



## Staying Safe – Staying Safe Policy

The **Henley Youth Festival (HYF)** is an annual event, which provides children and young people in the Henley area with an opportunity to participate in a wide variety of arts and sports activities in a supervised, safe environment. Many of these events are organised in close co-operation with local schools.

HYF is committed to ensuring that every young person participating in the Festival is protected from harm and is able to participate in a welcoming, safe environment. Any form of bullying, whether emotional, physical, verbal or psychological is not tolerated during any HYF event.

HYF believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

### **We recognise that**

- the welfare of the child/young person is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

### **Purpose of the Policy**

- To protect children and young people who participate in HYF
- To provide paid service providers and volunteers with the over-arching principles which guide our approach to child protection and safety, and
- To ensure that parents, participating children and volunteers understand the level and type of care and supervision that is provided during the organised events

This policy applies to the Board of Trustees, the Steering Group, those paid to provide services, volunteers, students and anyone else working or volunteering with HYF.

**We will seek to keep children and young people participating in HYF safe by:**

- **Child Protection:** adopting child protection practices through procedures and a code of conduct.
- **Risk Assessments:** undertaking annual risk assessments to highlight potential risks or hazards at events to enable remedial action and minimize risk.
- **Welfare / Medical:** asking parents, at the time of registration, to declare any known medical issues relating to a child or young person that might be of concern during an event.
- **Fire / Emergency Procedures:** ensuring event organisers and helpers are aware of the relevant procedures for the location.
- **Incident and 'Near Miss' Reporting:** event organisers recording and reporting any incident or 'near miss' situation, whether it is an emergency, a minor accident or simply a potential hazard that may cause a problem in the future.
- **Confidentiality:** subject to the child protection procedures, respecting the confidentiality of children, parents or other HYF Helpers.
- **Photography:** adopting procedures with regard to photography.
- **Reporting / Complaints:** having a clear line of reporting and complaints procedure.
- **Communication and Training:** All Trustees, Steering Group and Event Organisers should be familiar with this Policy, the Staying Safe Procedures and the Child Protection Procedures. All volunteers and external providers should be made aware of this Policy and its associated Procedures – copies will be made available on the website ([www.hyf.org.uk](http://www.hyf.org.uk)).
- **Monitoring and Review:** This Policy and associated Procedures will be reviewed annually by the Board of Trustees and the Steering Group. Both the Trustees and the Steering Group will give safety the highest priority in planning and executing the Henley Youth Festival.