BPAC Safeguarding Policy

Implemented from 2004 Reviewed and updated October 2025

Chairman: Mr Lawrence Williams

Safeguarding: Mrs Jenni French

Hon. Treasurer: Mr Chris Southon

Registered Address:

BMCF

8, Leeson Road

Bournemouth, BH7 7AY

Telephone: 07751 032717

email: hello@bournemouthperformingarts.info

Venues:

Dance: Queen Elizabeth's School, Wimborne, BH21 4DT

Music, Speech & Drama: Freemasons Hall, Knole Road, Bournemouth, BH1 4DH

Choirs: Christchurch Priory, The Quay, Christchurch, BH23 1BU

The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all the charity's trustees and volunteers have a responsibility to report concerns.

1. PURPOSE & FUNCTION OF THE FESTIVAL

The object of the Festival is to advance the education of the general public in the Arts, particularly the Arts of Music, Speech, Drama and Dance, by providing a public platform for amateur performance, coupled with the assessment of that performance by professional Adjudicators.

2. THE FESTIVAL ENVIRONMENT

Queen Elizabeth's School Wimborne is a Secondary School, with all festival activities taking place in the main hall and adjoining classrooms. Although the Festival is held during half term week some school staff and students do visit the premises for project work.

The Freemason's Hall consists of a variety of rooms being used for all the Music, Speech and Drama classes and waiting areas.

Christchurch Priory is a public church with a variety of rooms, including a cafe open to the general public.

The festival is run by volunteers.

It is our policy to inform and involve parents, guardians, carers and teachers in partnership with you in order to ensure, as far as it is reasonably practicable, a safe environment at the Festival.

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to all children under the age of 18 years, and members of vulnerable groups of any age whose needs are identified to the Festival Admin Team prior to their arrival at the Festival. This should be done by contacting the email address shown at the top of this page. Our Festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support - or to let you know if we are unable to help.

4. FESTIVAL PERSONNEL

The volunteers are recruited, and approved by the Trustees, from people who have shown an interest in the Festival, and have offered to give their time. They indicate the sort of tasks that they would prefer to undertake.

All stewards are provided with a short job description for the duties they carry out, and, where necessary, a formal DBS check is carried out. This applies to all our trustees and those stewards who take responsibility for competitors on an individual basis.

The duty rota for each day is on display at each Festival venue. Each volunteer on duty will wear a badge. The Duty Manager in charge of the session will wear a distinctive badge. Anyone wearing a badge may be approached in case of a problem and will be able to direct you to the responsible person who will deal with it.

At each venue there will be an office available where problems or concerns can be heard and dealt with in private. All problems will be taken seriously and will be documented and dated.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

We are informing parents/guardians/carers of this policy by the following means:

A copy of this Policy is included in the syllabus and is also published on our website www.bournemouthperformingarts.info. Teachers are expected to take responsibility for seeing that parents, guardians or carers in charge of their pupils are aware of this Policy and to inform the Festival Admin Team that they accept this responsibility by signing the entry form.

When parents/guardians/carers are not personally attending with their children, this Policy requires them to be satisfied that their children will be accompanied to the festival and adequately supervised at all times by a responsible adult acting on their behalf. This includes being taken between dressing rooms and the stage.

6. PERFORMANCE AREAS & CHANGING ROOMS

Backstage areas at the Dance Festival will be supervised by DBS checked volunteers. Access to these areas is prohibited except in the presence of the stage manager on duty.

Areas for changing will not be supervised by festival volunteers. Separate changing facilities are available for male, female and any alternative genders.

Festival volunteers who may be called upon to visit these areas for any reason will have received appropriate clearance. When not performing, supervision of children and/or vulnerable adults in all parts of the Festival venue is the responsibility of teachers and/or parents, authorised guardians and carers.

7. PHOTOGRAPHS, VIDEOTAPES AND PRESS PHOTOGRAPHY

No photography or recording of any kind is permitted at the Festival during performances, except by the Official Festival Photographer (who has DBS clearance) or the Press (by arrangement). Anyone else seen to be taking photographs or filming may be asked to leave the room and will be asked to delete the footage. The competitor being photographed or filmed may be disqualified from the competition.

It is the responsibility of parents who do not wish their child to be photographed to ensure the child does not take part when photography is in progress. Parents and guardians who do not wish to give permission for professional photos to be taken must email hello@bournemouthperformingarts.info in advance of the competition's commencement. However, the festival cannot be responsible for private photos that find their way on to social media.

8. POLICY REVIEW

The Organisers will constantly review their Policy, improving and enhancing it as necessary. In doing this, they will look to the British and International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice.