



**Stratford
Literary
Festival**



Stratford Literary Festival Child Protection Policy

Stratford Literary Festival believes that children have the right to be completely secure from both the fear and reality of abuse and, whilst the Festival staff and its volunteers, will only be delivering events and therefore never be in a situation of care of a child without a teacher or parent present, we are committed to protecting all the children involved from harm.

Stratford Literary Festival will therefore ensure that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- The needs of disabled children and others who may be particularly vulnerable will be taken into account.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working for the Festival have a responsibility to report concerns to the appropriate authorities.
- Where necessary festival staff will have had relevant Disclosure and Barring Service checks.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

The aim of Stratford Literary Festival Child Protection Policy is to promote good practice, providing children with appropriate safety and protection whilst attending events as part of Stratford Literary Festival.

Good Practice Guidelines

Stratford Literary Festival staff and volunteers will adhere to the following guidelines in order to protect children and also to avoid the possibility of false allegations:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all children equally with respect and dignity.

Stratford Literary Festival is a Registered Charity No: 1164662



Stratford Literary Festival



- Always putting the welfare of each child first.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making activities fun, enjoyable and promoting fair play.
- Keeping up to date with insurance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices never to be sanctioned

Stratford Literary Festival staff and volunteers will not:

- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.

Incidents That Must Be Reported/Recorded

If any of the following occur Stratford Literary Festival staff or volunteers will report this immediately to another colleague and record the incident. They will also ensure that the incident is notified in writing to one of the Trustees of the Festival. They will also ensure the parents of the child are informed:

- If a child is accidentally hurt by a member of staff or volunteer of Stratford Literary Festival.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by the actions of a member of staff or volunteer of Stratford Literary Festival

Stratford Literary Festival is a Registered Charity No: 1164662



**Stratford
Literary
Festival**



Use of Photographic/Filming Equipment

Stratford Literary Festival staff and volunteers will endeavour to ensure that there is no inappropriate use of photography and film involving children.

Working with children

Stratford Literary Festival recognises that anyone may have the potential to abuse children in some way and that reasonable steps must therefore be taken to ensure unsuitable people are prevented from working with children:

- Staff/volunteers working directly with children will complete an application form detailing previous experience and providing references.
- Consent will be obtained from an applicant, where appropriate to seek information from the Disclosure and barring Service.

It is not the responsibility of anyone working for Stratford Literary Festival, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Approved and adopted by the Trustees of Stratford Literary Festival
March 2018