

Greenbelt Festival Safeguarding Policy

Owner: Jess Jones, Head of Festival Operations

Dated: June 2024

Next review: No Later than July 2025

Greenbelt Festival Safeguarding Contacts:

Year-Round:

- Designated Safeguarding Lead: Jess Jones safety@greenbelt.org.uk / 07955171122
- Volunteer Manager: Caroline Warrey
- Greenbelt Managing Director: Derek Hill

On-site:

- **Designated Safeguarding Lead:** Jess Jones safety@greenbelt.org.uk
- **Greenbelt Festival Safeguarding Team Leader:** Naomi MacMeekin
- Greenbelt Festival Safeguarding Team Deputy: Fran Bailey
- Greenbelt Managing Director: Derek Hill

Introduction:

Greenbelt believes that it is unacceptable for children, young people, and/or adults to experience abuse of any kind. All children, young people, and adults, regardless of age, disability, gender, racial heritage, cultural background, religious belief, sexual orientation, or gender identity, have the right to equal protection from all types of harm or abuse.

We recognize our responsibility to safeguard the welfare of children, young people, and/or adults at risk by a commitment to recommend best practices which protect them and through working in partnership with children, young people, and/or adults at risk, their parents, guardians, carers, and/or other agencies who are essential to promoting their welfare.

Purpose of the Policy:

The purpose of this policy is to provide protection for children, young people, and adults at risk who attend, take part in, or participate in the Greenbelt Festival. This policy provides guidance on the procedures that should be adopted if there is reasonable cause to suspect a child, young person, or adult may be experiencing or be at risk of harm or abuse.

Legislation and Policies:

This document relates to the duty of care in relation to children, young people, and adults at risk who may have care and support needs. This is informed by the following legislation and policies:

- Children Act 1989 and 2004
- Children and Families Act 2014
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018

- Care Act 2014
- Mental Capacity Act 2005

This policy document supersedes any previously identified policy for safeguarding and applies to all staff including senior managers and the board of trustees, paid staff, volunteers, sessional workers, contractors, or anyone working on behalf of Greenbelt Festival.

Our Commitments:

Whether we are in the fields, in the office, or online, as Greenbelt we will:

- Safeguard children, young people, and adults at risk by valuing their lived experience, listening to, and respecting them.
- Share information appropriately about children, young people, and/or adults who are at risk, with their consent when applicable.
- Ensure that our recruitment practices are safe and that all necessary checks are made.
- Adopt and sustain safe working practices for staff, volunteers, contractors, and anyone working on behalf of the festival, providing effective management through supervision, support, and training.
- Ensure that there are clear reporting procedures for anyone with a concern about a child, young person, or adult at risk.

Identification and Reporting of Abuse:

What is Abuse?

Abuse is maltreatment. It is the violation of an individual's human and civil rights. Abuse can be self-inflicted or afflicted by another person or persons. In the context of safeguarding, the word abuse is used to refer to any knowing, intentional, or negligent act that causes harm or risk of harm to another person. Abuse is usually perpetrated as the result of deliberate intent. However, vulnerable people can also be harmed or distressed by acts of neglect or ignorance.

Abuse can take place anywhere, including online. Abuse may consist of single, multiple, or repeated acts either to one person in a continuing relationship or service context or to more than one person at a time. Abuse can occur in any relationship and may result in harm to or exploitation of the person subjected to it. Abuse may result in death.

Reporting a Concern:

Abuse can occur anywhere at any time and concerns can arise in any situation. If you have any suspicions or concerns, or are made aware of possible abuse, you must follow the reporting procedure.

Procedure:

- Remain calm, approachable, and receptive.
- Listen carefully without interrupting.
- Make it clear that you are taking what is being said seriously and that there may be a need to share it in confidence with an appropriate person.
- Acknowledge you understand how difficult this may be.
- Reassure them that they have done the right thing in telling you.
- Let them know that you will do what you can to help them.
- Record carefully using the words of the child, young person, or adult at risk and sign, date, and time your notes.

- Record only what has been said, heard, seen, and what you have done.
- Contact the Greenbelt Festival Safeguarding Team.

Do not:

- Show any shock or distaste.
- Probe or investigate yourself – only listen, record, and report.
- Ask any questions that suggest the answer.
- Speculate or make assumptions.
- Make any comments about any of the people involved.
- Make promises you cannot keep or promise to keep the information secret.
- Discuss the situation with anyone who does not need to know.

Immediate Risk of Significant Harm:

Is there an immediate risk of significant harm? This would be where a child or vulnerable adult is in danger at that moment and to do nothing would result in actual harm.

If at the festival, immediately contact Festival Control and ask for the Greenbelt Festival Safeguarding Team who will give you advice and guidance in relation to what may need to happen next.

If not at the festival, immediately contact the DSL (safety@greenbelt.org.uk)

External Agency Contact:

If a concern about a child, young person, or adult at risk needs to be raised with an external agency, contact will be made with the relevant statutory team in the area where the abuse has occurred. For the Greenbelt Festival, this will be [Northamptonshire Council \(Adult Concerns\)](#) or [Northamptonshire Council \(Children and Young People Concerns\)](#).

If the Greenbelt Safeguarding Team believes that there is immediate risk of harm or threat to life for an adult, child, or young person, they will contact 999 (via Festival Control if at festival) to request immediate support.

Flowchart for Referral for Actual or Suspected Abuse:

Adults at Risk of Harm (2023)

See it. Recognize it. Report it.

1. See it: Are they safe? If you are concerned about a child, young person, or adult at risk of harm, you could help stop abuse. It is NOT your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Greenbelt Festival Safeguarding Team.

2. Recognize it: Share your concerns/information with a member of the Greenbelt Festival Safeguarding Team. The Greenbelt Festival Safeguarding Team will use the Safeguarding Framework to guide discussions on thresholds for any action taken in relation to a safeguarding concern. This includes making external safeguarding referrals where necessary.

3. Report it: If you have a concern about a child, young person, or adult at risk and need to make a safeguarding referral, contact Festival Control and ask to speak with a member of the Greenbelt Festival Safeguarding Team.

Notes:

- It is essential that wherever possible the child, young person, or adult at risk is given all relevant information and supported to decide on the chosen course of action.
- We must do everything we can to identify and prevent abuse happening wherever possible and evidence our efforts.
- Please remember that if you make notes of conversations that you have with a child, young person, or adult at risk about a safeguarding concern, ALL of these notes will be disclosable should a formal or criminal investigation occur.
- Ensure that your notes are signed, dated, that they separate opinion from fact, and are recorded verbatim using the same words as were used during the disclosure.