

# CREATION FEST

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# Safeguarding Policy 2019

# CREATION FEST SAFEGUARDING POLICY

## **Creation Fest Ltd**

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Registered Charity: 1121924

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Insurance Company: Public Liability Insurance with Allianz Insurance plc.

## **Creation Fest**

Celebrating the good news of a God who loves us through festivals, events, and gatherings designed to creatively communicate the Christian faith and inspire others to do the same.

We love to celebrate the joy of walking in faith, and invite men and women, young and old, artists and accountants, seekers and sceptics to discover the free gift of God, Jesus Christ.

Our aim is to put on brilliant, free, fun events that bring Christians closer to Jesus, *and* that are accessible and attractive to those who don't know God, or who are on the fringes of church community. At our annual festival, we have a skate ramp because it lets us talk to skaters about Jesus. We run a full kids and youth programme so that families can come and grow in their faith together. We bring in great Christian bands because music is its own language. We run an arts stream, fitness programme, bonfire nights, barn dances, a silent disco, late night film screenings and much more so that the largest possible audience is drawn in, coming for the fun but staying to hear the good news of a God who loves them.

Outside of our main festival and events, we love to inspire individuals and churches to reach their communities with the good news of Jesus Christ. Throughout the year, we speak at events, connect with young people, host gatherings and work in partnership with local churches. Our heart is to share our skills, time, expertise and resources so that we can be the best invitation possible for people to meet with God

## **Introduction**

The Directors of Creation Fest Ltd undertake to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all its volunteers and will regularly review the operational guidelines attached.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and any amendments subsequently published. The Directors agree not to allow the document to be copied by other organisations.

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Creation Fest has a growing children's and young people's ministry. Creation Fest Ltd takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to our care.

We believe that children and young people are the church of today and tomorrow. Therefore, it's our desire to assist parents in their responsibility of raising their children "in the training and admonition of the Lord" (Ephesians 6:4).

As part of this mission, Creation Fest Ltd is committed to:

- Listening to, relating effectively with and valuing children, young people and vulnerable adults, whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers.
- Ensuring that children's/youth volunteers are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory safeguarding authorities, when the need arises.
- Requiring staff and volunteers to go through a proper recruitment process. This includes interviewing, obtaining references from and making police checks where appropriate on volunteers who will have unsupervised access to children, young people and vulnerable adults.
- Informing parents/carers of concerns/changes involving their child, young person or vulnerable adult.
- Having procedures for parents/carers, other service users, volunteers and staff to voice their concerns about any aspect of our service.
- Thoroughly investigating concerns and reporting directly to the person who has been appointed to deal with such issues and, if necessary, contacting outside sources.
- Pursuing staff/volunteers trained in first aid and having them available during all activities.

## **Areas of Policy**

Creation Fest Ltd recognises that many children, young people and vulnerable adults today are the victims of neglect, physical, sexual and emotional abuse. Accordingly Creation Fest Ltd has adopted the policy contained in this Document, (hereafter "the policy"). The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS). The policy sets out agreed guidelines relating to the following areas:

1. Responding to allegations of abuse, including those made against leaders or members of the organisation.
2. Appointment of volunteers working with children, young people and vulnerable adults.
3. Supervision of activities and practice issues.
4. Photography and images.
5. Helping victims of abuse.
6. Working with offenders.
7. Building links with other agencies.
8. Guidelines for discipline.
9. Abuse of Trust.

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10. Commitment of the wider Creation Fest Ltd fellowship.

11. Reviewing our policy

## List of Attached Documents

### **Definitions of Abuse**

See attached Document 1

### **Recognising possible signs of Abuse**

See attached Document 2

### **Allegations of physical injury or neglect**

See attached Document 3

### **Flow chart for action to be taken when concerned about the welfare of a child**

See attached Document 4

### **How to respond to a child, young person or vulnerable adult wanting to talk about abuse.**

See attached Document 5.

### **Responding to Abuse – Volunteer’s Safe Guarding Incident Action Sheet**

See attached Document 6

### **Logbook for Accidents/Incidents**

See attached Document 7

### **Contract for a sex offender**

See attached Document 8

### **Guidelines for discipline**

See attached Document 9

### **Photographic image consent form**

See attached Document 10

### **Declaration**

See attached Document 11

## **1. Responding to Allegations of Abuse, Including Those Made Against Leaders or Members of the Organisation.**

You must report concerns as soon as possible to Suzie Burton (hereafter the “co-ordinator” 07779 568682 or through the control office if at the Festival) who is nominated by Creation Fest Ltd to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. She may also be required by conditions of the Festival Insurance Policy to immediately inform the Insurance Company. In the absence of the co-ordinator the matter should be brought to the attention of the deputy co-ordinator Sarah Yardley (hereafter the “deputy co-ordinator” 07860 412534 or through the control office if at the Festival)’

If the suspicions in any way involve the co-ordinator then the report should be made to Sarah Yardley. If the suspicions in any way implicate both the co-ordinator and the deputy co-ordinator, then the report should be made to the relevant authorities. (CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111 or 01322 517817)

### **For monthly Glow Youth Events**

- Those attending mainly come with their own youth group leaders and there is a dedicated person on the Glow team to look out for those unaccompanied and register them.
- If an incident happens within a youth group leaders are requested to use their own safe guarding procedures. If it crosses groups it must be reported to the attending Glow leaders -

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Sarah Yardley or Sophie Doyle for Cornwall Glow and Jemma Ponsford or Amy O'Meakin for Devon Glow

Suspicions will not be discussed with anyone other than those nominated above.

It is, of course, the right of any individual to make direct referrals to the child protection agencies although we hope that, in the first instance, volunteers at the Festival will use these policy procedures. If, however, you feel that the co-ordinator or deputy co-ordinator have not responded appropriately to your concerns, then you should contact the relevant organisation direct. We hope by making this statement we demonstrate our commitment to effective child protection.

Action to be taken when concerned about the welfare of a child.

See attached Document 4

How to respond to a child, young person or vulnerable adult wanting to talk about abuse.

See attached Document 5.

What to do once a child, young person or vulnerable adult has talked to you about abuse.

- a. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child has said as well as what you said in reply to the child, young person or vulnerable adult. Record dates and times of these events and when you made the record. Keep all notes securely, even if rewritten or typed up. Use appropriate forms, (i.e. Volunteer's Action Sheet – see attached Document 6).
- b. Report your action as soon as possible to the safeguarding co-ordinator. If the latter is implicated, report to the deputy co-ordinator. If both are implicated, report to CCPAS or Social Services.
- c. You should not discuss your suspicions or allegations with anyone other than those nominated.
- d. Once a child, young person or vulnerable adult has talked about abuse the co-ordinator should consider whether or not it is safe for a child, young person or vulnerable adult to return home. On rare occasions it might be necessary to take immediate action to contact Social Services or Police to discuss putting into effect safety measures for the child so that they do not return home.

## **2. Creation Fest Office Policy re Youth Drop In**

- When Youth are in the office there should always be 2 adult volunteers, with at least one of these holding a Creation Fest DBS and one being 30 + years old (experience has shown that youth are less likely to ignore requests from a volunteer more senior in age ).
- On occasions when there is only one volunteer in the office, or no one with a Creation Fest DBS, the doors should be locked and youth have been informed they will not be able to come in until a second volunteer or one with a Creation Fest DBS arrives.

## **3. Appointment of Volunteers Working with Children, Young People and Vulnerable Adults**

In appointing volunteers, the Festival will be responsible for the following:

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- All prospective volunteers working unsupervised with children, young people or vulnerable adults must have a recent (within the last 3 years) Enhanced DBS check and personal references. An unchecked person can assist with an activity but must be supervised by a checked volunteer.
- All prospective volunteers working with children, young people and vulnerable adults will be asked to read through and sign the Safeguarding Policy.
- All prospective volunteers will be asked to complete an application form.
- All prospective volunteers may be formally interviewed.
- The criteria for NOT appointing volunteers working with children, young people or vulnerable adults is at the co-ordinator's discretion and under no circumstances should anyone who has committed an offence against children, young people or vulnerable adults be considered for a position.
- Children, young people or vulnerable adult volunteers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.

## 4. Supervision of Activities and Practice Issues.

### Ratio of Adults to Children.

Under 2 years	1:3
2-3 years	1:4
4-8 years	1:8
Over 8	1:12

Always ensure that a worker is not alone with a child, young person or vulnerable adult. Normally, activities, whether on or off the premises, must be managed by at least 2 checked volunteers or a checked volunteer and an unchecked volunteer assistant.

You should never pray with a child or young person under 16 in an unsupervised situation.

No person under the age of 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone once in the Festival's care, (ie. once they have been signed in).

A register of children or young people should be kept as well as a register of volunteers. This should include time of arrival and departure. Children must be signed in by parent(s)/carer(s) and signed out in the same way by the same parent(s)/carer(s). This sign-in policy will be visible to parents/guardians at the time of signing in.

Volunteers should record unusual events with the team leader, recording what they have witnessed. This can be very helpful if team leaders have to deal with a difficult young person who may subsequently make accusations of assault. Records of previous behaviour will enable any allegations to be seen in context. Logbooks protect the children and the volunteers. (See attached Incident/Accident Form Document 7). For serious incidents and accidents always inform the Festival Control Office (07925 948339) who will contact the safeguarding co-ordinator or deputy.

Volunteers should also record in the logbook incidents such as fights along with what action the team leader took. As the information in the logbook is likely to be sensitive, the logbook should be kept separate from the accident book. Parents and older children should be asked to sign the accident book, but they should not see the contents of the logbook as this is for volunteers only.

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The co-ordinator or deputy co-ordinator must check the registers, logbooks and other records regularly and initial them to ensure they are up-to-date and challenge volunteers when necessary.

## 5. Photography and Images.

The updated General Data Protection Regulation 2018 maintains that organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as to safeguard children, young people and vulnerable adults. Photographic images count as sensitive data since they may reveal information about the subject's race and as such are covered by the Data Protection Act.

Permission **must** be obtained from both children and parents/carers before a photograph is taken or film footage recorded. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- Obtain **written** and specific consent from parents or carers before using photographs on a website including social media. (See attached document 10)

## 6. Helping Victims of Abuse

As a Christian organisation we desire to live out the life of Jesus in the community. As such, we must understand the world in which we operate, the people which live in it and how we are affected by its fallen state. We cannot bury our heads in the sand and pretend an evil world does not affect us. We must instead “be wise as serpents and harmless as doves.” (Matthew 10:16) as we seek to bring people to the source of all permanent healing, Jesus Christ our Lord. Therefore as an organisation we are committed to supporting victims of abuse, and encouraging them in their faith.

## 7. Working with Offenders

Sexual offences are sin, and like any other sin the LORD offers forgiveness and cleansing (Psalm 130:1-4; John 1:9). Having said this we also appreciate that all sins have various degrees of consequences and a person should be treated with appropriate consideration. (see Galatians 6:7-8). It would be inconsiderate and irresponsible for the festival to knowingly allow a person guilty of a sexual offence to be placed in the way of temptation, even in the light of genuine repentance.

Where someone attending a Creation Fest Ltd event is known to have abused children, then whilst extending friendship to the individual, Creation Fest, in its commitment to the protection of children, young people and vulnerable adults, will meet with the individual and discuss boundaries that the person will be expected to keep.

Pastoral support will be given, but the individual will be expected to abide by clear boundaries set out in a contract, set up to ensure the safety of children, young people and vulnerable adults, written in accordance with the Creation Fest Ltd safeguarding policy.

See attached Document 8.

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## **8. Building Links with other Agencies**

In the effort to keep children, young people and vulnerable adults safe from abuse, we are committed to accessing resources from, as well as being a resource to, other like-minded organisations.

## **9. Guidelines for Discipline**

See attached Document 9.

**But Jesus said, “Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven.” (Matthew 19:14)**

As an organisation, it is our desire to see all people in relationship with the Saviour. This includes children, young people or vulnerable adults. Therefore, it is our goal that these ministries be a help and not a hindrance in the spreading of the gospel of Jesus Christ. To that end, this Safeguarding Policy was written and will be applied.

## **10. Abuse of Trust**

A relationship of trust may be described as one in which one party is in a position of power or influence over another by virtue of their work or the nature of the activity. Creation Fest Ltd recognises that ministering to children, young people and vulnerable adults creates many of these relationships. Therefore, as an organisation we undertake to follow the principles found with the Abuse of Trust guidance issued by the Home Office. This guidance primarily focuses on the unacceptability of those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop with a vulnerable adult or young person under the age of eighteen. As followers of Jesus we expect all volunteers to also adhere to God's standards as laid down in the Bible. God appointed sexual activity to be undertaken only within a marriage between one man and one woman and therefore any sexual activity between a volunteer in a position of trust with a young person or vulnerable adult is strictly forbidden.

This code of conduct not only protects the young person/vulnerable adult being looked after from an unequal and potentially damaging relationship but it also protects the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

## **11. Commitment of the wider Creation Fest Ltd fellowship.**

This policy must not operate in isolation from the other activities and commitments of Creation Fest. Those not directly involved with childcare will be encouraged by the Directors to keep themselves informed about the policy and the festival's ministry to children, young people and vulnerable adults; and to respect the decisions that are made to ensure compliance with the policy. (An example of this is to agree not to intrude on spaces at the Festival that have been set aside specifically for children's activities while those activities are taking place.)

## **12. Reviewing our Policy**

The Directors of Creation Fest Ltd undertake to review our policy every 12 months.

*(This document is based on a Model Safeguarding Policy supplied by the Churches' Child Protection Advisory Service. A copy of the policy and all amendments will be filed with CCPAS. This Policy must not be copied by other churches/organisations without the written agreement of CCPAS)*

# CREATION FEST SAFEGUARDING POLICY

Signed by the Directors of Creation Fest Ltd

Date: 3 August 2019 (start of 2019 Festival week)

Brian Brodersen \_\_\_\_\_  
Robert Dingman \_\_\_\_\_  
Simon Lawrenson \_\_\_\_\_  
Martyn Molnar \_\_\_\_\_  
Gareth Dix \_\_\_\_\_

## Document 1 - Definitions of Abuse

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

### ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

#### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child

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participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Statutory Definitions of Abuse (Vulnerable Adults)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

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## **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

## **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

## **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

## **Financial or Material Abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

## **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired

## **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

## **Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

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## Document 2 - Recognising possible signs of Abuse

### Signs Suggesting Physical Abuse

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc that do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*
- Changes in routine

### Indicators of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*
- Bed wetting and soiling

### Signs Suggesting Emotional Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

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\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

## **Document 3 – Allegations of physical injury or neglect**

Your responsibility for reporting concerns will depend on your role. A volunteer working with children, young people or vulnerable adults will need to:

- Listen carefully if someone is telling you about abuse – physical, sexual, emotional or neglect
- Not ask questions – it could prevent them from saying more or you might put things in their mind that were not already there
- Show acceptance of what you are told – even if it seems unlikely or too awful to be true
- Reassure the person that they have done the right thing in telling you and you are taking the information seriously
- Not promise to keep the matter secret but explain that you may have to share what they say with others on a ‘need to know’ basis only. (It will be the named people in the safeguarding policy.)
- Explain what you intend to do and don’t delay in taking action
- Ensure the immediate safety of the individual
- Write notes stating what the person said, what you said in response, and an explanation of how the conversation took place. Include the date, time and your signature
- Keep the notes, even if typed up, as they could be used as material evidence in court.
- If the concern is about what has been observed, for example bruises, marks, suspicions of neglect or sexually explicit/abusive behaviour, then it is important to write a full account of what was seen. Include:
  - Size, shape, colour, position on the body of any bruises or marks
  - Person’s appearance eg ragged or dirty clothing, smell, emaciated body, pain or difficulty in moving
  - Description of sexually explicit or abusive behaviour
  - The date and time of your report and your signature.

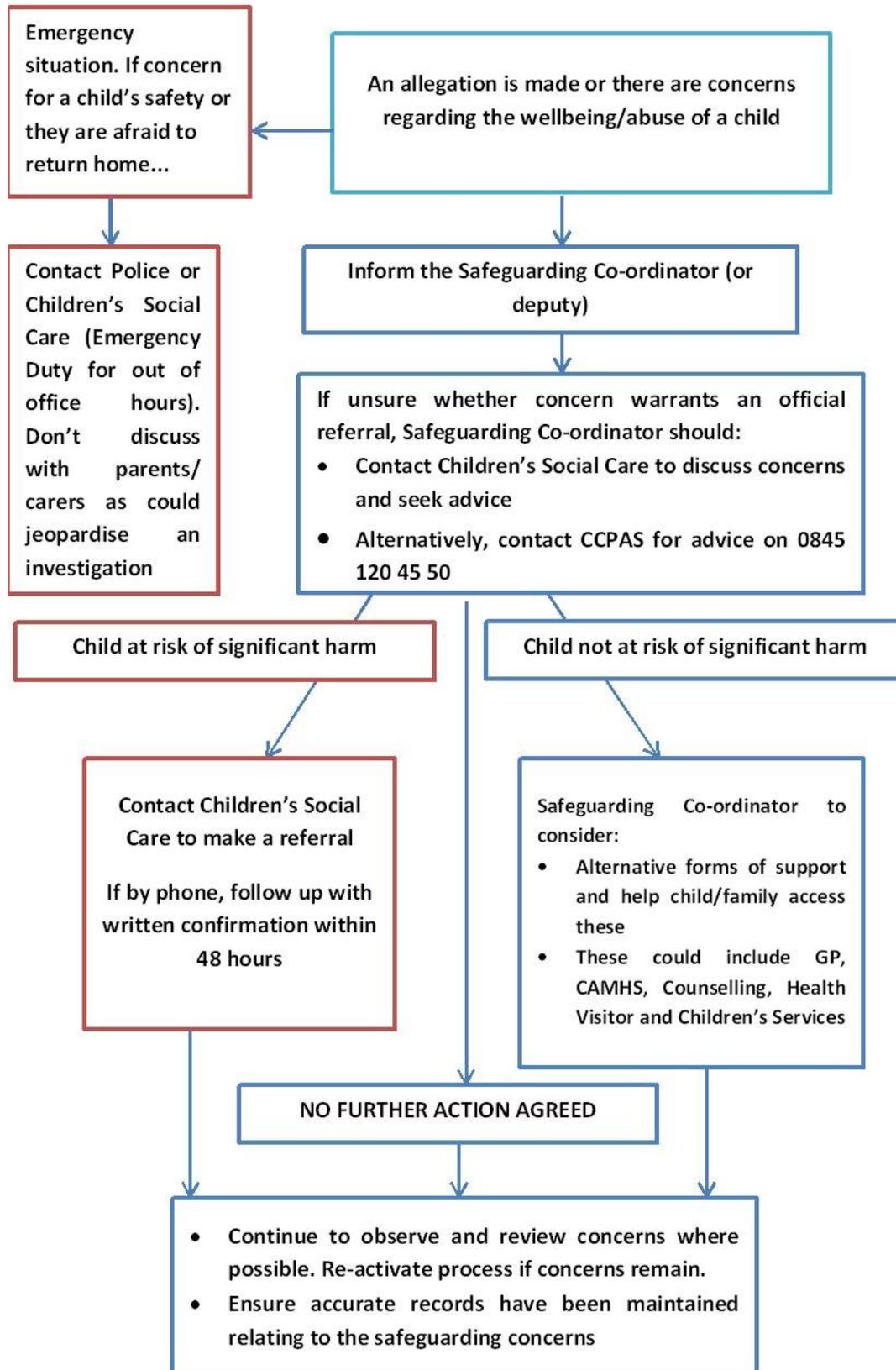
The safeguarding co-ordinator or their deputy must be informed as soon as possible so that the appropriate action can be taken. All volunteers should know how to contact them.

If the matter is urgent eg there is a need for medical intervention, it is unsafe for a child to return to their parent/carer or there is an allegation of sexual abuse, take immediate action by calling the Festival Control Office (07925 948339) who will locate the safeguarding co-ordinator or deputy asap.

You can also call CCPAS for advice 0303 003 1111 or 01322 517817

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## Document 4 - Flow chart for action to be taken when concerned about the welfare of a child



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## **Document 5 - How to respond to a child or vulnerable adult wanting to talk about abuse.**

### **EFFECTIVE LISTENING**

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

### **HELPFUL RESPONSES**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

### **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

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Document 6 – Volunteer’s Safe Guarding Incident Action Sheet

CONFIDENTIAL

Name of Child/Vulnerable Adult: .....

Address: .....

Date of birth: .....

Name of Person Reporting Event:  
.....

Date: ..... Time: .....

Sequence of Events/Actual Words Used/Observations

.....  
.....  
.....  
.....

Action Taken:

.....  
.....  
.....

Name of Person Contacted:

.....

Date: ..... Time: .....

Notes:

.....  
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## Document 7 – Accident/Incident Form

**CONFIDENTIAL**

# Form

### Creation Fest Ltd Safeguarding Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did this incident take place? \_\_\_\_\_

Name of place of worship/organisation:  
\_\_\_\_\_

Name of the group: \_\_\_\_\_

Who is normally responsible for group? (name, address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_

Which other volunteers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CREATION FEST SAFEGUARDING POLICY

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

YES  NO  NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

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What action have you taken to prevent a recurrence of the incident?

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Is the site or premises still safe for your group to use  YES  NO (Please tick)

Is the equipment still safe for your group to use?  YES  NO (Please tick)

Who else do you need to inform? \_\_\_\_\_

Have they been informed?  YES  NO (Please tick)

If so, when and by whom? \_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Form seen by: \_\_\_\_\_  
(state role eg. Director, Safeguarding Co-Ordinator)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# CREATION FEST SAFEGUARDING POLICY

## Document 8 - Contract for a sex offender

### Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the Directors
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the Directors, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the Directors may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every \_\_\_\_\_ months and will remain for an indefinite period

### Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the Directors of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children, young people or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.

## CREATION FEST SAFEGUARDING POLICY

- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children, young people and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

# CREATION FEST SAFEGUARDING POLICY

## Document 9 - Guidelines for discipline

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.
- For those who are continuously disruptive inform the team leader who will inform the parents/carers that the child will no longer be able to attend the children's event.
- If young people are causing a nuisance to other attendees outside an event, inform the Festival Control Office who will contact Security to follow up.

# CREATION FEST SAFEGUARDING POLICY

## Document 10 - Photographic image consent form

# Form

## Creation Fest Ltd Permission to Use Images of Children on a Website including on Social Media

Creation Fest Ltd may wish to take photographs and videos of your child for our official publications including, but not limited to, newsletters, posters and websites (including external locations, which include, but are not restricted to, resources such as YouTube, Facebook & Twitter).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used.

Please answer questions 1 and 2 below, then sign and date the form where shown

Child/Children's Name: \_\_\_\_\_

To the parent/adult with parental responsibility (Delete as appropriate)

1. May we use your child's image in our printed promotional publications? **YES/NO**
2. May we use your child's image on our website? **YES/NO**

Parent/Carer

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Conditions of use

1. This form is valid for one year from the date of signing. Your consent will automatically expire after this time.
2. We will not re-use any images after this time.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making decorations".
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

# CREATION FEST SAFEGUARDING POLICY

## Document 11 - DECLARATION

### Individual's Copy

I have read the Creation Fest Ltd Safeguarding Policy and agree to abide by it. If I do not understand any of its contents, I will contact the safeguarding co-ordinator or deputy safeguarding co-ordinator for clarification before signing this declaration.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



### Office Copy

I have read the Creation Fest Ltd Safeguarding Policy and agree to abide by it. If I do not understand any of its contents, I will contact the safeguarding co-ordinator or deputy safeguarding co-ordinator for clarification before signing this declaration.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please detach the **Office Copy** and return to: The Safeguarding Co-Ordinator, Creation Fest Ltd,  
The Goods Shed, Southern Way, Wadebridge, Cornwall, PL27 7BX