



Eisteddfod Guernsey Safeguarding Policy & Procedures

Eisteddfod Guernsey (EG) is a registered charity (charity number CH050) which organises an annual festival of the arts for the community in the Bailiwick of Guernsey.

Purpose of the Policy

We are committed to providing safe environments for children, young people, and adults at risk.

This policy will enable EG to demonstrate its commitment to keeping safe children, young people and adults at risk, with whom it works. EG acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Context

The legislation that supports this policy and procedure document is the Children's (Guernsey and Alderney) Law 2008.

Scope of the Policy

This policy relates to the safeguarding of adults at risk, young people and children. This policy applies to EG Board of Directors, Executive Committees, Section co-ordinators, Sub-Committee Members, volunteers, paid and unpaid adjudicators, service users and carers.

This policy provides guidance on what procedures should be adopted if someone suspects a child, young person, or adult may be experiencing, or at risk of, harm. We will seek to protect children, young people, and adults at risk by:

- Valuing, listening to, and respecting them
- Adopting child protection guidelines through procedures and safe working practices for volunteers
- Recruiting volunteers safely and ensuring all necessary checks are made
- Sharing information about child protection and safe working practices with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving children and parents appropriately
- Appointing a designated safeguarding lead (DSL) and a deputy
- Using this policy and procedures document as a working document, ensuring that everyone who is involved in the organisation has read, understood and signed it
- Update this document annually

DSL - Contact Details

Designated Safeguarding Lead EG is an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will be available for people to consult, as and when necessary.

The DSL is Barbara Minta, Home number 01481 247606 Mobile Number 07781 111358

Should this named person be unavailable, then authorised executive committee members or volunteers should contact the duty social worker directly or call 999 if it is an emergency.

This policy document comes into force on 18.11.2025. It is due to be reviewed on 19.11.2026.



Procedures

Recruitment

EG will ensure that all volunteers will have at least a Basic Police Check. Those volunteers working backstage or in areas where they may be isolated with children, young people, or adults at risk, will have an enhanced DBS check.

EG will co-ordinate and record all appropriate checks, and fund these when required. When a Basic Police Check alerts EG of previous criminal convictions or conditional cautions, EG Board of Directors will consider the nature and seriousness of the offence committed and inform the volunteer of their decision. It is likely that most applicants with criminal convictions will be informed they cannot volunteer, though there may be exceptions (e.g. a solitary speeding offence).

If concerns are raised because of an Enhanced DBS Check, EG Board of Directors will consider the nature and seriousness of the offence committed, or additional police information, and inform the volunteer of their decision. It is likely that most with criminal convictions or police concerns will be informed they cannot volunteer.

Where necessary, volunteers will be required to undertake safeguarding training and demonstrate that they have read or heard, and understood, the safeguarding policy and procedures document. EG will work within the current legal framework for reporting volunteers that are abusers.

Code of Conduct for Volunteers

All EG volunteers are expected to maintain the highest level of professional conduct. EG volunteers will be expected to undertake the necessary training as required by EG. Volunteers should not be alone with children / young people / adults at risk. Chaperones for children / young people / adults at risk must be adequately screened by the EG staff and understand and agree to the safeguarding policies and procedures.

Making Sure Events Run Safely

EG will ensure that:

- Chaperones are appointed for children / young people / adults at risk for the performance sections of the Eisteddfod, and must maintain a presence within the backstage and changing rooms area
- The chaperones have an enhanced DBS check and the EG directors are satisfied with its contents
- The chaperone has had safeguarding training and understands what to do to keep children safe e.g. if a child becomes ill or is not collected. This may require a separate induction During sessions involving children, no one is permitted backstage or in the dressing rooms except the chaperones, or those with express permission of the DSL, unless they are essential to the performance in the Festival, e.g. choir and orchestra conductors, music teachers, accompanists. In all cases these personnel should have advanced DBS checks. The DSL has the right to ask for evidence of enhanced DBS checks, and can refuse access to the backstage area and dressing rooms if necessary
- Sessions are co-ordinated so that, where possible, adult and child performers are not backstage at the same time (there will be necessary exceptions e.g. family classes) All accompanists should have Enhanced DBS checks. If accompanists do not have enhanced DBS checks, they should inform the DSL of this before the Festival. The DSL may allow those without enhanced DBS checks on stage (e.g. first degree relatives), but accompanists without enhanced DBS checks may not be permitted backstage before the performance. Each case will be treated on an individual basis, with the DLS having the final decision
- No photography can take place in the backstage area or dressing rooms

- All performers, volunteers, teachers, parents, carers, and wider public are aware of these measures A copy of the safeguarding policies and procedures will be available online, at the Eisteddfod ticket desks, in the backstage areas and dressing rooms, and in the exhibition hall All volunteers are familiar with, and abide by the policy and procedures Single sex changing facilities will be provided where necessary

Any volunteer who does not abide by the policy and procedures will not be permitted to work with children / young people / adults at risk, and not be able to volunteer for EG.

For the duration of the Eisteddfod, all parents / guardians / carers / teachers are responsible for the continuous care and supervision of their children / young people / adults at risk when they are not in the backstage area or performing. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure their children / pupils are aware of the name of the adult responsible for their care.

Responding to concerns about a person's welfare

EG is committed to ensuring that the executive committee and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse.

EG will ensure that the Designated Safeguarding Lead (DSL) and volunteers have access to training around Safeguarding.

"Abuse is a violation of an individual's human and civil rights by any other person or persons"

(No Secrets: UK Department of Health, 2000)

Recognising the signs and symptoms of abuse

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

Responding to people who have experienced or are experiencing abuse

EG recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that acting in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying • Record what you have been told/witnessed as soon as possible



- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place, the priorities will be:

- Call an ambulance if required
- Call the police if a crime has been committed
- Preserve evidence
- Keep yourself, volunteers and service users safe
- Inform the DSL in your organisation
- Record what happened in place/file/log where Safeguarding concerns will be recorded

If you are concerned about a person's welfare for any reason:

1. Follow the guidance above
2. Tell the DSL your concerns. All concerns should be kept confidential and should not be discussed with anyone other than the DSL who should make a referral to social services
3. The referral process is instigated by the DSL and is outlined below

Referral Process

The DSL refers concerns and information to MASH (Multi-Agency Support Hub) Enquiry form (referral) can be found on the ISCP website (iscp.gg) on the home page. The link is the second paragraph, then click enquiry form. It can also be accessed on the gov.gg website by typing MASH in the search bar MASH can be emailed at multiAgencySupportHub@gov.gg
For adult MASH referral form type 'adult MASH' into the search bar on the gov.gg website.

Concerns can also be discussed with the on-call duty social work team 01481 223182 01481 222222 (out of hours). If you believe a person is in immediate danger call 999 or 112 For adult safeguarding.

If the individual experiencing abuse does not have capacity to consent, a referral will be made without that person's consent, in their best interests.

The DSL may take advice at the above stage from the HSC Adult Safeguarding Manager and/or one of the HSC Adult Safeguarding Lead managers and/or other 'advice giving' organisations such as Police. Guernsey Police Phone: 01481 222222 (ask for Public Protection Unit) HSC Adult Safeguarding Manager Phone: 256923 or via PEH Switchboard 725241 Fax: 01481 251548 Available: Monday, to Friday 8.45 am-17.00

Taking, storing and sharing photographs and images of children and young people
No photography is permitted backstage/ in any changing areas

Storing child protection records

All concerns will be recorded. The information should be factual and not based on opinions Data is strictly confidential All records will be kept by the DSL at a safe place The data will be stored in accordance with the EG GDPR policy, to comply with Guernsey Data Protection Law 2017.

Access to this information will be restricted to the DSL and authorised Executive committee members.



Managing concerns about allegations made against volunteers
Any such should be communicated to the DSL

Disseminating/Reviewing safeguarding procedures

This Safeguarding Policy and Procedure will be clearly communicated to volunteers, service users, parents and carers. The DSL will be responsible for ensuring that this is done.

This Safeguarding Procedures document will be reviewed annually by the Eisteddfod Guernsey LBG Board of Directors. The DSL will be involved in this process and can recommend any changes. The DSL will also ensure that any changes are clearly communicated to volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

Date of review / revision;
19/11/2025

Date of future review;
18/11/2026

Owen Cole
Chairman and Director
Eisteddfod Guernsey LBG