose of the policy:

* To provide protection for the children, young people and vulnerable adults who participate or attend the Tolpuddle Martyrs Festival.
* To provide staff and volunteers with guidance on procedures they should adopt if they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

We will seek to safeguard children, young people, and vulnerable adults by:

* valuing them, listening to, and respecting them
* adopting child protection guidelines through procedures and safe working practice for staff and volunteers
* adopting safe working practices for staff and volunteers
* recruiting staff and volunteers safely, ensuring all necessary checks are made
* sharing information about child protection and safe working practice with children, parents, staff, and volunteers
* sharing information about concerns with agencies who need to know, and involving parents and children appropriately
* sharing information appropriately about adults who are at risk, with their consent
* if consent is refused and there are serious concerns of abuse for the individual concerned or others, then consent may be overridden in line with guidance, and only shared appropriately with those who need to know
* providing effective management for staff and volunteers through supervision, support, and training.

The Tolpuddle Martyrs Festival will review this policy each year during the festival planning process.

### Marie Hughes

### Safeguarding Lead

### Reviewed 3 July 2023

# Lost and Found Children at Tolpuddle – process note

## For all team members

Report to your Lead or a Radio Holder immediately. For non-radio holders…

* Reassure the child, tell them they are safe
* or
* Reassure the parent
* Find your Team Leader/closest radio holder
* Stay with them if you are asked to

## For all Team Leads/Radio Holders

### Found child (most common)

* Reassure the child, tell them they are safe.
* Make a note of the time.
* Do not call the parent if there is a mobile number, bring them to the Info Tent.
* Do not say you have a lost or found child over the radio.
* Do not give any details of the child over the radio.
* Use the radio and ask for Marie and Security Control then wait for a response.
* Ask us to meet you at the information tent, we will know why.
* If you are able, bring the child to the Info Tent.

### Remember…the child is safe with you so do not panic!

* If it is easier for us to come to you…
  + Do not announce that you have a lost or found child over the radio.
  + Ask Marie and Security Control to meet you at your location.

### Lost child (less common)

If you have a parent/carer with a lost child or vulnerable adult…

* Reassure them.
* Make a note of the time.
* Ask some basic details – name, gender, age.
* Use the radio and ask for Marie in the Information Tent and Security Control.
* Await a response.
* Tell us who you are and where you are.
* Tell me you are coming to see me with someone who needs my help.
* Ask Security Control to meet us there.
* Bring them to the Info Tent immediately.

We do not stop people leaving the site **BUT** we will get a description as quickly as possible. If you are on a gate, keep listening to the radio and send someone from the team to get a description. If Security want to stop someone leaving, allow them to do so.

Last year we had very few incidents and those that happened were dealt with very quickly. Never worry too much about a found child…they are safe with us. Lost children can be a bit more frightening, and parents/carers may be distressed. Stay calm! People are very reassured that we have a procedure.

If you have any worries or questions, please speak to your Team Lead, or see me in the Info Tent. I am on site for approximately 14 hours a day. If I am off site, the Main Marquee Lead will liaise with security.

When briefing your team – tell them to find a radio holder or you!

### All radio holders should attend the Info Tent if asked, to get a description. Gate staff should get a description quickly and look out.

# Info Tent Procedure

* If you hear Marie & Security Control speaking over the radio pay attention, there may be a lost or found child coming to the Info Tent or we are going to them.
* Ensure you make a note of the time & date.
* Start a Lost or Found Log.
* All Radio Leads to send someone to Marie’s location to get a description if asked to do so.
* Gate staff to get a description and look out.

LOST Day: Time:

|  |  |  |
| --- | --- | --- |
| **Child/Vulnerable person** | | **Parent/Carer** |
| **Name:** | | **Name:** |
| **Age:** | | **Age (if a child):** |
| **Description:**  Hair colour/style?  Height?  Glasses or a hat?  Wearing?  Photo?  Face paint/tattoos?  Did they take a photo today? | **Get this description to Security, Gate Crew and Leads/Radio holders urgently. Do not broadcast over radios.** | |
| Where did they last see them?  What time?  Who were they with? |  | |
| * Description to gate crew verbally asap * Radio security control * Re-assure * All Leads/Radio holders to attend for description | | |
| **Re-uniting** | | |
| **Time parent/carer found:** | | **Time re-united:** |
| Observations:   * Monitor and watch. * Are you happy? * Is it an older child? | If the child is not present, ask collecting parent/carer for description of the child. | |
| Marie Hughes signature: | | |

Privacy Statement

This information will be destroyed immediately after the festival. We only use the information gathered during a live incident and to improve our Safeguarding Policy at the Festival. You can view the TUC Privacy Statement at the TUC website. **Please return completed forms to Marie Hughes, Info Tent.**

FOUND Day: Time:

|  |  |
| --- | --- |
| **Child** | **Collecting Parent/Carer** |
| **Name:** | **Name:** |
| **Age:** | **Age (if a child):** |
| Who are they here with? What do they look? | Relationship:  Ask for a description of the child. |
| Do they have a wristband? Contact number? | Notes |
| When did they last see their parent/carer? |
| **Do not forget…**   * Radio security control – ask them to meet you urgently * Do not give any details of the child over the radio * Re-assure the child * Responsible adult name can be given over the radio * Stage announcements: ask for parents by name | |
| **Re-uniting** | |
| Time parent/carer found: | Time re-united: |
| Observations:  Monitor/watch. Are you happy?  Older child? | |
| **Do not forget…**  If the child is not present in the info tent, ask collecting parent/carer for a description. | |
| Marie Hughes signature: | |

Privacy Statement

This information will be destroyed immediately after the festival. We only use the information gathered during a live incident and to improve our Safeguarding Policy at the Festival. You can view the TUC Privacy Statement at the TUC website. **Please return completed forms to Marie Hughes, Info Tent.**

Childline 0800 1111

NSPCC 0808 800 5000

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

A close-up of a license plate

Description automatically generated with medium confidence

Dorset Advice and Duty Service (children and young people)

01305 228 866

Dorset Safeguarding Adults

01305 221 016

01305 858 250 (out of hours)