



CHILD PROTECTION POLICY

Petersfield Musical Festival (“PMF”) is committed to ensuring that children who participate in its activities are safe and protected. This policy describes the procedures and actions that fulfil this commitment.

Definitions

1. A child is defined as an individual who is less than 18 years of age when he or she attends or participates in a PMF activity.
2. Each annual Petersfield Musical Festival, normally held in March, is defined as a Festival.
3. A PMF activity is a:
 - a) Youth Concert or any other concert within a Festival.
 - b) A recital within a Festival given by musicians who have received an award from the Michael Hurd Fund for Young Musicians.
 - c) A rehearsal for any activity in points 3a) and 3b).
 - d) A Michael Hurd Fund for Young Musicians’ Festival of Young Composers.
 - e) A choral workshop or other event organised by the PMF Committee that takes place outside a Festival.
4. A school or other organisation that participates in the rehearsals for or the performance of a Youth Concert is defined as an entity.
5. A supervisor is a PMF Committee member or volunteer who has whole or partial responsibility for PMF’s management of the venue used for a PMF activity.

Procedures and actions

6. All children and adults that attend a venue used for a PMF activity are subject to the licensing requirements of the venue.
7. PMF has appropriate Public Liability insurance for those PMF activities within its control.

8. A child's parent, guardian, or carer is responsible for their supervision, safety, and protection when they attend a PMF activity as an audience member.
9. If a child participates in a PMF activity as an individual, rather than as a member of a performing group or entity, the child's parent, guardian, or carer is responsible for their supervision, safety, and protection.
10. If a child participates in a PMF activity as a member of a performing group, for the avoidance of doubt not as a member of an entity, then the group is responsible for their supervision, safety, and protection.
11. PMF is not responsible for a Youth Concert rehearsal that involves children from one or more entities and that takes place at one of the entity's premises.
12. For a Youth Concert combined rehearsal that involves children from more than one entity and that takes place during the week of a Festival in a designated Festival venue such as Petersfield Festival Hall:
 - a) Each entity's staff (teachers and/or designated other people) are responsible for the method by which their children are brought to or arrive at the venue.
 - b) Each entity's staff are responsible for the supervision, safety, and protection of their children at the venue during the rehearsal, in compliance with the entity's policies and standards.
 - c) The only people who are permitted access to the venue during the rehearsal are each entity's staff and participating children, PMF Committee members and supervisors, and people that are providing essential services to the Festival.
 - d) A fire practice will be held during the combined rehearsal.
 - e) Each entity's staff are responsible for the method by which their children leave the venue.
 - f) PMF will ensure that one or more supervisors are present before, during and after the rehearsal.
13. For a Youth Concert that involves children from more than one entity, that takes place during the week of a Festival in a designated Festival venue such as Petersfield Festival Hall:
 - a) Children enter the venue via the foyer and are directed to the backstage area, but only if and when a member of staff from their entity is present.
 - b) At least one member of staff from each entity sits with their children on stage during the concert.
 - c) PMF Committee members and volunteers prevent access to the backstage area by members of the public before, during and after the concert.

- d) Two supervisors are present backstage before, during, and after the concert to assist the children who are performing and to ensure the safety and security of the children and their instruments and property.
 - e) After the concert, each entity's staff supervise the movement of their children until they are collected by their parents, guardians, or carers.
 - f) A member of staff from each entity remains at the venue until all their children have left the venue.
14. Unauthorised photography is not permitted at a PMF activity. For concerts and recitals within a Festival, a notice to this effect will be displayed at the venue and contained within the Festival's programme, and an announcement will be made.
15. PMF or its authorised agent may take photographs of a PMF activity, to be used by PMF for publicity and archive purposes in print, on its website or stored digitally. No child shown in a public medium will be named without the consent of their parent or guardian. Such photographs may be shared with entities and used by them under the same conditions. Each entity's staff will be informed if photographs are being taken, so that they can make appropriate safeguarding arrangements if necessary.
16. An entity may arrange for photographs of its own members to be taken during a PMF rehearsal or performance, to be used in accordance with its own policies and procedures.

Review

17. This policy was reviewed and approved by the PMF Committee on 11th October 2023. It will be reviewed at least every two years, and at any time when there is a change in PMF's activities as defined in point 3.