

**FENEDGEFESTIVAL.CO.UK**  
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**FEN EDGE FESTIVAL 2017**

**CHILD PROTECTION ARRANGEMENTS**

## **CHILD PROTECTION POLICY**

The Fen Edge Community Association (FECA) fully recognises the contribution that it must make towards the protection of children whilst they are at the Family Festival. There are two main elements to our policy, prevention and procedures for identifying and reporting cases or suspected cases of abuse. Our policy applies to all the stewards and helpers working at the Fen Edge Festival (FEF).

### **PREVENTION:**

The FECA recognises that good lines of communication are essential in helping to prevent abuse. Therefore the FECA will:

- a) Provide free wristbands for small children and encourage parents/carers to write a contact telephone number on the wristband;
- b) Remind parents/carers that they are responsible for the children in their care, unless they have been informed otherwise;
- c) Ensure that at all times there will be a Lead steward or Lead Safety Officer with particular responsibility for dealing with lost or missing children;
- d) Encourage all stewards to be alert for any child that may have become separated from their parents and to be aware of the Lost/Missing Child Policy and Procedure;
- e) Inform the general public, that if they need assistance, they can approach a steward, who should be able to assist them, and
- f) Inform the general public what procedures the FECA has put in place in order to promote their safety whilst at the FEF.

## **PROCEDURES: LOST CHILD**

If a steward becomes aware of a lost child they will:

- a) Inform the Lead Steward and **seek the immediate assistance of another steward** so they are not left in sole charge of any child.
- b) Reassure the child that they will be safe and that their parent/guardian/carer will be found in due course.

The steward, **with the assistance of one other steward** will:

- c) Establish the name and age of the child and name of the child's parent/guardian/carer.
- d) Encourage the child to look around and see if they can identify their parent/guardian/carer. During this time encourage them to describe what their parent/carer looks like, what they were wearing and where they last saw them.
- e) If unsuccessful in identifying the parent/guardian/carer, the two stewards will escort the child to the Control Tent.
- f) One steward will remain with the child and the Lead Steward.
- g) If the child is wearing a wristband with a telephone number, the Lead Steward will contact the number and alert the parent/carer to the fact that their child has been found.
- h) If there is no response or if the child is not wearing a wristband, the Lead Steward will arrange for an announcement to be made on the PA system that there is a lost child of 'x' description – **without disclosing the child's name**. This announcement will be made repeatedly (5 minute intervals) for half an hour.
- i) If a person comes forward stating they are the parent/guardian/carer, during this time, they must confirm the name, age and address (if known) of the child and show ID.
- j) It will be important for the Lead Steward and accompanying steward to ensure that the child recognises the person who comes to claim him or her.

k) If no parent/guardian/carer comes forward during this time social services/police will be notified and the child handed over to their care.

## **PROCEDURES: MISSING CHILD**

If a person reports a child as missing, the steward will:

- a) Refer the person to the Control Tent;

The Lead Steward will:

- b) Take details of the missing child, such as age, gender, appearance, where last seen.
- c) Alert stewards via the two-way radio of a missing child and provide details as in b).
- d) If no positive response has been received within 2 minutes, the Lead Steward will make arrangements for an announcement to be made over the public address system stating that:

**there is a missing child and providing details as at b) but avoiding personal details such as the child's name.**

- e) Advise those present to report to a steward or Control Tent if they have seen the child or know of the child's whereabouts.

- f) Repeat the announcement at 5 minute intervals.

- When the child is found, paragraph a) of the LOST CHILD procedure (above) will apply and the child should be accompanied by two stewards to the Control Tent. The Lead Steward with the second steward will reunite the child with the parent/carer. Where relevant, a further announcement will be made to the general public to call off the search.
- If, after 20 minutes, the child has not been found and the parent/carer has not already called 999, the Lead Steward will, in consultation with the parent or carer, call 999.

## **PROCEDURES: ALLEGED/SUSPECTED ABUSE**

If a child informs a steward that they are being abused, or if any person, whether a volunteer or a member of the public, has suspicions regarding child abuse, the steward receiving the report or witnessing the incident should:

- a) **Seek the immediate assistance of another steward** as they must not be left in sole charge of any child.
- b) Contact the Lead Steward to ask them to call the Lead Safety Officer (Nominated Representative) stating briefly that assistance is required regarding a child protection issue.
- c) The Lead Steward will ask the Lead Safety Officer to attend the Control Tent.
- d) The stewards should listen to the child, taking care to be calm and reassuring and also ask the child to look around to see if they can see their parent or carer.
- e) If no parent or carer is in the vicinity, the stewards, accompanied by any witness to the incident, should **take the child to the Lead Steward in the Control Tent**.
- f) The Steward who was approached by the child and any other witnesses to the incident should stay at the Control Tent until the incident has been dealt with.
- g) If the child is wearing a wristband, the Lead Steward will contact the parent/carer and inform them of the child's whereabouts. If the child is not wearing a wristband or the call is unsuccessful, the Lead Steward will try to establish the child's name, the name of their parent or carer and address, if possible.
- h) Allow a child who is freely recalling significant events to recount what has happened but do not press for detail beyond what is minimally necessary to be clear that some form of abuse is being described.
- i) If there is a witness, allow them to recount what it was that was cause for concern.
- j) Tell the child that there are people who can help.
- k) Tell the child that he/she was right to tell you.

- l) All parties to the incident should write down what has been said immediately afterwards, using the child's words as far as possible, and what you as the Steward/Lead Steward/Lead Safety Officer said in response. Separate what has been actually said from the interpretation you place on it.
- m) All parties should sign and date what they have written.
- n) The Lead Safety Officer will decide, in discussion with the child's parent/carer, if appropriate, the further action to take. For example, whether the Police should be involved or whether it would be appropriate to consult with Social Services and send a copy of the written report to Social Services Department.

## **PROCEDURES: BULLYING/INTIMIDATION**

When dealing with bullying and intimidation, the FECA acknowledges that the response will depend upon the severity of the incident. In all cases the priority is to avoid an escalation in bullying or intimidating behaviour.

- a) If a steward is confronted by an incident involving bullying or intimidation, they will call for assistance from another steward.
- b) Together they will explain that the behaviour exhibited is inappropriate and should cease. At this point the person, to whom the inappropriate behaviour was directed, should be taken to the Control Tent to complete an untoward incident form, if required.
- c) If the person/persons are not prepared to follow this advice, the perpetrator/s will be reminded again that the behaviour is inappropriate and should cease, and that if it does not they will be asked to leave the area immediately.
- d) An additional steward should be called at this point and the Lead Steward informed of the situation, giving details of person/persons involved and the incident to date.
- e) If the behaviour does not stop, the person/persons will be asked to leave.
- f) If this advice is not followed and due to the severity of the behaviour the police should be called.