RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

CHILD PROTECTION PROCEDURE

IMPLEMENTED: February 2025 **ANNUAL REVIEW DUE: February 2027**

SAFEGUARDING OFFICER: Brenda Reed, 0208 422 1145

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously, responded to swiftly and appropriately and all of the festival's organisers/volunteers have a responsibility to report concerns. We recognise our responsibility to safeguard the welfare of all children, young people, and members of vulnerable groups by a commitment to recommend best practice which protects them.

Reporting an allegation or concern

If you have concerns about a child, you must:

- Report any concern about the safety of a child immediately to the Safeguarding Officer
- Record what has been noticed or said on the Festival's Reporting Concerns Form.
- Sign and date the form and give it to your Safeguarding Officer
- Keep what has happened confidential to as few people as possible who need to know
- Be aware that it is not your role to investigate or talk to any guardians that may be involved.

If a child tells you about abuse, you must:

- Treat what the child tells you seriously
- Reassure the child they have done the right thing by telling you
- Not question the child or put words in their mouth
- Not promise to keep what they have said a secret
- Tell the child you will have to pass on what they have said
- Not speak to the child's guardians
- Immediately report the information to the Safeguarding Officer.
- Record what the child has said in their own words as far as possible on the Festival's Reporting Concerns Form. sign it, date it and give it to your Safeguarding Officer.

What happens next?

- The Safeguarding Officer will decide whether to refer to the Local Authority Designated Officer and will make the referral if this is the decision.
- The Social Work team / Local Authority will then decide on further action
- The Safeguarding Officer should provide you with feedback
- If you feel you cannot report the concern to the Safeguarding Officer you must still take action and report your concerns to the Head of Safeguarding at the Federation.
- The Head of Safeguarding is available to provide support and advice to the Safeguarding Officer

If you have concerns about the conduct of a volunteer, you must:

- Report any concerns that indicate that a volunteer may be a risk to children to the Head of Safeguarding at the Federation.
- Be aware that if the concern is about the Head of Safeguarding then you must report your concerns to the Chair of the Board of Trustees of the Federation.

The Festival Reporting Concerns Form

- Use the Festival Reporting Concerns Form to record any concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the Head of Safeguarding and statutory child protection authorities where necessary.
- The form should be signed and dated by all those involved in its completion and kept confidentially. The name of the person making the notes should be written alongside each entry.

Helping a child in immediate danger or in need of emergency medical attention

In an urgent situation you may initiate contact to prevent an accident or harm to a child:

- If the child is in immediate danger and is with you, remain with him/her and call the police.
- If the child is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from the Festival's first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.

Once any immediate danger or emergency medical need has been dealt with you must contact the Safeguarding Officer to let them know what is happening and to report any child protection concerns that may be related to the incident. The Safeguarding Officer will then onward refer to Head of Safeguarding and/or statutory child protection agencies as appropriate.

RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Definitions and signs of child abuse

What is Child Abuse

Child abuse is the term used when an adult harms a child or a young person under the age of 18. There are four main kinds of abuse, all of which can cause long term damage to a child.

1 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.

2 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 and 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, '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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), 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, although it may occur alone.

3. 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 material substance abuse.

Once a child is born it may involve a parent or carer failing to provide adequate food, clothing, and shelter, including exclusion from home or abandonment; failure to protect a child from physical harm or danger; failure to ensure adequate supervision, including the use of adequate care takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. Sexual abuse involves forcing or enticing a child or children 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, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Staff and volunteers should, in addition, be aware of new and emerging methods of abuse such as sexual exploitation, child trafficking and abuse linked to culture or belief. Bullying and different types of discrimination are also forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally.

How to recognise abuse

Signs of abuse may be obvious and sudden:

- An injury.
- A child tells you they have been ill-treated.
- A child is showing concern about the way an adult is behaving towards them.
- A child tells you about another child who is being mistreated.
- An adult tells you they are concerned about the abuse of a child

Or may be more subtle and part of a bigger picture:

- A child who is regularly dirty, unsuitably clothed or hungry
- A child who is showing unusual behaviour for their age.
- A child who is isolated, distressed or angry.

RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Safeguarding Concern / Incident Report Template

This form is designed to report any safeguarding incidents or concerns. It should be completed by the volunteer who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.	**REFERENCE NUMBER**

Name & role of person completing this form:	
Festival name:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	

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If responding to someone else's concerns, please provide their details below:
Name:
Relationship to child, young person or adult at risk:
Email address:
Contact number:

Incident Details:

Date/ Time:
Location of incident:
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): *(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)*
Details of any previous concerns, incidents or relevant safeguarding records:

RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Child, young person or adult at risk account of the incident or concern: *(use their own words)*
Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:		
Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*	Relationship to child, young person or adult at risk:	Contact details:

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): *(Consider anonymising where this will not negatively impact the ability to take imidiate response actions)*	Relationship to child, young person or adult at risk:	Contact details:

RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Outcome of incident & immediate actions taken: (tick box where relevant)		
Ambulance required? Y/N Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided and by whom	Medication given:
Signed By Author:	Name:	Date:

This policy was last reviewed on:

Name: BRENDA REED

Signed: Brenda Reed

Date: 27th January 2026