



Protection Policy for the 2016 Sign Circle Festival

Sign Circle, East Lancashire Deaf Society, 6-8 Heaton Street, Blackburn,

In addition all Committee Members are CRB/DBS checked and those working directly with children and young adults can be identified by their name tags.

Note: The definition and use of the word Parent(s) throughout this Policy includes Guardians, Carers, and/or Teachers of vulnerable adults and/or children under 18.

1. PURPOSES OF THE ORGANISATION:

The Sign Circle aim is to bring Sign Circle is about bringing the Deaf signing community together via the arts and the outdoors. This is done by setting up a Camping festival with an active programme that suits all ages, families with young children, young people, adults (deaf and hearing). The programme covers, arts and crafts, visual shows, developing skills.

Our key objectives are:

- to hold and promote Annual Festivals that are fully accessible to Deaf people;
- to present and promote performances, workshops and activities fully in British Sign language ;
- to provide an educational element which will encourage and maintain high standards through the provision of professional adjudicators.

2. TO WHOM THIS POLICY APPLIES:

This Policy relates to children under the age of 18, and to those vulnerable persons of any age who are identified to the Child Protection Co-ordinator prior to their arrival at Sign Circle events.

In recognising the needs of children from minority ethnic groups and children who are disabled, Sign Circle actively seeks to meet any needs notified to the Child Protection Co-ordinator by Parents prior to their arrival at Sign Circle.

3. THE FESTIVAL ENVIRONMENT:

Sign Circle seeks to create a caring environment with the highest possible level of protection for children and others to whom this Policy applies. Sign Circle's procedure implementing this Policy will inform and involve Parents in order to ensure, as far as it is reasonably practicable, there will be a safe environment at Sign Circle.

4. IDENTIFICATION OF SIGN CIRCLE PERSONNEL:

Distinctive colours t-shirts and name badges will identify Sign Circle Officers all of whom have been processed and cleared by the Criminal Records Bureau.

All Sign Circle personnel are volunteers. The roles of all Sign Circle personnel are considered during recruitment. Sign Circle holds full contact details for all personnel.

All Sign Circle personnel are fully aware of and support this Child Protection Policy.

Sign Circle personnel are vigilant in monitoring areas where children and vulnerable adults are in attendance. They will challenge any adult/s in any sensitive area if they are not accompanying children or vulnerable adults. All Sign Circle personnel are informed how to direct children and vulnerable adults with a problem to the designated person(s). Every problem will be taken seriously and will be documented and dated. Dependant on the nature of the problem, the documentation may be supplied to the appropriate authorities, including the Police.

This decision will be taken by the CP Co-ordinator or other Officer on duty, in consultation with the authorities before documentation is passed over. Copies of all documentation will be retained in Sign Circle records.

5. PREPARATION FOR ATTENDANCE AT SIGN CIRCLE:

In order for Sign Circle to provide the highest level of child protection during the event, Parent(s) must be responsible for making sure that their child under 18 or vulnerable adult is at all times accompanied and adequately supervised by him/herself or by a teacher or a suitable adult who will be required to remain in the building until the child or vulnerable adult leaves.

NOTE: If there are special needs which cannot be satisfied by supervision of a Parent, this must be made known in writing to the Sign Circle with the entrant's application form.

6. PERFORMANCE AND ACTIVITY AREAS:

Sign Circle personnel will be in attendance in all activity areas.

Attention is drawn to the fact that Sign Circle personnel will not supervise public areas, such as toilets.

7. AUDIO AND VISUAL RECORDING:

The use of all audio or visual recording equipment is **strictly forbidden** during all activities. It is possible to photograph between classes **but only where prior permission has been sought** and obtained from Sign Circle personnel or the parent/guardian responsible for that particular child. The general taking of photographs is not permitted.

An authorised Sign Circle photographer, designated by a badge, may take photographs which could be used to advertise Sign Circle but will seek the permission of the Parent before doing so. **If there is any objection to any child or vulnerable adult being photographed whilst attending Sign Circle, the Secretary, or authorised carer, must be informed in writing before Sign Circle commences in order that instructions can be issued.**

8. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY:

- The Children Act 1989 and 2004
- The Police Act 1997
- The Data Protection Act 1998
- The Human Rights Act 1998
- The Protection of Children Act 1999, as updated in 2005
- The Criminal Justice and Court Services Act 2000.
- The Vulnerable Groups Act 2006

9. POLICY REVIEW:

Sign Circle organisers will constantly review their Policy, improving and enhancing it as necessary. In doing this they will look to other agencies for good practice.