



## **Winchester Poetry Festival**

### **SAFEGUARDING POLICY**

#### **Safeguarding Children, Young and Adults at Risk Policy and Procedures**

**Last reviewed: 27 June 2026**

**Next review date: July 2027**

**Owner/Review: Jane Bryant (Chair)**

**Designated Safeguarding Lead: Festival Manager**

**Trustee Lead: Jon Whitfield**

**Winchester Poetry Festival**  
**Safeguarding Children, Young People and Adults at Risk**  
**Policy and Procedures**

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|                                                                                                                                                                                                                     | <p><b>INTRODUCTION</b></p> <p>Winchester Poetry Festival (Registered Charity No: 1150997) (WPF) was established in 2013. Its mission is to bring poetry and poets to new audiences and to introduce audiences to new and diverse poets. We achieve this through a biennial festival, annual poetry prize, an education and outreach programme and one-off events and celebrations. We are international in outlook and rooted in our community.</p> <p><a href="http://www.winchesterpoetryfestival.org">www.winchesterpoetryfestival.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Welfare-centered engagement.</b></p> <p><b>Inform, support, protect.</b></p> <p><b>Help</b></p>                                                                                                               | <p><b>SAFEGUARDING POLICY STATEMENT</b></p> <p>This policy applies to the board of trustees, all staff (paid, unpaid, employed, or freelance), volunteers, freelance workers, students, apprentices, trainees, interns, or anyone working on behalf of WPF (collectively referred to as “WPF personnel”)</p> <p>WPF has a responsibility to keep safe and promote the welfare of all children, young people, and adults at risk (“<b>vulnerable persons</b>”) engaged in our work. We are committed to protecting participants who engage with our services by ensuring our policies and procedures are followed. We will ensure that all welfare concerns and/or allegations of abuse are taken seriously and receive a swift and appropriate response.</p> <p>WPF recognises that safeguarding issues can trigger memories of historic abuse. The helpline for the National Association of People Abused in Childhood is 0808 801 0331 and their website is <a href="http://napac.org.uk">http://napac.org.uk</a></p> <p>Statutory guidance on safeguarding can be found here (Government Update to March 2026): <a href="http://www.gov.uk/government/publications/working-together-to-safeguard-children">www.gov.uk/government/publications/working-together-to-safeguard-children</a></p> |
| <p><b>Code of Conduct:</b></p> <p><b>Management</b></p> <p><b>Recruitment</b></p> <p><b>Training</b></p> <p><b>Guidance</b></p> <p><b>Security &amp; privacy</b></p> <p><b>Cooperation</b></p> <p><b>Review</b></p> | <p><b>SAFEGUARDING PRINCIPLES</b></p> <p>WPF will endeavour to safeguard vulnerable persons. To do so we will:-</p> <ul style="list-style-type: none"> <li>• Require WPF personnel to adopt our code of behaviour</li> <li>• Recruit WPF personnel with care</li> <li>• Provide effective management, training, supervision, safeguarding guidance and support for WPF personnel</li> <li>• Not share personal email addresses or participate in individual email or social media correspondence. Any contact necessitated by participation in WPF activities will be limited to adults and should be copied to <a href="mailto:hello@winchesterpoetryfestival.org">hello@winchesterpoetryfestival.org</a></li> <li>• Review our policy and practice annually and more frequently if required.</li> <li>• Where possible work within the policies of host organisations (e.g schools)</li> <li>• Share information with responsible adults and agencies.</li> </ul>                                                                                                                                                                                                                                                                                                                             |
| <p><b>Protect &amp; Respect</b></p>                                                                                                                                                                                 | <p><b>CODE OF BEHAVIOUR</b></p> <p><b>Statement of Intent</b></p> <p>It is WPF policy to safeguard the welfare of all vulnerable persons by protecting them from all forms of abuse including physical, emotional, and sexual harm. WPF is committed to creating a safe environment in which everyone feels comfortable and secure while engaged in any WPF activities, whether directly promoted or working in partnership with other organisations.</p> <p>WPF personnel should be respectful and understanding of an individual’s rights, safety, and welfare, and conduct themselves accordingly to reflect the ethos and values herein.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b>Individual attitude</b> | <b>Guidelines for all WPF Personnel</b><br><b>Attitudes</b><br>WPF staff and volunteers must: <ul style="list-style-type: none"> <li>• Treat vulnerable persons with respect and dignity</li> <li>• Value each individual and listen to what that person is saying</li> <li>• Endeavour to be an appropriate example to others</li> <li>• Use appropriate language and conduct in the presence of vulnerable persons</li> <li>• Challenge the use of inappropriate language or conduct by others</li> <li>• Respect an individual's right to privacy.</li> </ul>                                                                                      |
| <b>Individual contact</b>  | <b>One To One Contact</b> <ul style="list-style-type: none"> <li>• In most circumstances (e.g running young people's poetry workshops) WPF personnel will be accompanied by teachers, parents, or other responsible adults. However, they should avoid spending periods of time alone with vulnerable persons and should inform the responsible adult if for any reason this is necessary.</li> <li>• WPF personnel must never allow, or engage in, inappropriate touching.</li> </ul>                                                                                                                                                                |
| <b>Awareness</b>           | <b>General</b><br>WPF Personnel must: <ul style="list-style-type: none"> <li>• Be aware that someone might misinterpret well-intentioned actions or statements</li> <li>• Not draw conclusions about others without checking the facts</li> <li>• Not allow themselves to be drawn into inappropriate situations such as attention-seeking tantrums or crushes</li> <li>• Not exaggerate or trivialise issues of abuse or make suggestive remarks or gestures about a vulnerable person even in jest</li> <li>• As soon as reasonably possible, share any concerns with a responsible adult, and inform the Festival Manager or a trustee.</li> </ul> |
| <b>Implementation</b>      | <b>Implementing this policy</b><br>WPF will: <ul style="list-style-type: none"> <li>• Publish this policy on its website and draw it to the attention of all WPF personnel</li> <li>• Ensure that all WPF personnel who may be required to work unsupervised with vulnerable persons have an up-to-date DBS check.</li> <li>• Appoint a trustee with responsibility for overseeing and implementing this policy, including investigating any complaint(s)</li> <li>• Take any concerns seriously and refer them to the appropriate agencies or person.</li> </ul>                                                                                     |
|                            | Annex 1      Handling of DBS certificate information<br>Annex 2      Photograph policy & permission form<br>Annex 3      Procedure for dealing with concerns<br>Annex 4      General advice and good practice guidelines                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <p><b>DBS Information</b></p> | <p style="text-align: center;"><b>Annex 1</b></p> <p style="text-align: center;"><b>Handling of DBS certificate information</b></p> <p><b>General Principles</b></p> <p>When using the Disclosure and Barring Service (DBS) WPF will use its best endeavours to comply with the DBS code of practice and the Data Protection Act 1998 regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The WPF policy on these matters is available on request.</p> <p>Information on the DBS is available at:<br/> <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a></p> <p><b>Storage and access</b></p> <p>Certificate information will be kept securely, in lockable, non-portable, storage containers accessible only to those who are entitled to see it as part of their duties.</p> <p><b>Handling</b></p> <p>In accordance with section 124 of the Police Act 1997, certificate information will only be passed to those who are authorised to receive it. WPF is aware that to do otherwise is a criminal offence. WPF maintains a record of all those to whom certificates, or certificate information has been provided.</p> <p><b>Use &amp; Retention</b></p> <p>Certificate and/or certificate information is only used for the specific purpose for which it was requested and for which the applicant's consent has been given. WPF will not retain certificate information for any longer than is necessary to meet the purpose of the information and/or for a relevant decision to be made. This is generally for a period of up to six months to allow for the consideration and resolution of any disputes or complaints.</p> <p>If it is necessary to keep certificate information for longer than six months, WPF will consult the DBS and consider the data protection and human rights of the individual before so doing.</p> <p><b>Disposal</b></p> <p>Once the necessary retention period has elapsed, WPF will ensure that any certificate information is destroyed by secure means (e.g shredding, pulping, or burning).</p> <p>WPF will not retain any copy, image, or representation of any certificate information. However, WPF may keep a record of a certificate's date of issue, type, reference number, the name of the subject, the purpose for which the certificate was requested, and any decision taken thereon.</p> |
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| <p><b>Images</b></p> | <p><b>Annex 2: Photograph policy &amp; permission form</b></p> <p><b>Introduction</b><br/>WPF occasionally uses photographs and videos (“images”), including of children and young people, to illustrate festival activities. No images will be used which could reasonably be considered to place anyone at risk.</p> <p>WPF will take account of data protection and safeguarding principles to minimise the risk of the misuse of images and respect the right to privacy of children, young people, and their parents.</p> <p><b>Data Protection</b><br/>Images of children and young people are personal data under the terms of the Data Protection Act 2018. As such WPF will not use images of identifiable individuals for publicity purposes without the informed consent of a parent, guardian, or carer. To obtain informed consent WPF will use its best endeavours to explain why we wish to use a young person’s image, what we will use it for, and who might want to look at it.</p> <p>All images will be stored securely and used only by those who are authorised so to do.</p> <p><b>Safeguarding</b><br/>WPF will only use images of children and young people with parental permission, and only in appropriate clothing.</p> <p>Individual children and young people will not be named in conjunction with their image.</p> <p><b>Website &amp; social media</b><br/>WPF will adopt the above principles when publishing images on the internet or elsewhere. However, WPF recognises that it retains little control over images uploaded to the internet or used on social media and thus a greater potential for their misuse. WPF will therefore enhance its consideration as to the suitability of images for use in this way.</p> <p>Most images of children or young people will be of groups rather than individuals.</p> <p><b><u>External photographers and events</u></b><br/>If WPF invites or permits an external photographer, film or video-recorder to document festival events, we will:</p> <ul style="list-style-type: none"> <li>● Provide clear instruction to them regarding appropriate content and behaviour.</li> <li>● Issue them with identification to be worn at all times.</li> <li>● Advise children, young people and parents, teachers, or guardians that they will be in attendance and obtain their informed consent.</li> <li>● Prevent unsupervised access to or one-to-one photo sessions with children and young people.</li> </ul> <p>Please note that photographs taken by journalists are currently exempt from the Data Protection Act.</p> |
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**WINCHESTER POETRY FESTIVAL**

**PHOTOGRAPH PERMISSION FORM**

*NOTE.*

This permission document will cover all of your child's time engaged with Winchester Poetry Festival. If you or your child wish to amend this permission, please inform the festival in writing.

CHILD'S NAME .....

I give permission for images of my child named above to be recorded at WPF events and activities and for these images to be used in publicity material, promotional documents and on the WPF website ([www.winchesterpoetryfestival.org](http://www.winchesterpoetryfestival.org)).

My child is happy to be recorded in WPF images.

Signed .....

Name .....

Please indicate: Parent / Guardian / Carer

ADDRESS.....

.....

Date:

IF THE CHILD IS 13 years or older, they should indicate that they consent as follows:

I am happy to be recorded in WPF images.

Signed .....

Name .....

Date:

*"Image/images" include photographs, digital photographs, webcam, film, and video recordings.*

ANNEX 3

Procedure for dealing with concerns

Please follow this procedure if you have safeguarding concerns about a child, young person, or vulnerable adult.

If you think someone is in **immediate danger** call the **police - 999**

You may need to raise a concern because you have observed a situation or because of a disclosure made to you. In these circumstances:

- **Listen** carefully and do not comment on the information
- Do not promise confidentiality
- **Reassure** the individual that you will only tell WPF Designated Safeguarding Lead
- Ask the individual for their **consent** to pass the information on to the Safeguarding Lead. (Whilst you don't need consent it is best practice)
- **Record** your concerns and the information you are given immediately
- Contact the Safeguarding Lead / Officer **immediately** and email the record as soon as possible and **always within 24 hours**
- When you have confirmation that the report has been received. Remove the record from your email by ensuring it is deleted from your sent and deleted items. The record will be stored securely by the Safeguarding Lead.
- If you phone the Safeguarding Lead be prepared to leave a voice message should the call go to an answer phone/voicemail. Use the following format:

Contact:

[chair@winchesterpoetryfestival.org](mailto:chair@winchesterpoetryfestival.org)

[hello@winchesterpoetryfestival.org](mailto:hello@winchesterpoetryfestival.org)

"This is [name] from WPF. I need to raise a safeguarding concern. Please could you call me back on [number]"

If your concern is about the Designated Safeguarding Lead you should report immediately to the Trustee Lead or Chair of Trustees







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| <p><b>Referring a matter to the DBS</b></p> | <p><b>DUTY TO REFER</b></p> <p>If WPF or a partner organisation that employs or manages people working in regulated activity removes an individual from work involving contact with children, young people, or adults at risk because the person poses a risk of harm then it <b>must</b> make a referral to the DBS. This must be done even when a referral has been made to the local authority safeguarding team and whether another body has made a referral to the DBS or not.</p> <p>Referral ensures the DBS has the information to make a fair, consistent, and thorough decision about whether to bar a person from working with vulnerable groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>When to refer</b></p>                 | <p><b>It is an offence punishable with a fine up to £5000 to fail to refer without good reason.</b></p> <p>Two conditions must be met to make a referral:</p> <ol style="list-style-type: none"> <li>1. WPF withdraws permission for a person to engage in regulated activity with children and/or adults at risk or moves the person to another area of work that is not regulated activity or would have done so but the person has, resigned, retired, or left.</li> <li>2. The DSL thinks that: <ul style="list-style-type: none"> <li>• a subject has engaged in <b>relevant conduct</b> in relation to children and/or adults at risk (vulnerable persons).</li> <li>• A subject's action or inaction has harmed a vulnerable person or put them at risk of harm</li> <li>• there has been no relevant conduct by the subject but a <b>risk of harm</b> to a vulnerable person still exists</li> <li>• the subject has been <b>cautioned or convicted</b> for a relevant offence</li> </ul> </li> </ol> <p><b>Relevant conduct</b> in relation to <b>children or adults at risk (vulnerable persons)</b> is defined as that which:</p> <ul style="list-style-type: none"> <li>• endangers or is likely to endanger a vulnerable person</li> <li>• if repeated against or in relation to a vulnerable person would endanger or be likely to endanger them</li> <li>• involves sexual material relating to a vulnerable person(s) (including possession of such material)</li> <li>• involves sexually explicit images depicting violence against human beings (including possession of such images)</li> <li>• is of a sexual nature involving a child.</li> </ul> <p><b>A person's conduct endangers a vulnerable person if they:</b></p> <ul style="list-style-type: none"> <li>• harm a vulnerable person</li> <li>• cause a vulnerable person to be harmed</li> <li>• put a vulnerable person at risk of harm</li> <li>• attempt to harm a vulnerable person</li> <li>• incite another to harm a vulnerable person.</li> </ul> |
| <p><b>How to refer</b></p>                  | <p><b>How to make a referral</b></p> <ul style="list-style-type: none"> <li>• Referrals must be made by the DSL or TSL.</li> <li>• Referrals may be made using this link:<br/> <a href="https://www.submit-a-barring-referral.service.gov.uk/start">https://www.submit-a-barring-referral.service.gov.uk/start</a><br/> Provide all the relevant information you have access to.</li> <li>• You must not withhold or omit information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|  | Further information and help with making referrals can be found at <a href="https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#who-has-a-legal-duty-to-refer">https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#who-has-a-legal-duty-to-refer</a> or by calling 03000 200 190. |
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|  | <p>touch</p> <ul style="list-style-type: none"> <li>○ <b>Contextual:</b> explain why you are going to touch</li> <li>● if you <b>accidentally hurt or distress</b> a child / young person in any way, or if the child / young person or an adult at risk appears to become sexually aroused, angry or misunderstands your actions, report the incident to the DSL / TSL. They will decide if, when and how to inform parents / carers. Make a written record of the incident</li> <li>● do not allow children / young people to <b>bully or ridicule</b> each other</li> <li>● if you sense that <b>a participant has developed a crush on you</b>, report this to the DSL/TSL straight away and work out a sensitive approach to dealing with the situation. Be particularly careful that your behaviour is always professional and cannot be constituted as encouraging or demeaning the child or young person's feelings</li> <li>● artists, performers, youth arts leaders etc. are adults that young people admire. They provide mentoring and role models within our sector. However, <b>allegations of abuse</b> can be levelled at anyone for a number of reasons. <b>You must be able to <u>demonstrate</u> that you have always behaved appropriately</b></li> <li>● <b>never give out your personal phone number, email or connect on personal social media</b> (see Safe Social Networking).</li> </ul> |
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| <p><b>Safe 1:1 working with under-18s</b></p> | <p><b>Good practice in safe 1:1 working with under-18s and young people</b></p> <ul style="list-style-type: none"> <li>• any WPF personnel whose work includes one-to-one meetings, mentoring or supervision of a person under 18 will be <b>DBS checked</b>. WPF will <b>renew DBS checks</b> every three years</li> <li>• one-to-one meetings <b>should not take place in isolated or ‘closed’ environments</b> but in places where there is accountability, i.e. where there are others around who can see both the staff member and the young person.</li> <li>• <b>Leave a door open</b> if meeting in a private room or use a space with a window which enables people on the other side to see into the space.</li> <li>• Meet in a <b>public place</b> where privacy appropriate to the conversation may be maintained, but both WPF personnel and children or young people can be seen by others. This may have the advantage of taking the young person out of the workplace or training environment to somewhere they can speak freely if they have any concerns.</li> <li>• WPF Personnel should <b>never meet a young person at the staff member’s private home or at the young person’s private home</b>. There are exceptional circumstances where the latter might be requested, for example in the case of chronic ill health or mobility issues, in which case remote meeting technology should be used.</li> <li>• Where <b>remote meeting technology</b> is used (NB see additional guidance below), the specific address of the staff member and young person should not be identifiable unless it is their usual place of work. Consent to record meetings should be obtained by WPF prior to each recording being made. The purpose of the recording should be made clear. WPF personnel should ensure that meetings are scheduled and recorded in the same way as face-to-face meetings so that both WPF’s DSL and the young person’s parent or carer are aware when they are taking place.</li> <li>• During one-to-one meetings it is important that staff understand issues of <b>confidentiality</b> and are explicit that absolute confidentiality cannot be promised.</li> <li>• <b>Records</b> should be kept of one-to-one meetings detailing the purpose, time, date, location, and indicative content of the meeting, for the purposes of accountability. These should be stored according to WPF’s data protection &amp; management policy and procedures.</li> </ul> |
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| <p><b>Social media and networking with young people</b></p> | <p><b>Good practice in safe social networking and communication with young people</b></p> <ul style="list-style-type: none"> <li>• Interaction with learners through social networking sites is <b>not permitted</b> unless this has been agreed by the DSL as part of a network for <b>managing group collaborative learning</b>. Personal social networks and mobile telephone apps must not be used for these purposes.</li> <li>• <b>Be aware</b> platforms may include personal data e.g. a photo, the location of the individual and details about their emotional status which staff should not have access to.</li> <li>• Online collaborative learning must be approved and facilitated by the WPF Festival Manager setting up an <b>‘invitation only’</b> business / professional / discussion group for the programme with appropriate privacy settings where the <b>content can be monitored</b>.</li> </ul> <p><b><u>Practical advice for young people re online learning</u></b></p> <ul style="list-style-type: none"> <li>• If you are taking part in Zoom, Skype or other online calls make sure to only accept invitations or ‘join meetings’ from accounts that you know or can verify are owned by people you know offline.</li> <li>• Remember live streaming is <b>live</b>. Any comments made will be seen by all others in the group and you <b>won’t</b> be able to delete or edit them.</li> <li>• Please do not share any personal information or respond to contact requests from people you don’t know.</li> <li>• Inform a trusted adult straight away if you see or hear anything upsetting or inappropriate and leave the gathering immediately.</li> <li>• Use a neutral area where nothing personal or inappropriate can be seen or heard in the background.</li> <li>• It is likely you’ll receive more emails with attachments or links than usual, don’t click or download anything you weren’t expecting or are not sure about their origin. Always use trusted sources for information.</li> <li>• On Zoom, Skype or other online platforms, please mute your microphone unless a group leader asks you to turn it on. You don’t have to turn your camera on. You will be more than welcome to take part without it.</li> <li>• WPF personnel should only contact participants, apprentices or parents using SMS, telephone and e-mail systems provided by WPF or contracted partners. They should <b>not use their own personal</b> mobile phones or devices.</li> <li>• The guidelines for safe one-to-one working apply to virtual meetings and communication such Skype, ZOOM, Teams, or any other forms of <b>remote meeting</b> used for a one- to-one conversation.</li> <li>• <b>Personal mobile</b> phone numbers should not be shared with any project participants.</li> </ul> <p><b>Personal social networking accounts</b></p> <p>WPF personnel must not allow participants connected with WPF, especially children, young people and adults at risk to access their personal social networking spaces including mobile applications. WPF personnel should:</p> <ul style="list-style-type: none"> <li>• ensure privacy settings are set to restrict access to friends only</li> <li>• not add/follow, participants - particularly apprentices, interns, children, young people and adults at risk - as friends, followers or similar nor enable them to add/follow you.</li> <li>• never use private messaging functions to communicate with such people</li> </ul> <p>If your personal social network or account(s) identifies or associates you as being part of WPF in any way, you must maintain professional boundaries with all young people the organisation is working with. WPF personnel may have accounts that overlap private and professional. Maintaining boundaries applies to both personal and professional network(s)/account(s)</p> |
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| <p><b>Authorised personnel, equipment, and appropriate reasons only</b></p> | <p><b>Reason and purpose</b></p> <p>Recording of audio and images must only be made by an authorised person such as a WPF staff member or commissioned photographer. Signage indicating that photography is taking place must be displayed. Where a parent or carer takes pictures, for example at a celebration event, it must be made clear to them that they are there to photograph their own child, not any other person. If consent for any participant cannot be obtained for child protection reasons, then no image or audio recording can be made except by a fully briefed member of WPF personnel or a commissioned photographer, a “No Recording” sign should be displayed, and appropriate announcements made.</p>                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Appropriateness</b></p>                                               | <p><b>Appropriateness of images</b></p> <p>All children, young people and adults at risk featured in photographs or recordings must be appropriately dressed for the activity they are undertaking. Care must be taken about the kind of images which are used, and consideration given in case they could be misinterpreted or used in any way for sexual gratification or the promotion of criminal behaviour. If you are in any doubt, do not use them and delete any copies of the image.</p> <p>No images may be taken of individuals which capture them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.</p>                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Identification of subjects</b></p>                                    | <p><b>Identification of subjects</b></p> <p>Any photograph should not allow an unauthorised person to identify an individual or their location. In marketing, reporting or publicity materials the following rules apply:</p> <ul style="list-style-type: none"> <li>• if using the person’s full name then <b>no</b> photograph can be used</li> <li>• if using a photograph then <b>no</b> name can be used</li> <li>• <b>never</b> include a photograph, name and specific location of the activity</li> <li>• children or young people in vulnerable circumstances like those in care or who have a protection order should <b>not</b> be photographed unless prior consent has been given by the social worker responsible for the individual</li> <li>• young people who could be identified as being ‘excluded’ or engaging with the criminal justice system should <b>not</b> be photographed in a way that their faces could be recognised unless prior consent has been given. The duration of use and storage is limited to 1 year to avoid long term stigmatisation.</li> </ul> |

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| <b>Official recordings</b> | <b>Official photography at events</b><br>Publicity photographs of events may be beneficial. The Festival Manager will inform the press of WPF's policy before they arrive. The press are not allowed unsupervised access to children.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Storage</b>             | <b>Storage</b><br>Audio and image recordings of children, young people and adults at risk created by WPF personnel or by those working on behalf of WPF should never be stored on personal computers, tablets, phones, or devices. Images recorded on WPF-issued equipment must be transferred as soon as possible to a WPF computer and deleted from any other devices (including phones, tablets, cameras, or laptops) within 48 hours. WPF will ensure that photographs are dated, and no images are kept or used more than five years after they were taken.<br><br>Only staff approved by WPF's Festival Manager should have access to recordings of individuals stored on the system.<br><br><b>Looked-after Children</b><br>The photographing and filming of Looked-after Children taking part in cultural events and other occasions should be seen as a normal and essential part of their childhood. However, where the intention is that these photographs are to be stored and or published special rules apply where a child is not living with their parents. All requests for images to be taken or recorded of Looked-after Children should be referred to the social worker responsible for the child in question. |

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| <p><b>The DBS and regulated activity</b></p> | <p><b>DBS</b></p> <p>Only posts that involve <b>unsupervised regulated activity</b> can be subject to a DBS check.</p> <p>The process involves criminal records check plus a check made against the barred lists. There are two lists: one lists individuals barred from working with children and one of individuals barred from working with adults at risk. A person may be checked against either or both of these lists, depending on their role.</p> <p>It is a legal requirement to check a person against the barred lists before they commence unsupervised regulated activity.</p> <p>If an applicant registers for the Update Service, their DBS check is portable. This means they can consent to another or future employer checking their DBS certificate online.</p> <p><b>What is Regulated Activity?</b></p> <p>The scope of Regulated Activity for work with children and young people is:</p> <ul style="list-style-type: none"> <li>• Unsupervised teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving only for children</li> <li>• Work for a limited range of establishments ('specified places'), with opportunity for contact, for example schools, children's homes, childcare premises (but not work by supervised volunteers)</li> <li>• It is done regularly meaning it is carried out by the same person either: <ul style="list-style-type: none"> <li>○ once a week or more</li> <li>○ 4 or more days in a 30-day period</li> <li>○ overnight</li> <li>○ relevant personal care, for example washing or dressing; or health care by or supervised by a professional, even if done once</li> <li>○ registered childminding and foster-carers.</li> </ul> </li> </ul> <p>Work that was but is <b>no longer</b> Regulated Activity with children:</p> <ul style="list-style-type: none"> <li>• Activity supervised at a reasonable level - meaning supervision <b>of the person delivering the activity</b> (not supervision of the children) and which is <ul style="list-style-type: none"> <li>○ regular</li> <li>○ day to day</li> <li>○ reasonable in all the circumstances for the purpose of protecting the children concerned</li> <li>○ carried out by someone who is in regulated activity.</li> </ul> </li> </ul> <p><b>Types of DBS Checks</b></p> <p>The following check can be carried out by organisations:</p> <ul style="list-style-type: none"> <li>• a standard check shows spent and unspent convictions, cautions, reprimands and final warnings</li> <li>• an enhanced check shows the same as a standard check plus any information held by local police that's considered relevant to the role</li> <li>• an enhanced check with barred lists shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role.</li> </ul> <p>Individuals and freelancers can apply for a basic disclosure check using the following link. Organisations cannot do this on their behalf:</p> |
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<https://www.gov.uk/request-copy-criminal-record>

### **Safer recruitment and best practice**

Remember that a DBS check will only reveal an offender who has been caught. DBS checks should be considered one of the final steps in safer recruitment, not a guarantee of an individual's suitability to work with children, young people and adults at risk.

Whether a DBS is required or not, the best practice approach is to ensure robust safeguarding procedures and training are in place, provide physical and observational supervision of all those working with children, young people and adults at risk and limit 1:1 working.

### **References:**

<https://www.gov.uk/db-check-applicant-criminal-record>

<https://nationalfgmcentre.org.uk> – source of information and training

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation> – page 50 has a useful lists of terms used for FGM in other languages

[https://www.nspcc.org.uk/keeping-children-safe/types-of-abuse/?utm\\_old=types/](https://www.nspcc.org.uk/keeping-children-safe/types-of-abuse/?utm_old=types/) – a more detailed guide to the different types of abuse and harmful life experiences that children and adults at risk might face.

### **Local authority contact details**

| Local Authority Area | Name of Service                       | Telephone     | Out of Hours telephone | Email      | Web link                                                                                                                                                                                                                                                |
|----------------------|---------------------------------------|---------------|------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hampshire            | Hampshire Safeguarding Adults Board   | 0300 555 1386 | 0300 555 1373          | not listed | <a href="https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding">https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding</a>                                                                                       |
|                      | Hampshire Safeguarding Children Board | 0300 555 1384 | 0300 555 1373          | not listed | <a href="https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse">https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse</a> |

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