



**Brundibár Arts Festival policy on the safeguarding of children
and vulnerable adults 'adults at risk'.**

Dated 14th January 2025

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Next renewal date: To be reviewed in January 2026

Signed:

1. Safeguarding Statement

Brundibár Arts Festival (BAF) aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and vulnerable adults. This policy applies to all volunteers, paid staff and Directors of BAF who may be working with children and vulnerable adults whom Brundibár Arts Festival encounters through its events and fundraising activities.

This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to volunteers, members and visitors that, through its implementation, Brundibár Arts Festival seeks to protect children and vulnerable adults and to keep them safe from harm.

Purpose

2. Aims and Objectives:

Brundibár Arts Festival is committed to following best practice in working to prevent abuse and protect children and vulnerable adults. We believe that they have the right to be safe and happy in their activities and that their parents have the right to be confident that the organisations to which they entrust their children will look after them. All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers, and responded to appropriately. The festival wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the festival's work brings it into contact. While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with our legal duty to protect such individuals.

Scope

This Safeguarding Children and Vulnerable Adults policy and procedures applies to all individuals involved in Brundibár Arts Festival, including trustees, staff and visiting artists, volunteers and beneficiaries. When visiting the external premises of delivery partners, the key will be to use their discretion to adopt the safeguarding policies of that institution/premises. It is important to have policy and procedures in place so that all trustees, staff, visiting artists, volunteers and beneficiaries can work to prevent abuse and know what to do should a concern arise.

3. Definition of a Child:

Brundibár Arts Festival uses the term 'child' to refer to anyone under the age of 18 as defined by The Children Act 2004.

Definition of a vulnerable adult:

Brundibár Arts Festival uses the term vulnerable adult to refer to 'an adult at risk' as defined by the Care Act 2014. An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

4. Legal Framework / Legislation:

This policy applies to all trustees, staff and volunteers who act on behalf of Brundibár Arts Festival. Children and parents will be informed of the policy and procedures as appropriate. This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults namely:

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Equality Act 2010
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- The Care Act 2014

5. Supporting Documents PLEASE SEE as attachment below to this document

- Data protection policy

6. Types of Child Abuse:

We recognise that abuse and risks to children can take many forms, such as but not limited to:

- Physical abuse, where physical injury is inflicted or knowingly not prevented
- Sexual abuse, where a child is involved in sexual activity to which they were unable to give informed consent
- Sexual harassment and exploitation
- Emotional abuse, including humiliation, bullying, discrimination and harassment
- Neglect, where severe or persistent neglect causes serious impairment of their health or development
- Domestic abuse, including controlling or coercive behaviour
- Exploitation by criminal gangs and organised crime groups
- Trafficking
- Online abuse
- The influences of extremism leading to radicalisation
- Modern day slavery
- Forced marriage
- Female genital mutilation

7. Types of abuse of Vulnerable Adults 'Adults at Risk'

The Care Act 2014 identifies 10 categories of abuse and neglect. These are:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Domestic violence
- Modern slavery
- Self-neglect

8. How to Recognise Signs of Abuse:

Signs of abuse in children and vulnerable adults can be but not limited to

- Unexplained changes in behaviour personality
- Becoming withdrawn
- Becoming uncharacteristically aggressive
- Seeming anxious
- Has belongings or money going missing in unexplained way
- They may self harm
- May show signs of fear of a particular group or individual
- Signs of physical abuse or injury

9. Reporting Abuse and dealing with suspicions or allegations of abuse: Role and responsibility of designated safeguarding lead for both children and vulnerable adults

Anyone working with children or vulnerable adults are advised to maintain an attitude of ***'It could happen here'*** where safeguarding is concerned. Where there are any concerns about the welfare of a child/vulnerable adult, the BAF staff and volunteers should always act in the **best interests** of the child/vulnerable adult. Concerns for the safety and well-being of children or vulnerable adults could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another environment. It is essential to act quickly, professionally and impartially in all cases of suspected abuse.

Any allegation by a child or vulnerable adult against a volunteer, member, participant, or contributor should be reported immediately to Yoshie Kawamura (Designated Safeguarding Lead of Brundibár Arts Festival).

Please see flow chart below illustrating the initial procedure.

10. SAFEGUARDING ESCALATION FLOW CHART

Procedure for reporting concerns



11. What happens next?

Allegations or suspicions of abuse will be reported to designated safeguarding lead, **Yoshie Kawamura**.

Safeguarding lead, **Yoshie Kawamura** or her deputy **Alexandra Raikhlina** will make formal record of concern and:-

If considered appropriate, safeguarding lead makes immediate referral to / or seeks advice from the Newcastle, Gateshead or Northumberland Safeguarding Board

www.newcastlesafeguarding.org.uk

www.gatesheadsafeguarding.org.uk

Through these websites a secure online form is available for anyone to report or discuss a concern, both professional practitioners and members of the public.

In the event of any individual working for Brundibár Arts Festival being subject to an allegation, or any other safeguarding concern being reported, once referred to the Brundibár Arts Festival Safeguarding Contact the following steps should then be taken:

1. Receive information from those who have expressed concerns and record it in a signed and dated written or electronic form
2. Seek advice from the statutory child protection agency, or local authority such as the local social services department, health board or NSPCC
3. Make a formal referral to a statutory child protection agency or the police if advised/necessary
4. Record all steps in the Brundibár Arts Festival Safeguarding Record

12. Designated Safeguarding Lead contacts:

The designated safeguarding lead for Brundibár Arts Festival is **Yoshie Kawamura**

Telephone: 07858 308438

Email: kawamuray@hotmail.com

In the case that they are unavailable their deputy is **Alexandra Raikhlina**

Telephone: 07809 764326

Email: brundibarartsfestival@outlook.com

13. Recording and managing confidential information:

Image Policy: Data protection and use of images

Brundibár Arts Festival recognises that taking images of children and vulnerable adults should be handled with care and that images should only be taken and used in a responsible way. In using the word images we are referring to both photographs and video footage. Photographs and images of children are classed as personal data under the terms of the 1998 Act and therefore using such images requires consent. (Please see attached Data Protection Policy for further information).

We undertake:

- Only to take images of children and vulnerable adults with prior permission of parents/carers/staff/schools
- Only to use such images to promote the work of Brundibár Arts Festival
- To record any information professionally and securely, in line with current data protection legislation and guidance. See: ico.org.uk/for-organisations

Management of confidential information of any safeguarding concerns:

Brundibár Arts Festival is committed to maintaining confidentiality wherever possible around issues of safeguarding children, young people and vulnerable adults. Information regarding safeguarding should only be shared strictly with only those that need to know. Personal information can be shared without the consent of the those concerned. However, Brundibár Arts Festival is aware that they may not always want information to be shared. This may be because they fear repercussions from the person causing harm or because they are afraid that they will lose control of their situation to statutory bodies, or because they feel embarrassed. Their wishes should always be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- It is not safe to contact the adult to gain their consent – i.e. It might put them or the person making contact at further risk
- You believe they or someone else is at risk, including children
- You believe the adult is being coerced or is under duress
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- The adult does not have mental capacity to consent to information being shared about them
- The person causing harm has care and support needs

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them. '

All information will be recorded in stored in accordance with our data protection policy.

14. Appointment of Staff:

Risk Assessment:

1. All volunteers, staff and Directors of BAF that intend to, or may be put in the position of, working with children or vulnerable adults will be sent the safe guarding policy so that they have both read and understand the implications of this policy before commencing any programme, event, visit or other activity.
2. A designated individual/Director of BAF should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children or vulnerable adults. This risk assessment will be made available on request where appropriate.

3. For any online event, the same principles regarding safeguarding will apply, and the same standard in duty of care to children and vulnerable adults is expected. BAF will seek support from the schools that will partner any online activity and follow guidance and advice set out clearly on gov.uk “**safeguarding and remote education**” guidance pages. All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

Recruitment and Selection of Volunteers:

Brundibár Arts Festival will take all appropriate steps to ensure that unsuitable people are prevented from working with children or vulnerable adults. We implement basic quality assurance measures so that all staff and volunteers know about, read and follow our policies, procedures and behaviour codes confidently and competently. The safe guarding policy 2025 will be provided to all staff and volunteers. Equally, compliance and agreement with the policy is a mandatory part of every guest artist contract that they sign when accepting any BAF engagement. Where the risk assessment has identified that volunteers are likely to have contact with, or encounter children or vulnerable adults (which might include regular processing of information), rigorous checks into their eligibility will be required. These checks are:

- Current DBS certificate obtained by BAF
- 2 satisfactory references
- Interview to assess suitability
- Participation in any training deemed necessary by the BAF Directors

15. Training, Induction and Supervision of Staff:

Mandatory Training and Support:

- Brundibár Arts Festival Chair of the Directors Alexandra Raikhlina completed Elements Training Portal safeguarding training ‘An introduction to Children and Young People’s Safeguarding’ through Connected Voice Newcastle in December 2024.
- Festival director Yoshie Kawamura has completed NSPCC Child Protection for Tutors course in August 2024 and has a current DBS certificate.
- Festival Trustee Juliet Lee completed a safeguarding training course: ‘Introduction to safeguarding’ through Connected Voice Newcastle in October 2024 and has a current DBS certificate: connectedvoice.org.uk/our-programme
- Where needed for other volunteers following the risk assessment process, BAF will provide appropriate training and support on safeguarding awareness by using several reputable online sources of information such as the NSPCC online courses: see ***Child protection: an***

introduction: <https://learning.nspcc.org.uk/training>, Connected Voice Age U.K www.ageuk.org.uk and the Ann Craft Trust.

16. Further Information: CONTACT DETAILS

URGENT: In an emergency always contact Northumbria Police on 101 or in an emergency always dial 999

NSPCC Helpline – 0808 800 5000 or help@nspcc.org.uk

KEY INTERNAL CONTACTS:

Designated Safeguarding Officer

Yoshie Kawamura (Trustee)

Email: kawamuray@hotmail.com

Tel: 07858 308438

Deputy Safeguarding contact if not able to contact the Designated Safeguarding Officer

Alexandra Raikhlina (Director)

Email: brundibarartsfestival@outlook.com

Tel: 07809 764326

KEY EXTERNAL CONTACTS:

NEWCASTLE

If there is a concern about a child contact **Newcastle Safeguarding Board:**

Initial Response Service – 0191 277 2500

Emergency Duty Team – 0191 278 7878

If there is concern about an adult all safeguarding concerns are to be firstly reported to **Adult Social Care at Newcastle City Council.**

Via www.newcastlesafeguarding.org.uk a secure online referral can be completed by both professionals and members of the public.

Other methods of contact:

Phone – 0191 278 8377 (Monday-Friday, 8am-5pm) or 0191 278 7878 (Evenings and weekends)

Text SMS 07968474891 (Monday-Friday 8am-5pm)

Ann Craft Trust for advice: (vulnerable adults)

Tel 0115 951 5400

Email: ann-craft-trust@nottingham.ac.uk

GATESHEAD:

Concerns about a child: **Gateshead Council's Children's Services:**

Office hours (Mon-Fri 8.30-5pm) **0191 433 2653**

(Out of hours, at night, weekends and bank holidays) **0191 477 0844**

Or by completing online form at: <http://www.gatesheadsafeguarding.org.uk>

Additional useful contact: Gateshead Safeguarding Children Partnership
annaharrisonCWL@gateshead.gov.uk

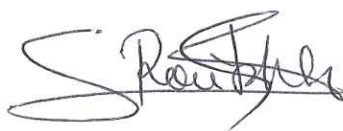
Concerns about an adult: **Adult Social Care Direct Team (Mon-Fri 9am-6pm): 0191 433 7033**

Or by completing online form at: <http://www.gatesheadsafeguarding.org.uk>

A review of our Safeguarding Children and Vulnerable Adults Policy and Procedures will take place every year and will be ratified at a meeting of the Board of Trustees.

In the event that an allegation or suspicion is directed at the chair of BAF Alexandra Raikhlina, another Director, Yoshie Kawamura, will assume responsibility as deputy.

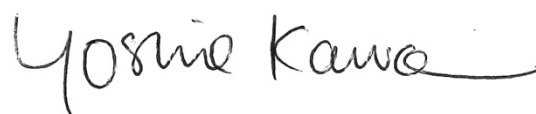
Alexandra Raikhlina:



Juliet Lee:



Yoshie Kawamura:





Brundibár Arts Festival Privacy Notice DATA PROTECTION POLICY

1. Introduction

This policy applies to Brundibár Arts Festival Limited referred to as Brundibár within this Notice.

This policy sets out how we handle the personal data of data subjects whose personal data comes into our possession through our core activities of artistic performances, education and outreach programs, and through data subjects' use of our website (our Services).

This policy/notice details:

- The types of personal data that we may collect or be provided with;
- What we do with that personal data;
- Our lawful basis for processing such personal data; and
- Your rights in relation to your personal data held by us.

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

If we hold personal data about you in relation to our Services, Brundibár Arts Festival Limited of 25 Whitfield Drive, Newcastle Upon Tyne, NE12 8LD is the controller and responsible for your personal data.

We have a Data Protection Responsible Person (DPRP) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your rights, please contact the DPRP, currently Yoshie Kawamura via brundibarartsfestival@outlook.com.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

2. Changes to the privacy notice

This version was last updated on 18th September 2023 and historic versions can be obtained by contacting us.

3. Information we may collect from you

- Identity Data – includes first and last name, title, date of birth and gender.
- Contact Data – includes address, email address and telephone numbers.
- Financial Data – includes bank account details.
- Transactional Data – includes details about payments to and from you.
- Profile Data – includes your feedback and survey responses.
- Marketing Communications Data – includes your preference in receiving marketing from us or if you have chosen not to be contacted.
- 4. How is your personal data collected?

We use different methods to collect data from and about you:

- Direct interactions – You may give us your Identity, Contact, Financial, Transactional, Profile and/or Marketing Communications Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you request marketing to be sent to you.
- Automated technologies or interactions – As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies.
- Third parties or publicly available sources – We may receive personal data about you from various third parties and public sources such as:
 - Companies House;
 - your own website; and/or
 - Facebook and/or other social media sites.

5. Our use of your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform a contract, we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Activity/Purpose	Data	Lawful basis
Collection of monitoring data for reporting purposes	Identity Contact Profile	Necessary for our legitimate interests (to satisfy requirements of funding providers and planning our festival in a lawful manner)
Collection of audience and/or participant feedback	Identity Contact Profile	Necessary for our legitimate interests (to satisfy requirements of funding providers and planning our festival in a lawful manner)
To register you as an artist, contractor, partner and/or collaborator of the festival	Identity Contact Financial Transactional	Performance of a contract with you
To deal with complaints or proceedings against us	Identity Contact Transactional	Necessary for our legitimate interests (to defend our legitimate interests)

Marketing Activity	Identity Contact Marketing Communications	Necessary for our legitimate interests (to market to potential and existing festival attendees in a compliant manner)
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Please note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table above

6. Marketing

Where you unsubscribe from our marketing messages, we will not market to you but will retain a record that we are not to send such correspondence to you.

7. Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly.

8. Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

9. Disclosures of your personal data

We may have to share your personal data with third parties, including those set out below, for the purposes set out in the table above.

- Other providers of professional services
- Printers
- Creative agencies (design & digital)

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

10. International transfers

We engage with some external third parties who are based outside the UK and European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the UK/EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data.
- Where we use certain service providers, we may use approved clauses within our contracts which give personal data the same protection it has in Europe.

11. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

12. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

13. Your legal right

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request").
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.
- **Request restriction** of processing of your personal data.
- **Request the transfer** of your personal data to you or to a third party.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. If you wish to exercise any of the rights set out above, please contact us.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

14. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

15. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to our DPRP at brundibarartsfestival@outlook.com.