

# **Bournemouth Writing Festival (BWF) 2025 - Safeguarding Policy**

## **Policy statement**

The Bournemouth Writing Festival believes that the welfare of children, young people and adults at risk of abuse is paramount. All children, young people and adults at risk of abuse have the right to protection from harm, whatever their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

We therefore undertake to:

- 1) safeguard and protect children, young people and adults at risk;  
and
- 2) develop a safeguarding culture

## **Definitions**

- "We", "us" and "our" means the BWF Director, and includes employees and those acting for us.
- "Abuse" can be physical, sexual, psychological or emotional harm, neglect, maltreatment, radicalisation or exploitation. Abuse may consist of a single or repeated act, affecting one or more people. It can take place in person or online, and can be carried out by any person or organisation.
- An "Adult at risk of abuse" is defined by the Care Act (2014) as someone who is aged 18 and over and is experiencing or at risk of abuse and has needs for care and support which means that they are unable to protect themselves against the abuse or neglect or the risk of it.
- "Children and young people at risk of abuse" refers to any person who has not yet reached the age of 18 and that may be vulnerable to abuse. This may be because of their age, mental health, disability, illness, gender, race, religion or belief, sexual orientation, economic status or because they are unable to take care of themselves.
- "Safeguarding" is the action that is taken to promote the welfare of children, young people and adults at risk of abuse and to protect them from harm.

## **Actions**

We undertake to:

- Provide a named Safeguarding Lead, who has the knowledge and skills to promote safe environments for children, young people and adults at risk, and who can respond to concerns and disclosures.
- Clearly define the roles and responsibilities of all staff, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children, young people and adults at risk in respect of safeguarding and child protection
- Demonstrate that there are safe recruitment procedures in place, including regular background checks for all staff, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children, young people and adults at risk (for example, checks with the Disclosure and Barring Service)
- Ensure appropriate and regular training is offered to all employees, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children and adults at risk

- Demonstrate how robust risk assessment processes are carried out, with appropriate guidance to help ensure a safe and inclusive environment is made available to children, young people and adults at risk
- Explain the procedures that will be taken in the event of a concern being raised, or incident taking place, including reporting mechanisms and appropriate escalation measures to external agencies, where applicable (for example, children’s services, police, Prevent agencies or specialist support and advisory services)
- Demonstrate and evidence clear connectivity (and links) to other appropriate organisational policies and procedures – for example, Code of Conduct, health and safety, raising a concern/complaint, HR and whistleblowing policies – with steps outlining what happens if someone does not uphold or adhere to these relevant policies or procedures
- Outline how often the safeguarding policy and procedures will be reviewed and kept up to date

## **Transparency**

Our safeguarding policy and procedures will be publicly available and promoted to the beneficiaries of our work. This includes any children and adults at risk that experience our work, including their parents and/or carers, as appropriate. There will be opportunities to give constructive feedback on this policy and procedures, with clear processes on how to report any concerns or incidents to staff.

## **Reporting a concern**

From time to time, safeguarding incidents may occur. All incidents we identify should be reported, logged, managed and, if applicable, escalated to appropriate agencies for further action or support.

**Safeguarding Lead: Dominic Wong, Festival Director**

### **Reporting Mechanism:**

**Concerned Witness (Volunteer, etc) -> Venue Lead -> Volunteer Co-ordinators -> Safeguarding Lead**

## **Ensuring best practice**

We shall, as a minimum, ensure that we meet the standards outlined for out-of-school settings by the Department for Education – ‘Keeping children safe in out-of-school settings: code of practice’.

We shall also ensure that other relevant statutory guidance is being followed and/or complied with, for example as listed below (but not limited to):

- Working together to safeguard children (2023) – statutory guidance on inter-agency working to safeguard and promote the welfare of children
- The Care Act (2014) – sets out the legal framework for safeguarding adults

## **Publication and review**

This Policy was first published in March 2025 and will be reviewed after 12 months, or in line with any changes to relevant statutory guidance.