





# FESTIVAL
# Safeguarding Policy
(covering all children and adults)

## Contents

1. Introduction
2. Summary
3. Safeguarding Commitment
4. Who the policy applies to
5. Safeguarding Responsibilities
6. Communication of the Devoted Safeguarding Policy and Procedures
7. Safeguarding Awareness
8. Definitions of Abuse
9. General Safeguarding Procedures
10. Detailed Safeguarding Procedures concerning a CHILD
11. Detailed Safeguarding Procedures concerning an ADULT
12. Allegations of abuse against a person who works with children
13. Allegations of abuse against a person who works with adults at risk
14. Involving church leaders, following up allegations and concerns after the festival ends
15. Preventing abuse at Devoted
16. Handling of Disclosure Information
17. Photos and Video Permission

Appendix 1: Responding to Concerns Process Map
Appendix 2: Safeguarding Assurance Agreement
Appendix 3: Emergency Contact Details
Appendix 4: Example of Safeguarding Information to be displayed on screens/signs
Appendix 5: DBS level guidance
Appendix 6: Parents/Carers 1:1 Support Agreement
Appendix 7: Safe Recruitment Flow Chart (where a role requires a DBS check)

## 1. Introduction

The Devoted Festival (herein referred to simply as “Devoted”) is a ChristCentral Churches (CCC) event occurring every other year. Thousands of international and UK delegates gather for a long weekend at a UK Showground.

As a CCC event, Devoted is governed by the CCC **Safeguarding Children and Adults at Risk** policy available at **https://cccw.onl/3aQFtHL.** Although safeguarding procedures specific to Devoted are detailed in this document, it should be read in conjunction with the overall ChristCentral Safeguarding Policy.

## 2. Summary

The Devoted Festival Management Team (herein referred to as “the Management Team”) takes seriously its responsibility to safeguard and protect children and adults who attend the festival. The Management Team are committed to providing a safe and secure environment on the festival site. However, if any concerns about the welfare of children or adults arise, this document sets out the clear procedures the Management Team, volunteers and delegates are to follow.

## 3. Safeguarding Commitment

The Management Team aims to respond without undue delay to any complaint, suspicion or disclosure of abuse. This includes cooperating with wider agencies, including the Local Authority, Police, and Thirtyone:eight (formerly CCPAS- Churches’ Child Protection Advisory Service), as and when appropriate, to share information and seek guidance.

To help with this, the Designated Safeguarding Lead (DSL) on the Management Team is David Keeping, a children’s Social Worker. The Deputy Designated Safeguarding Lead (DDSL) is Rebecca Job, a professional with significant experience in safeguarding policy, practice and training. The DSL and DDSL, along with other suitably experienced volunteers, make up the Devoted Safeguarding Team (from herein known as “the Safeguarding Team”). At least one of the team is an adult’s Social Worker or has experience working with adults who may be at risk of abuse or neglect.

A member of the Safeguarding Team will always be contactable via the Devoted Site Office during the festival. The DSL, or in their absence the DDSL, should be notified regarding any safeguarding issues during the event to help ensure the most appropriate action is/has been taken. The DSL will ensure accurate records are kept of all disclosures and subsequent actions in response to any concerns about children or adults. This information will be kept securely and confidentially for as long as necessary.

The Management Team is also committed to:

- Safeguarding children and adults attending the festival.
- Following UK legislation and good practice guidance in relation to safeguarding.

- Promoting a culture in which anyone can feel confident to share any concerns they have about their own safety or the wellbeing of others.
- Safer recruitment: vetting volunteers to ensure they are suitable to work with children and/or adults at risk via references and DBS checks, including checks of the barred list where appropriate.
- Training: ensuring all volunteers are aware of the safeguarding procedures and what they should do if they have any concerns about a child or adult.
- Offering experienced pastoral and medical teams to support all at the festival.

**Signed:** **Date:**

---

**Graham Pyman,**
Devoted Event Director & Designated Safeguarding Lead
for ChristCentral Churches

---

**Signed:** **Date:**

---

**Paul Mogford,**
Devoted Event Manager

---

**Signed:** **Date:**

---

**David Keeping,**
Designated Safeguarding Lead for Devoted

## 4. Who the policy applies to

This policy applies to everyone making Devoted happen, including those volunteering or working as part of their paid employment. This includes contractors on site and staff employed by the showground who will be provided with a copy.

## 5. Safeguarding Responsibilities

Safeguarding is everyone's responsibility and will be considered at every Management Team meeting.

The overall responsibility for safeguarding during the Devoted Festival sits with the Designated Safeguarding Lead (DSL), on behalf of the Management Team. The responsibility for ensuring this policy is put into practice is the responsibility of each team leader, supported by the Safeguarding Team who are:

- David Keeping (DSL)
- Rebecca Job (Deputy DSL)
- Rachel Start (Safeguarding Advisor for Adults)
- Beth Willoughby (Safeguarding Advisor for Children)
- Rebekah Chalmers (Safeguarding Advisor for Adults)
- Mark Willoughby (Safeguarding Advisor for Children)

**All team leaders, volunteers and anyone working in a paid capacity has a responsibility to:**

- Read and understand the safeguarding policy and procedures.
- Cooperate with team leaders and the Management Team on safeguarding matters.
- Follow the instructions in the safeguarding procedures, and those given by the DSL or Deputy.
- Take reasonable care to avoid placing themselves, or those in their care, at risk of harm.
- Report all safeguarding concerns to the DSL without delay.

## 6. Communication of the Devoted Safeguarding Policy and Procedures

This policy will be provided as part of the induction process for all volunteers, and anyone working in a paid capacity who helps to make Devoted happen. A briefing will also be given to the Management Team in the planning phase of the festival; to raise awareness of safeguarding and ensure all team leaders know the procedure to follow in the event of a safeguarding disclosure or concern, and how to support their team.

**It is the responsibility of all team leaders to ensure that their team members have:**

- Completed the basic safeguarding training this policy prescribes
- Have read this policy, and
- Are confident to know what to do regarding any safeguarding concerns they may have or have presented to them by others.

## 7. Safeguarding Awareness

The Management Team will ensure that children and adults attending Devoted are provided with information on where to get help and advice in relation to any safeguarding concerns.

Information will be given verbally in the main venue and in venues specifically for children and adults with care and support needs. It will also be provided digitally and in print form:

- In the festival guide/handbook
- On posters visible in public areas and meeting places such as the main venue, help desk, canteen and toilets.
- On screens showing revolving announcements and information in each venue that has this facility.

This policy will also be available to read on the Devoted website.

## 8. Definitions of Abuse

The ChristCentral Churches Safeguarding Policy gives very detailed information about different types of abuse and harm that can occur for children and adults. This can be accessed at **https://cccw.onl/3aQFtHL**

In summary, abuse and neglect are forms of maltreatment. Somebody may abuse or neglect another by inflicting harm, or by failing to act to prevent harm. Abuse or harm can occur in a family, institutional or community setting. The abuser may be known or, more rarely, could be a stranger.

**For all children** (including "youth", i.e. any person under the age of 18 years old), the different types of abuse are generally recognised as Physical, Emotional, Sexual Abuse and Neglect. The signs and symptoms of abuse are referenced in the **CCC Safeguarding Policy** referenced above and are discussed as part of training.

**For adults**, the different types of abuse can be harder to spot as adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. However, they include Physical, Sexual (including Exploitation), Psychological, Financial or Material, Neglect (including Self-Neglect) or Acts of Omission, Discriminatory, Organisational/ Institutional, Domestic Abuse, Modern Slavery. The signs and symptoms of abuse are also referenced in detail in the **CCC Safeguarding Policy**.

Adults who may be at greater risk of abuse and neglect, and for whom a Safeguarding Duty of care applies are defined by the Care and Support Statutory guidance as those who:

- have needs for care and support (whether or not the Local Authority is meeting any of those needs)
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
- are experiencing, or at risk of, abuse or neglect (or self-neglect)

## 9. General Safeguarding Procedures

**How to respond to any individual that wants to talk about abuse**

Where possible, ensure the physical environment is welcoming, giving opportunity for the individual to talk in private but making sure other team members are aware the conversation is taking place. Where possible, have another team member with you to avoid being alone with the individual.

- It is especially important to **allow time and space** for the person to talk
- Above everything else, **listen without interrupting**
- **Be attentive and look at them** whilst they are speaking
- **Show understanding** of what they say (however unlikely or not it may sound) by reflecting back words or short phrases they have used
- Try to **remain calm**, even if on the inside you are feeling something different
- **Be honest** and **don't make promises** you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- **Use language that is age appropriate** and, for those with an impairment that means they may need support to communicate, **ensure there is someone available to help** (e.g. someone who understands sign language, Braille etc.)

**Helpful responses to a disclosure could be:**

- "*You have done the right thing in telling"*
- *"I am glad you have told me"*
- *"I will try to help you"*

**DON'T say things like:**

- *"Why didn't you tell anyone before?"*
- *"I can't believe it!"*
- *"Are you sure this is true?"*
- *"Why did this happen to you?"*
- *"I am shocked, don't tell anyone else"*

**What to do next:**

- **Make notes as soon as possible**, writing down exactly **what** the child/adult said, **when** they said it and what was happening immediately beforehand (e.g. description of the activity). Record **dates and times** of these events and when the record was made. Hand over all hand-written notes to the DSL, even if they are subsequently typed up.
- **Report your discussion to the Designated Safeguarding Lead as soon as possible by contacting the Devoted Event office and asking for the Safeguarding Team.**

- **Do not discuss the suspicion/allegation with anyone else other than your team leader (unless it is about your team leader)**

- **Reporting abuse about adults is more complex than for children. Most of the time adults with capacity have the right to be involved with any decision made about them. It is essential therefore to pass concerns onto the Safeguarding team to consider how to appropriately manage our response.**

**What to do if you suspect that abuse may have occurred:**

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The person in receipt of allegations or suspicions should report concerns without delay to their team or venue leader, or in their absence, **contact the Safeguarding Team via the Devoted Site Office** (not the showground staff office).

- **The Designated Safeguarding Lead (DSL) or Deputy (DDSL) will then phone or visit the location** (whichever enables a faster and fuller response) to talk about the concern **and agree next steps**. These could include:

    - **An immediate referral to the Authorities (made by the DSL)**
    - **A further discussion with parents/carers/the adult at risk/church leaders**
    - **No immediate action**

- The role of the DSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies, where appropriate, who have a legal duty to investigate.

- **If the concerns in any way involve the DSL or DDSL then the report should be made to Graham Pyman, Event Director and DSL for CCC, via the Devoted event office. Alternatively contact children's services or the Police.**

- The DSL or DDSL will inform specific members of the Management Team depending on the circumstances and/or nature of the concern to alert them to a safeguarding concern in process and any resulting actions that could impact the festival, teams, the gate and site in general. This is most likely to be Paul Mogford, Event Manager and/or Graham Pyman, Event Director and DSL for CCC.

- Safeguarding concerns must not be discussed with anyone other than those nominated above. However, in the case of the Authorities coming onto site, the Event Manager would likely inform the gate and stewarding team of their immanent arrival so as to direct them. This can happen without needing to give details of why they are coming on site.

- The DSL will ensure a written record of concerns are made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the DSL or DDSL, this should not delay a referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Management Team will support the DSL in their role, and accept that any information the Safeguarding Team may have will be shared on a need to know basis.

- If an individual with a safeguarding concern feels that the DSL has not responded appropriately, or where they have a disagreement with the DSL, they are free to contact an outside agency directly. We hope this demonstrates our commitment to effective Safeguarding.

**It is the right of any individual to make a direct referral to the Authorities or seek advice from Thirtyone:eight about safeguarding concerns, although the Management and Safeguarding Teams hope delegates, staff and volunteers will use this policy.**

## 10. Detailed Safeguarding Procedures concerning a CHILD:

### Parental Responsibility (PR) and Parental Consent

Parents and carers for children may hold key information about safeguarding concerns. In the majority of situations, the DSL will speak to (or ask a relevant team member to speak to) the persons with PR for a child (such as a mum, dad or foster carer with delegated authority) before taking any further action. The DSL will try to gain their views and seek their consent regarding any referral to the Authorities.

There are very few instances where to speak to persons with PR could endanger a child. However, the following situations may result in parental consent being dispensed with (i.e. parents not being spoken to) before the DSL contacts the Authorities for advice and guidance:

- Parents/carers have been alleged to be, or suspected to be perpetrators of sexual abuse
- Serious physical harm is alleged to have been caused by a parent/carers
- Organised or multiple abuse is suspected
- Fabrication of an illness is suspected
- Female Genital Mutilation (FGM) is suspected
- Forced marriage is suspected
- Honour Based Abuse is a possibility/is suspected
- Extremism or radicalisation is suspected
- Talking with a parent/carer may impede a Police investigation or Social Work enquiry

In circumstances where the DSL *has* spoken with a parent/carer about a safeguarding issue, and they have refused to give their consent for the matter to be referred to the authorities, the DSL will have regard for the best interests of the child. The DSL may still make a referral to the Authorities but will inform the parent/carer of their decision to do so.

In addition, a referral will not be delayed if it has not been possible to contact the parents and delay may impact on the safety and wellbeing of the child concerned.

### Allegations of physical injury, neglect or emotional abuse.

Having due regard to the issue of PR and parental consent above, if a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL will:

- Seek, or help parents seek, medical help urgently, utilising the medical team on site and/or calling for emergency services via the site office.

- Inform medical professionals of any suspicions;

- Contact Children's Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return to their camp site at the festival or return home after their time at the festival finishes.

For lesser concerns, (e.g. poor parenting), the DSL will encourage parent/carer to seek help, engaging their church leaders (ideally the church's DSL they have come to the festival with), but not if this places the child at risk of significant harm.

Where the parent/carer is unwilling to seek help, offer to accompany them, and/or encourage their church leaders to accompany them when they return to their place of home.

In cases of real concern where action needs to be taken to address poor parenting before the festival ends, and parents will not accept help and support, the DSL will contact Children's Services directly for advice.

### Allegations of sexual abuse

Having due regard to the issue of PR and parental consent above, in the event of allegations or suspicions of sexual abuse, the DSL will contact Children's Services or the Police for advice and guidance.

## 11. Detailed Safeguarding Procedures concerning an ADULT:

**Suspicions or allegations of abuse or harm (including physical, sexual, exploitation, organisational, financial or material, discriminatory, neglect and acts of omission, self-neglect, forced marriage, modern slavery, psychological and domestic abuse)**

If there is concern about any of the above, **the DSL will:**

- **Contact the Adult Social Care Team** who have responsibility to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

- If the adult is **in immediate danger or has sustained a serious injury, contact the Emergency Services** (Police, Ambulance), informing them of any suspicions.

The primary responsibility for managing any investigation process rests with Adult Social Care. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the Police will investigate.

Organisations (including the Devoted Safeguarding Team and any churches attending the festival) have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

### Responding in an emergency to an adult who alleges abuse

Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the Police.

If, for whatever reason, it is not possible to contact Adult Social Care, the DSL will contact the Police for help in the case of an emergency.

## 12. Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or someone working in a paid capacity at the festival) the DSL, will need to liaise with Children's Services in accordance with Local Safeguarding Partnership (LSP) procedures, making a referral to a Designated Officer formerly called a Local Authority Designated Officer (LADO). The individual should be suspended from their role by their team leader, whilst the allegation is investigated.

## 13. Allegations of abuse against a person who works with adults at risk

If an allegation is made against a worker (whether a volunteer or someone working in a paid capacity at the festival) the DSL will liaise with Adult Services. The Care Act 2014 places the duty upon Adult Services to investigate situations of harm to adults at risk. This may result in a range of options including a referral to the Adult Local Authority Designated Officer (LADO) who is responsible for investigating allegations against a person in a position of trust. Other action could include increasing the support for the carers, or no further action if the 'victim' chooses for no further action to be taken, and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the Devoted Safeguarding team or indeed, the DSL for ChristCentral Churches. In some cases, even if the adult at risk is deemed to have capacity and does not want any further action to be taken, if the Adult LADO deems there is a "transferrable risk" that could mean other persons could be subjected to harm, action against an individual or organisation may still be taken by the Authorities.

## 14. Involving church leaders, following up allegations and concerns after the festival ends

Where an allegation has been made against an individual connected to a church attending the festival, the DSL will inform the leaders of the church (especially their DSL) so that they can cooperate with any investigation that follows and set in place any local safeguarding measures, according to their church's safeguarding policies and procedures.

The DSL will keep in contact with the church's DSL to ask to be updated with an outcome. This is especially important should that outcome impact on the individual's suitability to work or volunteer at future CCC events.

Any action taken will also be shared with the DSL for CCC and a record kept of the allegation and outcome.

## 15. Preventing abuse at Devoted

**Recruitment and Selection**

The Management Team will ensure all volunteers and anyone working in a paid capacity for the event are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description for the role

- Those applying have completed a self-declaration form
- At least one written reference has been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where required (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications if relevant have been verified
- A suitable training programme is provided
- Everyone has been given a copy of the Safeguarding policy and knows how to respond to concerns.

**DBS Checks**

The Management Team will require all team leaders, volunteers and anyone working in a paid capacity with children and/or adults at risk, to have a clear DBS at the appropriate level. See Appendix 5 to determine which level. See Appendix 7 to see the process involved in a visual format.

DBS checks for similar roles in ChristCentral Churches may be accepted, as long as they are at the same level of check required for Devoted. The law is very clear that we are not able to accept or have sight of a DBS completed at a higher level for another role, if it is not required for the role to be undertaken at Devoted. This is a matter of law and is not flexible or open to interpretation.

Where we are satisfied that an individual's DBS check is at the appropriate level and they are subscribed to the DBS update service, a check of the update service will be undertaken with their written permission. The individual will be asked to provide evidence of their identification (photo ID) and their original DBS certificate to assist with this.

Anyone who is not part of the update service, though has had a DBS check completed at the appropriate level with their ChristCentral Church in the last 3 years will be required to ask their churches' DSL (or equivalent leader with responsibility for safeguarding) to complete the Safeguarding Assurance Agreement found in Appendix 2.

Anyone who does not currently have a DBS check, or has a higher level DBS check that is not required for their role at Devoted, will need to complete a new DBS check at the appropriate level with their local ChristCentral Church. They will also need to provide the Safeguarding Assurance Agreement found in Appendix 2. It is then recommended that they sign up with the DBS update service should they wish to volunteer at future events and activities that may require a DBS.

Until such time as an individual's DBS is received, or the Safeguarding Assurance Agreement is received, the person will not be allowed to be in contact with children and/or adults at risk.

If a person is recruited and later found not to be appropriate to work with children and/or adults at risk, then their ability to work and volunteer will be terminated immediately.

**Regulated Activity**

Regulated activity is defined in England, Wales and Northern Ireland under Schedule 4 of the Safeguarding Vulnerable Groups Act (2006) and in Scotland under Schedule 2 of the Protection of Vulnerable Groups (Scotland) Act 2007.

In general terms, an individual is involved in regulated activity if they undertake an activity of a specified nature (i.e. teaching, training, instruction, care, supervision, advice, guidance, treatment, therapy or transport) that involves contact with children or adults at risk on a frequent, intensive or overnight basis. Activities that require a DBS check at Devoted fall under the "Intensive" category (3 or more days in any period of 30 days). No one volunteering or working on behalf of the Management Team, should be providing a regulated activity overnight (between 2am and 6am). At this time, all children should be under the care of their parent or nominated carer. The Devoted Festival does not provide any care for adults at risk overnight.

**Parents/Carers 1:1 Support During Children's Sessions:**

A parent or carer may be permitted to remain during a children's activity session to provide 1:1 support for their own child. This is only a limited set of circumstances, such as where this is necessary for the child's participation due to special educational needs and disabilities (SEND). This arrangement will only proceed following a risk assessment conducted by a children's group leader (with support from the DSL) to ensure all children are safeguarded. Parents/carers in this role must agree not supervise, care for, or discipline other children, not take any photographs or videos, and will be briefed on safeguarding expectations, especially not engaging with any other children unsupervised. The arrangement will be monitored and reviewed each session to ensure safety for all during the festival's duration.

**Persons who pose, or may pose, a risk of harm**

Persons who are known to have abused children or adults, or persons who disclose a proclivity/inclination to do so, are not permitted to attend Devoted, including as day visitors. Although it may be possible to manage any risk such an individual may pose in a local church, the nature of the festival, the sheer number of people attending, the multiple venues, facilities and people camping, means it is not possible to manage such known risks during the event. There can be no exceptions.

Every Church Coordinator and Church Leader will be informed of this policy well in advance of the festival to dissuade any such individuals from booking, or alert us to anyone who may have already booked. In the event that a person who poses, or may pose, a risk of harm has already booked, they will be issued a full refund and informed of this policy.

During the festival, including the set up and set down period, should it become known that a person who poses, or may pose, a risk of harm is on site, the DSL and Event Manager should be informed immediately. Without delay they will meet with the individual and ask them to leave the site immediately. If they refuse, the Authorities will be asked to remove them.

**Drugs**

As per section 17 of the booking terms and conditions for delegates, the Management Team has a zero-tolerance policy on illegal drugs/substances. This goes for all volunteers and anyone working in a paid capacity during the event too. Anyone found using illegal drugs or substances will be required to leave the event immediately and the Authorities may be notified.

**Medication**

All delegates, volunteers or those working in a paid capacity at Devoted, who take prescribed medication are asked to store it in a safe and secure way, ensuring that it is not accessible to children or adults at risk. Any medication left unattended should be handed in to the event office where it can be reclaimed.

**Alcohol**

Alcohol is permitted onsite. Delegates and those who are off duty are encouraged to drink responsibly. Anyone found to be drinking in excess, behaving in anti-social/unacceptable ways, causing a public safety/safeguarding concern, or engaging in behaviour that may be contrary to the ethos of the event could be asked to leave immediately. Any such decision rests with the Event Manager and Director. The DSL may give advice should concerns involve children or adults at risk.

**Volunteers and anyone working in a paid capacity**

It is vital that good open communication is maintained between volunteers, anyone working in a paid capacity at the festival, the team leaders and Management Team. Regular supervisory contacts and team meetings should ensure that concerns from anyone can be aired. If, for some reason, it is not possible for someone to discuss concerns with their team leader, they should discuss them with the next most appropriate person on the Management Team or the DSL. The Management Team are committed to supporting teams and individuals to report cases of abuse or neglect.

**Training**

Anyone involved with the children and/or youth work, and those hosting or engaging with adults who may be at risk, will be provided with basic Safeguarding training. Additional training will be offered to Team Leaders/the Management Team within the context of the pre-event meetings. Training sessions will include awareness building on the following:

- What is abuse?
- Indicators of abuse
- How to respond to disclosures of abuse
- CCC/Devoted Specific procedures for reporting disclosures or suspicions of abuse

**Positions of Trust**

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. In England, Wales and Northern Ireland changes to the law made in 2022 extend the definition to include faith group leaders.

It's against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).

Any adults alleged or found to be doing so will be suspended from their role, referred to the Authorities and required to leave the event immediately.

See section 14 regarding how this will be followed up after the event.

## 16. Handling of Disclosure Information

All records kept relating to allegations, concerns, referrals and any other actions taken by the DSL and Safeguarding Team, as well as any outcomes, will be stored securely in line section 12 of the main CCC Safeguarding Policy.

## 17. Photos and Video

Posting identifiable images of children or adults online requires careful consideration due to potential safeguarding and GDPR concerns. Looked-after children, in particular, may be placed at risk if their image and location can be accessed by adults who could cause them harm. Identifiable images (whether photos or videos) are also classed as personal data and must be handled accordingly under GDPR.

The purpose of any image taken at Devoted will be to celebrate and promote the festival. Images will only be captured by safely recruited and clearly identifiable members of the official media team. All data they capture will be handed over to the media team leader, who will store it securely on a central drive. Images will not be retained on personal devices.

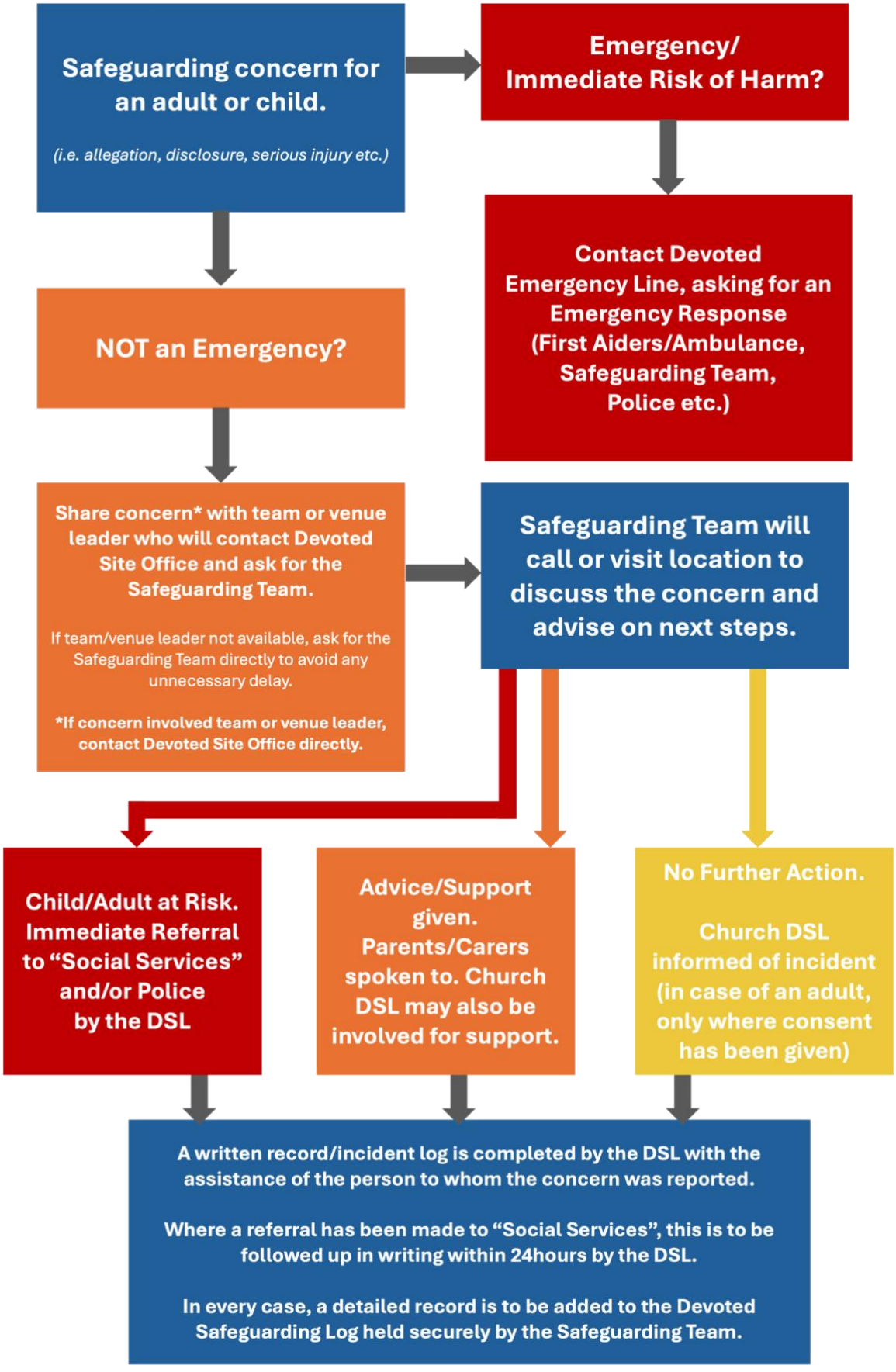
The fact that images may be taken throughout the festival will be communicated through clear signage and public announcements. In future, this information will also be included in the booking forms.

Parents and carers will be asked to inform children's leaders if they do not wish their child to be photographed. They will also be encouraged to speak to stewards and/or the media team in public areas if they are concerned that their child may have been captured in images when they should not have been.

In children's groups, each parent/carer will be asked to make clear whether they give their consent for children to have their images taken at the point of registration. Each child will be given a name badge that includes a camera symbol. For any children who are not permitted to be photographed, the symbol should be blocked out with a pen or sticker. This will help all volunteers and media team members to easily identify who is and isn't permitted to appear in images.

If an adult does not wish to be photographed, they must inform the media team as soon as possible. Further details can be found in the privacy notice on the Devoted Festival website.

## Appendix 1: Responding to Concerns Process Map



## Appendix 2: Safeguarding Assurance Agreement

Devoted

# Safeguarding Assurance Agreement

*As part of the Devoted Safe Recruitment Process, you must have a DBS check at the appropriate level to serve in the role you have applied for. If you have had a DBS check through your ChristCentral Church in the last 3 years and you are NOT subscribed to the update service, this form can be completed by the Designated Safeguarding Leader (DSL) or Elder responsible for Safeguarding in your church.*

---

**Name of Volunteer/Applicant:**

**Name of Church:**
*(and location if this isn't obvious)*

**Charity/CIO Number:**

**Name of DSL/Elder completing the form:**

**Declaration by DSL/Elder:**
I can confirm that all the required recruitment and vetting checks as listed below have been completed for the volunteer/applicant named above. As part of our own safe recruitment process, we have:

- Completed an application and/or self-declaration form
- Obtained written references and followed up where appropriate with referees
- Completed relevant Disclosure and Barring Checks in the last 3 years.
- Completed an Overseas Criminal Records check (where necessary)
- Verified any relevant qualifications
- Provided a suitable training/induction period
- Received a signed Code of Conduct from them
- Ensured they are aware of our Safeguarding Policies and Procedures

**We also confirm that:**

- There are no concerns regarding their conduct or behaviour toward adults or children
- They are not subject to any disciplinary measures or investigations
- We fully endorse their suitability for the role applied for

**Signed:**

**Dated:**

## Appendix 3: Emergency Contact Details

**Staffordshire Children's Advice and Support First Response:** 0300 111 8007
(Children's Social Services)

**Adult Safeguarding Partnership Board (Staffordshire):** 0345 604 2886
(If an adult at the festival resides in a different Local Authority, we may be directed to contact that Authority instead).

**Staffordshire Police:** 101 (non-emergency) or 999 (emergency)

**Thirtyone:eight:** 0303 003 1111

## Appendix 4: Example of Safeguarding Information to be displayed on screens/signs

***"Ensuring Devoted is Safe is EVERYONE's responsibility.***

***If you don't feel safe, or are worried someone else may not be safe, ask for help and tell someone without delay.***

***You can contact the Devoted Safeguarding Team directly via the site office on (TELEPHONE NUMBER, LOCATION).***

***The members of the Safeguarding Team are: (NAMES, PROFILE PICTURES, ROLES)"***

## Appendix 5: DBS check guidance

The following has been agreed by the ChristCentral Safeguarding Team DSL, Devoted DSL and the Event Manager. It is based on advice from Thirtyone:eight (available here https://thirtyoneeight.org/dashboard/eligibility-guide/) and government guidance (available here https://www.gov.uk/find-out-dbs-check). Please note that in addition to a DBS, all volunteers will have a reference sought from their church leader.

**1. Roles such as Directors and Team Leaders** *(even if they are NOT interacting with children or adults at risk):* **Basic DBS Check Required.**

It is important to know that a person taking responsibility on behalf of ChristCentral Churches does not have a conviction or serious issue we need to know about that could impact on their suitability for a particular task.

**2. Roles involving direct contact with children and/or adults at risk: Enhanced Check Required.**

This would include teams and leaders running activities for children or, if we later develop them, groups for adults who may be at risk. It could also include cleaning teams who, despite closing a block of showers or toilets, could find themselves in an unsupervised situation with a child or adult who wanders in or happened to be showering/toileting when they arrived.

**3. Roles involving direct contact with children or adults at risk that includes providing personal care such as toileting: Enhanced Check with a check of the Barred List.**

This last one will only apply to volunteers in any such children's groups that may need to take children, or help them go to/wipe up after the toilet.

## Appendix 6: Parent/Carer 1:1 Support Agreement

**Parent/Carer Agreement: 1:1 Support During Children's Groups**

**Group/Activity Name:** _____

**Name of Parent/Carer:** _____
**(PERSON with parental responsibility or delegated responsibility)**

**Relationship to Child:** _____
**(i.e. mum, foster carer, aunt, trusted friend)**

**Child's name:** _____

Following your request to provide 1:1 support for your child during our sessions, we agree under the following conditions to ensure safeguarding for all children.

You will:

- **Only provide support to your own child**.
- Not supervise, discipline, or assist other children during the session, but direct them to official team members instead.
- Not take photographs or videos during the session.
- Notify team members when/if you need to accompany your child to the toilet or changing areas, to ensure you don't find yourself with any unsupervised children using the facilities at that time
- Report any safeguarding concerns you have about any children to the session leader immediately.
- Maintain confidentiality by not share information about other children participating in the sessions.

These measures are in place to protect all children attending, while supporting your child's participation.

If you have any questions about this agreement, please let us know.

**Please sign below to confirm your agreement:**

**Parent/Carer Signature:** _____ Date: _____

**Activity Leader:** _____ Date: _____

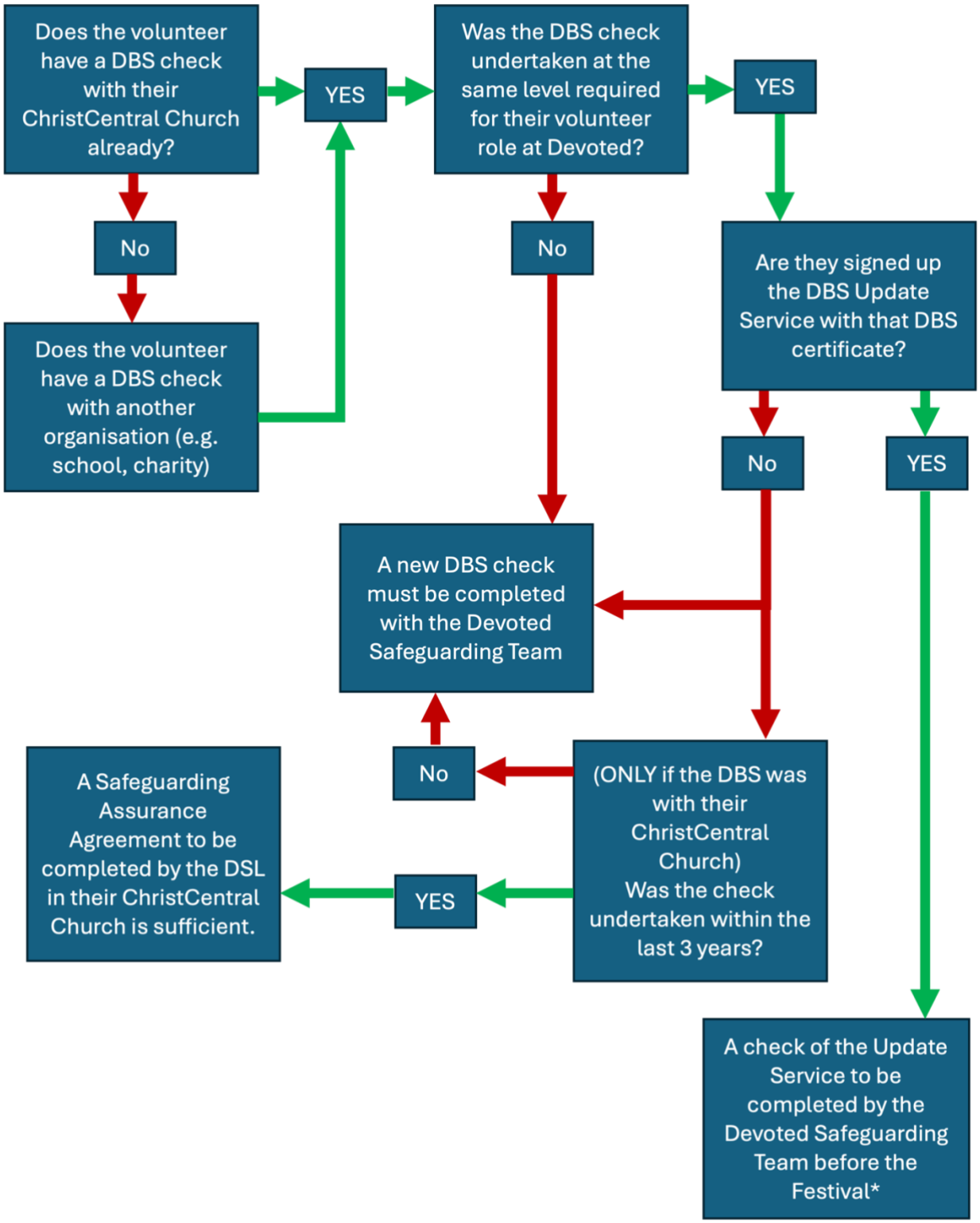
**DSL Signature:** _____ Date: _____
(Designated Safeguarding Lead)

## Appendix 7: Safe Recruitment Flow Chart (where a DBS is required)

Devoted

**Safe Recruitment Flowchart**

**(where a role requires a DBS check)**




* The volunteer must provide evidence of their original DBS certificate, photo ID and complete a self-disclosure form to give explicit permission for the Safeguarding Team to complete the check of the Update Service. If the original certificate cannot be produced/shown, a new DBS check will need to be undertaken, unless the original DBS was completed with their ChristCentral Church within the last 3 years. If this is the case, the DSL from the ChristCentral Church that originally completed the DBS check will be asked to complete a Safeguarding Assurance Agreement to verify that the volunteer has already completed a local safe recruitment process. If the original DBS was not completed with a ChristCentral Church, and we cannot verify the original certificate, a new DBS will need to be completed (regardless of whether it was undertaken within the last 3 years or not).