

Safeguarding Policy

Creating Safer Festivals for Everyone

The Company and its member Festivals use the following policies and procedures to create Safer Festivals for everyone:

1. A single, definitive Child Protection Policy adopted by all Company Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Company Festival.

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3. Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Company Festival.
5. All festival volunteers wear a 'chaperone or Volunteer' t-shirt and name badge . All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone with a festival t-shirt and badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Festival Child Protection** best practice advice. In addition we will ensure the availability of a quiet area/room where concerns can be expressed in private.
6. For the duration of the Festival all **teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults**. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
7. No unauthorised photography or video recording is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.
8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the Festival prior to arrival. The Festival actively seeks wherever possible to meet these needs, but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is provided on request for teachers/parents/guardians/carers only. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.

Privacy Policy

1. References to 'we', 'us', 'you' or 'our' in this Privacy Notice are references to LaVolta Events Ltd., and its authorised representatives.
2. Preservation of your privacy is important to us. We are committed to keeping you well advised on how we use your personal information and to make only responsible use of your data.

Information About You

3. We need to collect personal information from you when you or your organisation enquire about our activities, or make entry to our Festival. This may include your name, title, email address, physical address, telephone numbers and job title.
4. At the point of entry, we will require detailed information on each entrant to ensure appropriate allocation to each class. It may also include other personal information e.g. about any special needs and requirements you may have to ensure you can safely take part in our Festival and/or Concert. We may also ask for some additional, non-personal information for the entry to be fully processed.
5. We retain information only for such a period as is reasonable in dealing with your entries and our ongoing commitments to you – all information is destroyed after this.

Our Use Of This Information ('legitimate interests')

6. Your personal information will only be used to process your requests and to provide you with information relating to the smooth running of the Festival e.g. we provide limited information to our Festival Photographer to ensure they only photograph entrants for whom permission has been granted.

Security

7. We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.
8. Communications in connection with this service will be sent by e-mail ; however, unless encrypted e-mail is not a fully secure means of communication. For ease of use and compatibility, communications (other than payments) cannot be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way.
9. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

Other Information

10. If you would like us to correct or update any information, or if you would like information deleted from our records, then please email our representatives at admin@lavoltaevents.co.uk

You are entitled to complain to the ICO if you believe that there is a problem with the way we handle your data – www.ico.org.uk