

HPP Safeguarding Policy [v2024.2]

Purpose and function. Horsham Performers Platform (hereafter “HPP”, “we”, “us”, “our”) exists to advance the musical education of the public. We provide a performance platform for amateur musicians, incorporating adjudication from professional musicians.

HPP is a registered charity (Registered Charity Number 1176489). Our registered address is HPP, c/o 32 Billingshurst Road, Broadbridge Heath, Horsham, West Sussex, RH12 3LW.

We take great care to safeguard all children under the age of 18 years and vulnerable adults of any age. This Safeguarding Policy explains how we do this, and it will be brought to the attention of all our staff and volunteers.

The festival environment. We endeavour to provide a welcoming atmosphere for participants and a safe environment for young people and vulnerable adults. We request that parents/guardians/carers and teachers share in those provisions and in the implementation of this policy.

Scope of policy. This policy applies to all children under the age of 18 years and to vulnerable adults of any age whose vulnerability is made known to us prior to the commencement of the festival. We will seek to meet the needs of disabled participants if and as notified by parents/guardians/carers and teachers.

Festival personnel. We are entirely run by volunteers. Our committee issues all voluntary helpers with a job description, a copy of this Safeguarding Policy, and an identification badge to be worn at all times during the festival’s hours of operation. Any festival volunteer identified by a badge may be approached in the case of any problem and will know the member of personnel best able to attempt to deal with it.

Preparation for attendance at the festival. Parents/guardians/carers and teachers are responsible for maintaining supervision of their children and pupils at all times, ensuring that their children are accompanied by at least one responsible adult. Our volunteers do not undertake to accompany nor to supervise specific children or families (we do not offer a chaperone service). In the case of group entries such as choirs and ensembles, the group leader or teacher is responsible for making relevant parents/guardians/carers aware of this Safeguarding Policy.

Performance, practice, refreshment areas and toilet facilities. We accept no responsibility for supervising these areas of the festival venue. In particular, we accept no liability for the loss of or damage to items left unattended, including valuables and musical instruments. Again, parents/guardians/carers and teachers are responsible for maintaining supervision of their children and pupils at all times, as per the clause immediately above.

Photographs, video and audio recordings. The unauthorised taking of photographs or recording of video or audio is not permitted at any time anywhere within the venue during the festival. We may authorise someone to take photographs, such as an accredited press photographer, or staff photographer taking photos for our website, social media accounts, future festival materials and archiving, or to record video, such as a parent/guardian/carer of a performer whose performance is intended also as a scholarship audition, but such authorised persons will operate only in the performance area, with permission obtained prior by us from the performer’s parent/guardian/carer. It is the responsibility of the parent/guardian/carer to withdraw any children not wishing to be included in a photograph by an authorised photographer, or recording by an authorised recorder of video or audio, before it is taken. Any attendee concerned about any photography or recording they see happening should talk to a member of the festival staff or contact the Festival Safeguarding Officer (FSO, named at the foot of this document).

Legislation to support this policy: The Children Act 1989, The Police Act 1997, The Data Protection Act 1998, The Human Rights Act 1998, The Protection of Children Act 1999, The Criminal Justice and Court Services Act 2000.

Policy review. This policy is subject to annual review by the HPP committee, and is improved or amended as necessary subject to changes in legislation and to advice from relevant professional bodies, such as the British & International Federation of Festivals.

HPP Festival Safeguarding Officer (FSO): Andrew Lane

Contact the FSO using the online contact form on the HPP website, or by writing to the FSO at HPP's registered address (given at the top of this document).