

Policy for the Protection of Children, Young People and Vulnerable Adults, National Eisteddfod of Wales

Introduction

This policy applies to members of staff, Management Board, Council, Court, central and local committees, freelancers, competitors, judges, accompanists, volunteers, performers and artists involved in the Eisteddfod.

The Eisteddfod is committed to being an inclusive festival that respects and celebrates diversity in all its activities and procedures, and to ensure that no one is prejudiced against anyone based on disability, background, belief, religion, race, age, gender, gender or sexuality (Standing Orders of the Eisteddfod, 2022).

The Eisteddfod is also committed to ensuring a safe environment for children, young people and adults who are at risk or vulnerable, believing that it is completely unacceptable for a child, young person or vulnerable adult to experience abuse of any kind.

The staff, Management Board, Council, Court, central and local committees, freelancers and volunteers of the Eisteddfod accept and acknowledge the content of this policy, together with their responsibility to develop their awareness of what can cause harm.

The Eisteddfod will try to protect vulnerable children, young people and adults by:

- adopting child protection guidelines through safe working procedures and practices for staff, freelancers and volunteers;
- safe recruitment and selection of staff, freelancers and volunteers, ensuring that all the necessary checks are carried out and considering any changes in the DBS requirements;
- sharing information about concerns with relevant agencies, and involving adults, parents, carers and children as appropriate;
- sharing information about safeguarding children, young people and vulnerable adults together with good practice with everyone involved in this policy;
- providing effective management for staff, freelancers and volunteers through supervision, support and training;
- appointing a member of staff and a member of the Management Board to be responsible for safeguarding matters, following the guidelines of the Welsh Safeguarding Procedures, set out here, <https://diogelu.cymru/cy/>;
- informing staff, freelancers and volunteers who the designated persons are, and encourage them to share any concerns they have about children, young people and / or vulnerable adults, including inappropriate or unprofessional behaviour.

Reviewing the policy

The National Eisteddfod of Wales will review this policy annually or sooner in the light of any changes in legislation or good practice guidelines.

Contact details

The designated staff member and Management Board member for safeguarding the National Eisteddfod of Wales are:

Staff: (a) Steffan Prys (Competitions Manager) steffan@eisteddfod.cymru | 07961 417 549 / (b) Gwenllïan Carr (Strategic Director) gwenllian@eisteddfod.cymru | 07825 241 149

Management Board: Ashok Ahir cadeirydd@eisteddfod.cymru

The designated member of staff should be contacted in the first instance, unless the safeguarding concerns relate to a member of staff.

The designated member of staff will keep track of developments in good practice and safeguarding, e.g. https://www.gov.wales/sites/default/files/publications/2022-01/working-together-to-safeguard-people--code-of-safeguarding-practice_0.pdf

The designated staff member and the designated Management Board member will be expected to receive the appropriate Level 2 training for dealing with children, young people and / or vulnerable adults.

The National Eisteddfod follows guidelines when identifying possible signs and indicators of abuse and neglect in children and adults who are at risk.

Reporting abuse or suspected abuse

If a member of staff, freelancer or volunteer with the Eisteddfod is concerned that a person has been abused, they should discuss the matter with the designated member of staff named above, who will discuss further with the designated member of the Management Board.

The Eisteddfod will provide a specific reporting form to record all incidents of concern, and this form should be completed as soon as possible, and within 24 hours of the incident. The staff member will inform everyone who is the subject of a safeguarding report about the steps the Eisteddfod is taking regarding their safeguarding and all subsequent steps.

Allegations against staff, freelancers or volunteers of the Eisteddfod

If a child, young person or vulnerable adult makes an allegation of abuse against a member of staff, freelancer, volunteer, or anyone involved in the Eisteddfod and its procedures, to anyone involved with the Eisteddfod, that person needs to contact the designated member of staff or Chief Executive of the Eisteddfod as soon as possible, and record the information in writing using the words of the person making the claim. The entry must be signed and dated. We will follow these guidelines when dealing with a claim from a child or young person, and follow these guidelines when dealing with a claim from a vulnerable adult.

Concerns about the behaviour of a colleague, freelancer or volunteer

If a member of staff, freelancer or volunteer is concerned about the behaviour of a colleague in the context of working with children, young people or vulnerable adults, they need to discuss their concerns with the designated member of staff, in completely confidential. The member of staff will discuss further with the designated member of the Management Board and decide on subsequent steps. The organisation will be expected to ensure that expressing concern will not lead to any negative repercussions later, even if it is determined that the allegations are unfounded.

Organising activities in the community and in preparation for the festival

The Eisteddfod holds a number of outreach activities in the community and organizes opportunities for children, young people and vulnerable adults to be part of events during the festival. Staff will carry out a risk assessment on each activity to ensure the safety of the participants and ensure that our activities are accessible to all children with care and support needs who wish to participate. We will ensure that there are enough staff available to care for children, young people and / or vulnerable adults. The NSPCC currently recommends the following ratios:

- One adult for three children between 0 and 2 years old;
- One adult for four children aged between 2 and 3;
- One adult for six children aged between 4 and 8;
- One adult to eight children between the ages of 9 and 12;
- One adult to ten children between 13 and 18 years old.

No child, young person and / or vulnerable adult is allowed to leave the location of an activity at any time, except when accompanied by a parent, carer or support worker or a specific authorised representative of the National Eisteddfod. Anyone who needs to leave before the end of the activity unaccompanied by an appropriate adult must obtain written permission from a parent or guardian.

We will ensure that all our activities comply with the health and safety guidelines of the Eisteddfod (copy available by contacting the designated safeguarding staff member).

We will also ask parents | carers of children, young people and / or vulnerable adults provide the name, address, and date of birth of the individual to the Eisteddfod, together with information about any medical or learning needs and the name of a parent or carer and emergency contact numbers. This information will only be used in an emergency.

Eisteddfod week

The National Eisteddfod of Wales will follow the following procedures to create a safer holiday for everyone:

All stewards of the Eisteddfod will wear a name badge and a high visibility jacket. All teachers are asked | parents | guardians | carers to report all cases of any kind to one of the stewarding team, who will inform the designated member of staff

For the period of the Eisteddfod festival all teachers | parents | guardians | carers are responsible for the ongoing care and supervision of their children | pupils | vulnerable adults themselves. If they are unable to attend in person, they must delegate their responsibilities to an adult ensuring that their children | pupils | vulnerable adults know the person responsible for their care. This includes supervision in every location, performance and practice areas provided by the Eisteddfod.

Photography or filming is not permitted without the authorisation of the Eisteddfod's Marketing and Communications Manager, lliwen@eisteddfod.cymru

No one - parents, competitors, or other members of the audience - is allowed to take pictures or film children, except for performances that involve their own children. This includes any use of them on social websites. If you have any queries or concerns, please contact a member of the stewarding team.

Where parents | guardians | carers do not wish for pictures to be taken at all, then it is the responsibility of the adult in care to ensure that their child | pupil | vulnerable adult are not included in officially authorised photographs, and this can be done by speaking to the photographer. The Eisteddfod's official photographers all wear an identity card and will be willing to show it to anyone who asks them.

Some children and vulnerable adults may have specific needs to be able to participate. If this is the case, teachers | parents | guardians | responsible carers should contact the Eisteddfod before arriving.

We will do everything reasonable to meet these needs, but notice must be given in advance to prepare support - or to advise in exceptional circumstances that the necessary support cannot be provided.

Policy passed: June 2017

Last revised: April 2024