



WeBelieve Festival Safeguarding Policy

1. Introduction

- 1.1. The WeBelieve Festival of Catholic Life is committed to ensuring the safety and well-being of all participants, especially children, young people, and adults at risk. This policy reflects the safeguarding principles of the Catholic Church and applicable safeguarding legislation in England and Wales and seeks to promote the safety, dignity and wellbeing of everyone attending the Festival.
- 1.2. Adherence to this safeguarding policy will ensure that WeBelieve is an environment that:
 - 1.2.1. Protects children, young people, and adults at risk attending the festival.
 - 1.2.2. Supports staff, volunteers, clergy, and attendees in upholding safeguarding standards and protects their wellbeing.
 - 1.2.3. In this way, WeBelieve will be able to carry out its mission of gathering the UK Catholic community to celebrate the jubilee and share the hope they have in Jesus Christ.

2. Scope

- 2.1. This policy applies to the following groups during the week of WeBelieve, including the build and set down of the site (Monday 20th July - Wednesday 29th July) and the main festival event which opens at 12:00 on Friday 24th July and closes at 12:00 on Monday 27th July:
 - 2.1.1. All festival attendees, including children, young people, and adults at risk.
 - 2.1.2. Clergy, religious, and lay staff involved in the festival.
 - 2.1.3. Volunteers and external contractors providing services during the event.

3. Key Safeguarding Principles

- 3.1. WeBelieve is committed to:
 - 3.1.1. Creating a safe, attentive, and compassionate environment for all participants.
 - 3.1.2. Recognising the dignity and rights of all individuals, with particular focus on adults at risk.



- 3.1.3. Promoting a culture of vigilance where safeguarding concerns are identified and addressed immediately.

4. Roles and Responsibilities

4.1. Festival Management

- 4.1.1. The Festival Director and Safeguarding Lead are responsible for ensuring that all safeguarding measures are in place and adhered to during the event.
- 4.1.2. The Festival Safeguarding Lead is appropriately trained and is responsible for coordinating the implementation of the Festival's safeguarding arrangements.

4.2. Safeguarding Team

- 4.2.1. A dedicated Safeguarding Team will be on-site to manage concerns, provide guidance and support the implementation of this policy, and provide safeguarding advice.
- 4.2.2. The team is responsible for handling allegations and ensuring appropriate actions are taken in accordance with the Management of Allegations & Concerns Policy.

4.3. Staff and Volunteers

- 4.3.1. All staff and volunteers will undergo appropriate safeguarding training and must adhere to this policy, reporting any concerns to the Safeguarding Team.
- 4.3.2. The recruitment of staff and volunteers will follow the Safer Recruitment Policy, including DBS checks as per the DBS Processing Policy.

4.4. Clergy and Religious

- 4.4.1. Clergy and religious are required to follow the safeguarding procedures outlined in this policy, ensuring their interactions with children, young people, and adult at risk are appropriate and consistent with the safeguarding expectations of their ministry.
- 4.4.2. Clergy must provide a current Catechism or Letter/Testimonial of Suitability to enter the site.

4.5. Attendees

- 4.5.1. Attendees are encouraged to remain vigilant and report any safeguarding concerns to the Safeguarding Team. By doing so, all attendees contribute to a safe Festival environment and uphold the dignity and wellbeing of every person.

5. Training and Awareness

- 5.1. The WeBelieve Festival is committed to ensuring that everyone working or ministering on behalf of the Festival understands their safeguarding responsibilities and is equipped to contribute to a safe and welcoming environment.
- 5.2. All employees, volunteers, clergy, religious, contractors and others working on behalf of the Festival will receive safeguarding information appropriate to their role before commencing their duties.
- 5.3. **Induction**
 - 5.3.1. All workers will complete a safeguarding induction appropriate to their role, which will include:
 - 5.3.1.1. the WeBelieve Festival Safeguarding Policy;
 - 5.3.1.2. safeguarding roles and responsibilities;
 - 5.3.1.3. recognising and responding to safeguarding concerns.
 - 5.3.1.4. reporting procedures and emergency contacts;
 - 5.3.1.5. the Volunteer and Worker Code of Conduct and Safer Working Practice; and
 - 5.3.1.6. any role-specific safeguarding arrangements.
- 5.4. **Training**
 - 5.4.1. Where safeguarding training is required for a role, individuals must complete safeguarding training appropriate to their responsibilities. The Festival will have regard to the standards and guidance published by the Catholic Safeguarding Standards Agency (CSSA) when determining appropriate training requirements.
 - 5.4.2. The Festival may require additional Festival-specific safeguarding briefings or training to reflect the operational requirements of the event.
- 5.5. **Ongoing Awareness**
 - 5.5.1. The Festival will promote a culture in which everyone shares responsibility for safeguarding.
 - 5.5.2. Throughout the Festival, safeguarding information, reporting arrangements and contact details will be made readily available to workers to ensure concerns can be identified, reported and responded to promptly.

6. Safer Recruitment Policy

- 6.1. WeBelieve Festival is committed to safer recruitment as an essential part of its safeguarding responsibilities. The Festival will apply robust selection and appointment processes for all staff, volunteers, clergy and others working on behalf of the Festival in roles involving children, young people or adults at risk. Reliance on untested trust is not sufficient.
- 6.2. Recruitment processes will be proportionate to the role and may include an application or personal details form, references, interview or formal discussion, verification of identity and right to work where applicable, and the opportunity for applicants to self-disclose relevant conviction information.
- 6.3. Where a role is eligible for a Disclosure and Barring Service (DBS) check, the appropriate DBS clearance and any other required safeguarding checks must normally be completed before the individual commences their role. Overseas criminal record checks or certificates of good conduct will be sought where appropriate.
- 6.4. The Festival will follow its Safer Recruitment Policy, DBS Processing Policy, Statement on the Recruitment of Ex-Offenders, and associated safeguarding procedures when making recruitment and appointment decisions.

7. Management of Allegations & Concerns

- 7.1. The WeBelieve Festival is committed to responding promptly, fairly and appropriately to all safeguarding allegations and concerns.
- 7.2. The Festival Safeguarding Lead will take immediate action to safeguard those at risk, ensure concerns are appropriately recorded, and make referrals to the appropriate statutory authorities and, where applicable, the relevant diocesan safeguarding team. The Festival will cooperate fully with any statutory, diocesan or canonical investigation but will not undertake investigations that could compromise those processes.

8. DBS Processing and Complaints Handling

- 8.1. The WeBelieve Festival is committed to safer recruitment and will ensure that Disclosure and Barring Service (DBS) checks are undertaken where a role is



legally eligible and in accordance with applicable legislation and the DBS Code of Practice.

- 8.2. The Festival will process DBS applications, assess disclosures, manage recruitment decisions involving criminal record information, and handle DBS-related complaints in accordance with its DBS Processing Policy, Statement on the Recruitment of Ex-Offenders, and Handling of DBS-Related Complaints Policy.
- 8.3. DBS information will be managed confidentially and securely in accordance with the DBS Code of Practice, data protection legislation, and the Festival's own safeguarding policies and procedures.

9. Reporting and Responding to Safe Guarding Concerns

9.1. Reporting Concerns

- 9.1.1. The welfare and safety of children, young people and adults at risk is paramount.
- 9.1.2. If a child, young person or adult is in immediate danger, requires urgent medical attention or a crime is in progress, call 999 immediately.
- 9.1.3. Any safeguarding concern, allegation or disclosure relating to the WeBelieve Festival must be reported without delay to the Festival Safeguarding Team.

Festival Safeguarding Team

Email: safeguarding@webelievefestival.com

Telephone: 07510 525655

- 9.1.4. Where appropriate, the Festival Safeguarding Lead will seek advice from, or make referrals to, the relevant diocesan safeguarding team and the appropriate statutory authorities.
- 9.1.5. Anyone may report a safeguarding concern, including staff, volunteers, clergy, contractors, participants and members of the public.

9.2. Responding to Disclosures

- 9.2.1. Anyone receiving a safeguarding disclosure should:
 - remain calm and listen carefully;
 - take the person seriously;
 - reassure them that they have done the right thing by speaking up;
 - not promise confidentiality;



- avoid asking leading or investigative questions;
- make an accurate written record as soon as possible;
- report the concern immediately to the Festival Safeguarding Lead or Deputy Safeguarding Lead.

- 9.2.2. The Festival will respond to safeguarding concerns in accordance with this policy, applicable safeguarding legislation, and relevant national Catholic safeguarding guidance.
- 9.2.3. Information will be shared only with those who need to know in order to safeguard individuals or fulfil legal and safeguarding responsibilities.

9.3. **Record Keeping**

- 9.3.1. The Festival Safeguarding Team will maintain accurate, factual and confidential records of all safeguarding concerns, disclosures, referrals and actions taken.
- 9.3.2. Safeguarding records will:
 - 9.3.2.1. be completed as soon as reasonably practicable;
 - 9.3.2.2. clearly distinguish factual information from opinion;
 - 9.3.2.3. be stored securely with access restricted to authorised persons;
 - 9.3.2.4. be retained and disposed of in accordance with data protection legislation and applicable safeguarding record retention requirements;
 - 9.3.2.5. be shared with statutory authorities and, where appropriate, the relevant diocesan safeguarding team where necessary to safeguard children, young people or adults at risk or to fulfil legal or safeguarding responsibilities.
- 9.3.3. The Festival Incident Log Book forms part of the Festival's safeguarding record management system but does not replace the requirement to complete safeguarding incident records where appropriate.

10. **Code of Conduct and Safer Working Practice**

- 10.1. The WeBelieve Festival is committed to maintaining the highest standards of conduct and safeguarding practice in all Festival activities.
- 10.2. All employees, volunteers, clergy, religious, contractors and others working or ministering on behalf of the Festival must comply with the Volunteer and Worker Code of Conduct and Safer Working Practice, which forms part of the Festival's safeguarding arrangements.



- 10.3. The Code of Conduct sets out the standards of behaviour, professional boundaries and safer working practices expected of all workers, including their responsibilities for safeguarding, reporting concerns, maintaining appropriate relationships, protecting confidential information and promoting a safe and welcoming environment.
- 10.4. All workers must read, understand and agree to comply with the Code of Conduct before commencing their duties.
- 10.5. See Appendix A – Volunteer and Worker Code of Conduct and Safer Working Practice.

11. Whistleblowing

- 11.1. The WeBelieve Festival encourages all employees, volunteers, clergy, contractors and others working or ministering on behalf of the Festival to raise concerns about safeguarding practice, unsafe behaviour or breaches of this policy.
- 11.2. Anyone who has concerns about the conduct of a colleague, volunteer, member of the clergy or any other person acting on behalf of the Festival should report those concerns without delay.
- 11.3. Individuals who raise concerns in good faith will be treated respectfully and will not suffer disadvantage or retaliation for doing so.
- 11.4. Concerns may be reported to the Festival Safeguarding Lead, the Festival Director, the relevant diocesan safeguarding team where appropriate, or directly to the Police or other statutory authority.
- 11.5. The Festival will manage whistleblowing concerns in accordance with its Whistleblowing Policy.

12. Information Sharing and Confidentiality

- 12.1. The WeBelieve Festival is committed to handling safeguarding information lawfully, securely and appropriately.
- 12.2. Information relating to safeguarding concerns will be shared only where necessary to protect children, young people or adults at risk, to fulfil legal or safeguarding responsibilities, or where required by law.
- 12.3. All employees, volunteers, clergy, religious, contractors and others working or ministering on behalf of the Festival must:

- 12.3.1. treat safeguarding information as confidential
- 12.3.2. share information only with those who have a legitimate need to know;
- 12.3.3. comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and applicable safeguarding legislation;
- 12.3.4. ensure safeguarding records are accurate, factual and stored securely;
- 12.3.5. not retain safeguarding information or records on personal devices or personal email accounts.
- 12.4. Confidentiality must never prevent the sharing of information where there is a safeguarding concern or where disclosure is necessary to protect an individual from harm.
- 12.5. The Festival will manage safeguarding information in accordance with its Information Security Policy, applicable data protection legislation, and relevant safeguarding guidance.

13. Photography, Filming and Digital Communication

- 13.1. The WeBelieve Festival recognises the importance of protecting the privacy, dignity and safety of children, young people and adults at risk when using photography, video, digital media and electronic communications.
- 13.2. The Festival will:
 - 13.2.1. obtain appropriate consent for the photography or filming of children and young people in accordance with the Festival's consent procedures;
 - 13.2.2. ensure that photography and filming are carried out in a manner that respects the dignity and welfare of those being photographed;
 - 13.2.3. avoid using images that unnecessarily identify children or place them at risk;
 - 13.2.4. seek, where reasonably practicable, to avoid using identifiable close-up images of children's faces in public promotional materials;
 - 13.2.5. ensure that photographs, videos and digital content are stored, used and shared securely and only for legitimate Festival purposes.



- 13.3. Employees, volunteers, clergy, contractors and others working on behalf of the Festival must:
 - 13.3.1. use only authorised Festival communication channels when communicating about Festival activities;
 - 13.3.2. not use personal devices or personal social media accounts to communicate privately with children or young people;
 - 13.3.3. not take photographs or videos of children or young people using personal devices while undertaking Festival duties;
 - 13.3.4. report any concerns regarding the inappropriate use of images or digital communication in accordance with the Festival Safeguarding Policy and Photography Policy.

14. Children's, Youth and Adult at Risk Activities

- 14.1. Parental Responsibility and Supervision
 - 14.1.1. Throughout the WeBelieve Festival, parents, guardians or the responsible adult accompanying a child remain responsible for the supervision, care and welfare of children and young people in their care.
 - 14.1.2. The only exceptions are designated programmed sessions within Carlo's Teen Tent and The Atrium, where parents or guardians may choose to entrust the supervision of their child or young person to the Festival Family Team for the duration of the published session.
 - 14.1.3. Responsibility for supervision transfers to the Festival Family Team only when the child or young person has been registered and checked into the session in accordance with the Festival's procedures. Responsibility remains with the Festival Family Team until the child or young person has been signed out or collected in accordance with the Festival's published collection procedures, at which point responsibility returns to the parent, guardian or responsible adult.
 - 14.1.4. Outside these designated supervised sessions, parents, guardians and responsible adults remain responsible for the supervision and welfare of children and young people at all times whilst attending the Festival.
- 14.2. Staffing and Supervision
 - 14.2.1. Designated children's and youth sessions will be led by appropriately recruited, Where legally eligible, workers will hold an appropriate Disclosure and Barring Service (DBS) check,



trained and supervised staff and volunteers operating in accordance with the Festival Safeguarding Policy and the Volunteer and Worker Code of Conduct and Safer Working Practice.

- 14.2.2. Appropriate staffing ratios will be maintained, taking account of the age, needs, activities and circumstances of the group. The Festival will seek to ensure that activities are conducted in open and observable environments and that situations where an adult is alone with a child or young person are avoided wherever reasonably practicable.
- 14.3. Registration and Collection
 - 14.3.1. Designated children's and youth sessions will be led by appropriately recruited, trained and supervised staff and volunteers. Where legally eligible, those workers will hold an appropriate Disclosure and Barring Service (DBS) check and will operate in accordance with the Festival Safeguarding Policy and the Volunteer and Worker Code of Conduct and Safer Working Practice.

15. Lost or Missing Child and Adult at Risk Procedures

- 15.1. The WeBelieve Festival is committed to responding promptly and effectively whenever a child or adult at risk is reported missing or found separated from their parent, guardian, carer or responsible adult.
- 15.2. All reports of a lost or missing child or adult at risk will be treated seriously. Festival staff and volunteers must report the matter immediately to Event Control and the Festival Safeguarding Team.
- 15.3. The Festival will:
 - 15.3.1. carry out an immediate assessment of the circumstances;
 - 15.3.2. obtain and record relevant information;
 - 15.3.3. coordinate an appropriate search using authorised Festival personnel;
 - 15.3.4. maintain the privacy and dignity of the individual;
 - 15.3.5. contact the Police or other emergency services where appropriate;
 - 15.3.6. ensure the individual is reunited safely with their parent, guardian or authorised carer where identity has been verified;
 - 15.3.7. maintain an accurate record of the incident and actions taken.



- 15.4. Children and adults at risk who are found separated from those responsible for them will be cared for in a designated Safe Area by appropriately authorised Festival workers until they can be safely reunited.
- 15.5. The Festival's operational procedures for responding to lost or missing children and adults at risk are set out in *Appendix: Lost or Missing Child and Adult at Risk Procedure*.

16. Camping and Overnight Safeguarding

Camping is available to all attendees. The WeBelieve Festival is committed to ensuring that the campsite is a safe, respectful and welcoming environment for everyone.

16.1. Responsibility for Children

- 16.1.1. Parents, guardians or the responsible adult nominated by a parent remain responsible for the supervision, welfare and behaviour of children in their care at all times throughout the festival, including whilst camping and overnight.
- 16.1.2. The WeBelieve Festival does not provide overnight childcare or supervision within the campsite.
- 16.1.3. Children under the age of 18 must camp with a parent or guardian.

16.2. Supervision

- 16.2.1. Festival stewards and volunteers are present to support the safe operation of the campsite. Their responsibilities include:
 - 16.2.1.1. maintaining a visible presence within the campsite;
 - 16.2.1.2. responding to welfare concerns;
 - 16.2.1.3. monitoring compliance with campsite rules, including the evening noise curfew;
 - 16.2.1.4. supporting emergency response alongside the Festival Medical Team and Security Team.
- 16.2.2. Festival staff and volunteers do not provide childcare outside designated supervised Festival activities and are not responsible for supervising children or young people within the campsite.

16.3. Security and Overnight Provision

- 16.3.1. The campsite remains open throughout the festival. Crowd barriers separate it from the main site.
- 16.3.2. Security personnel patrol the Festival site throughout the night. An overnight security point is located at the College Foyer.
- 16.3.3. A Festival Medical Team is available 24 hours a day to respond to medical emergencies and welfare concerns.



16.4. Visitors and Privacy

- 16.4.1. Festival attendees are expected to respect the privacy and personal space of others within the campsite.
- 16.4.2. Children and young people must not enter another adult's tent unless accompanied by their parent, guardian or responsible adult, or where there is a legitimate safeguarding or welfare reason.
- 16.4.3. Festival volunteers and staff should avoid entering occupied tents except where necessary for welfare, safeguarding or emergency purposes and, wherever reasonably practicable, should not enter a tent alone with a child or young person.

16.5. Behaviour within the Campsite

- 16.5.1. All campers are expected to behave respectfully towards others.
- 16.5.2. Alcohol is not permitted anywhere on the festival site, including within the campsite.
- 16.5.3. A campsite noise curfew operates from 11:00 pm to help ensure a safe and restful environment for all campers. Festival stewards will monitor compliance with the curfew and may intervene where necessary.

16.6. Safeguarding Concerns

- 16.6.1. Any safeguarding concern arising within the campsite must be reported immediately to the Festival Safeguarding Team in accordance with this Safeguarding Policy.
- 16.6.2. Any lost or missing child or adult at risk must be managed in accordance with the Festival's Lost or Missing Child and Adult at Risk Procedure.
- 16.6.3. In any emergency where there is an immediate risk to life or safety, emergency services should be contacted without delay.

Appendix A: Volunteer and Worker Code of Conduct and Safer Working Practice

1. Purpose



This Code of Conduct sets out the standards of behaviour and safer working practice expected of all employees, volunteers, clergy, religious, contractors and others working or ministering on behalf of the WeBelieve Festival.

Failure to comply with this Code may result in removal from Festival duties and, where appropriate, referral to the Festival Safeguarding Lead, the relevant diocesan safeguarding team or the appropriate statutory authorities.

2. General Conduct

All workers must:

- act with integrity, honesty and respect;
- treat everyone with dignity, compassion and fairness;
- promote a safe, welcoming and inclusive environment;
- uphold the values and mission of the WeBelieve Festival;
- comply with the Festival Safeguarding Policy and all safeguarding procedures;
- follow all lawful instructions given by Festival management.

3. Safeguarding Responsibilities

All workers must:

- understand that everyone has a responsibility to promote safeguarding.;
- remain alert to signs of abuse, neglect or exploitation;
- report safeguarding concerns immediately;
- cooperate fully with safeguarding investigations and statutory agencies;
- never ignore, delay or dismiss safeguarding concerns.

If a child or adult is in immediate danger:

Call 999 immediately, then inform the Festival Safeguarding Team.

4. Professional Boundaries

Workers must:

- maintain appropriate professional boundaries;
- behave in a manner that maintains public trust and would withstand appropriate scrutiny;
- ensure activities involving children remain observable wherever possible;



- avoid unnecessary physical contact;
- use language that is respectful and appropriate.

Workers must not:

- be alone with a child or adult at risk in a private setting unless there is an unavoidable emergency;
- invite children into tents, sleeping accommodation or private areas;
- give lifts alone to under-18s;
- exchange personal contact details;
- contact children through personal phones, email or social media;
- show favouritism;
- engage in behaviour that could be perceived as grooming.

5. Responding to Concerns

If someone makes a disclosure:

Workers should:

- listen calmly;
- take the disclosure seriously;
- reassure the individual;
- explain that the information must be shared appropriately;
- report immediately.

Workers must not:

- promise confidentiality;
- investigate;
- ask leading questions;
- confront the alleged perpetrator.

6. Confidentiality

Safeguarding information is confidential.

Workers must:

- share information only with those who need to know;
- store information securely;



- never retain safeguarding records on personal devices;
- comply with data protection legislation.

7. Photography and Digital Communication

Workers must:

- use only approved Festival communication systems;
- follow the Festival Photography Policy.

Workers must not:

- take photographs of children on personal devices;
- share photographs on personal social media;
- privately message children or young people;
- use personal messaging apps to communicate with children or young people.

Workers should exercise good judgement when using social media. They must not publish content that could compromise the privacy, dignity or safety of Festival attendees or bring the Festival into disrepute.

8. Site Conduct

All workers are expected to lead by example and comply with Festival Site Rules.

Workers must:

- wear their Festival wristband or accreditation at all times;
- keep personal belongings secure;
- respect Festival property and facilities;
- use bins and help keep the site clean;
- remain within authorised areas;
- observe campsite quiet hours between **23:00 and 07:00**;
- drive vehicles on site only where authorised and at no more than **5 mph**;
- use camp stoves safely where permitted.

Workers must not:

- consume alcohol anywhere on the Festival site;
- possess or use illegal drugs;
- smoke except in designated smoking areas;



- possess weapons, fireworks, pyrotechnics or other prohibited items;
- use drones without Festival authorisation;
- bring animals onto site unless they are registered assistance animals.

Aggressive, intimidating or disruptive behaviour is unacceptable and may result in removal from the Festival.

9. Working with Children and Young People

Except during designated supervised sessions in **The Atrium** and **Carlo's Teen Tent**, parents or responsible adults remain responsible for children attending the Festival.

Workers must not:

- accept responsibility for supervising children outside their authorised role;
- agree informal childcare arrangements;
- remove children from their parent or guardian without authorisation;
- release children from supervised sessions except in accordance with Festival procedures.

10. Camping

Workers should respect the privacy of all campers.

Workers must not:

- enter another person's tent unless there is a legitimate operational, welfare or safeguarding reason;
- invite children or young people into their own tents;
- sleep in accommodation with children who are not members of their own family.

11. Whistleblowing

Workers are encouraged and expected to report unsafe practice or concerns about the behaviour of colleagues, volunteers, clergy or contractors.

No worker will suffer detriment for raising a safeguarding concern in good faith.

12. Breaches of this Code

Failure to comply with this Code may result in:



- removal from Festival duties;
- termination of volunteer or employment arrangements;
- referral to the relevant diocesan safeguarding team;
- referral to statutory authorities where appropriate.

Volunteer and Worker Declaration

I confirm that I have:

- *read and understood the WeBelieve Festival Safeguarding Policy;*
- *read and understood this Volunteer and Worker Code of Conduct and Safer Working Practice;*
- *completed the required safeguarding training and induction;*
- *understood my safeguarding responsibilities;*
- *agreed to follow these standards throughout my involvement with the Festival.*

Appendix B: Safer Recruitment Policy



1. Purpose

The WeBelieve Festival is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Safer recruitment is an essential part of this commitment and helps ensure that only suitable individuals are appointed to work or minister on behalf of the Festival.

The Festival will operate recruitment processes that are fair, transparent, proportionate and focused on safeguarding, in accordance with applicable legislation and relevant safeguarding guidance.

No individual will be appointed to a role involving safeguarding responsibilities unless the Festival is satisfied that appropriate recruitment checks have been completed.

2. Scope

This policy applies to all individuals recruited or appointed to work or minister on behalf of the WeBelieve Festival, whether in a paid or voluntary capacity, including:

- employees;
- volunteers;
- clergy and religious;
- contractors and consultants where appropriate;
- speakers, workshop leaders and contributors where safeguarding responsibilities apply.

3. Recruitment Principles

The Festival will seek to ensure that recruitment processes:

- promote safeguarding and the welfare of children, young people and adults at risk;
- deter unsuitable individuals from seeking positions within the Festival;
- are proportionate to the safeguarding responsibilities of each role;
- are fair, transparent and non-discriminatory;
- comply with relevant safeguarding legislation and guidance.

Recruitment decisions will never rely solely on personal recommendation or previous acquaintance.

4. Recruitment Process



The recruitment process will be proportionate to the responsibilities of each role and may include:

- completion of an application or personal details form;
- verification of identity;
- verification of the right to work in the United Kingdom where applicable;
- references appropriate to the role;
- interview or documented recruitment discussion;
- assessment of safeguarding responsibilities;
- Disclosure and Barring Service (DBS) checks where legally eligible;
- overseas criminal record checks or certificates of good conduct where appropriate.

The Festival reserves the right to seek additional information where necessary to satisfy safeguarding requirements.

5. References

References will normally be obtained before appointment where appropriate to the role.

Where references raise safeguarding concerns or inconsistencies, further enquiries may be undertaken before any appointment decision is made.

6. Selection

Applicants will be assessed against the requirements of the role, including their ability to work safely and appropriately with children, young people and adults at risk.

Where safeguarding responsibilities form part of the role, applicants should demonstrate an understanding of appropriate professional boundaries and safeguarding responsibilities.

7. Disclosure and Barring Service (DBS)

The Festival will determine whether each role is eligible for a DBS check in accordance with current legislation.

Where a DBS check is required, appointments will normally not commence until the required safeguarding checks have been satisfactorily completed.

Further information is contained within the Festival's DBS Policy and Procedure and Statement on the Recruitment of Ex-Offenders.



8. Appointment

Appointments will normally only be confirmed once all appropriate recruitment checks have been satisfactorily completed.

Where safeguarding concerns arise during recruitment, the Festival may:

- seek further information;
- undertake a safeguarding risk assessment;
- consult the relevant diocesan safeguarding team where appropriate;
- decide not to proceed with the appointment.

9. Induction

Before commencing their duties, all workers will receive an induction appropriate to their role.

This will normally include:

- the WeBelieve Festival Safeguarding Policy;
- the Volunteer and Worker Code of Conduct and Safer Working Practice;
- safeguarding reporting procedures;
- any role-specific safeguarding guidance.

Where safeguarding training is required, it must be completed before undertaking duties involving children, young people or adults at risk.



Appendix C: DBS Policy and Procedure

1. Purpose

The WeBelieve Festival is committed to ensuring that Disclosure and Barring Service (DBS) checks are carried out lawfully, consistently and securely as part of its safer recruitment arrangements.

This policy should be read alongside the Festival's Safer Recruitment Policy, Statement on the Recruitment of Ex-Offenders and other Festival safeguarding policies. The Festival will have regard to relevant national safeguarding guidance,

2. Determining Eligibility

Not all Festival roles require a DBS check.

Before recruitment begins, each role will be assessed to determine whether it is legally eligible for a DBS check and, where applicable, the appropriate level of disclosure required.

DBS checks will only be undertaken where permitted by legislation.

3. DBS Application Process

Where a DBS check is required, applicants will be supported through the Festival's authorised Registered Body and the Disclosure and Barring Service (DBS) application process.

The Festival uses an authorised DBS Registered Body to administer DBS applications on its behalf.

Applicants are responsible for providing accurate information and any documentation required to complete the application.

The Festival will normally meet the cost of DBS checks required for Festival roles.

4. Identity Verification

Applicants must provide satisfactory evidence of identity before a DBS application is submitted.

Identity checks will be completed in accordance with current DBS requirements.

5. Reviewing DBS Certificates



DBS certificates will be reviewed only by authorised personnel responsible for safeguarding and recruitment.

Where relevant information is disclosed, an individual safeguarding risk assessment will be undertaken before any appointment decision is made.

A criminal record will not automatically prevent appointment.

Appointment decisions will be made in accordance with the Festival's Statement on the Recruitment of Ex-Offenders.

6. Confidentiality

Information obtained through the DBS process will be treated as confidential.

Disclosure information will only be accessed by authorised personnel who have a legitimate safeguarding responsibility.

Information will be handled in accordance with:

- the DBS Code of Practice;
- the UK GDPR;
- the Data Protection Act 2018;
- the Festival's Information Security Policy; and
- applicable safeguarding legislation.

7. Storage and Retention

DBS information will be stored securely and access restricted to authorised personnel.

Disclosure information will be retained only for as long as permitted by the DBS Code of Practice and then securely destroyed.

The Festival will not retain copies of DBS certificates beyond the permitted retention period unless required by law.

8. Record Keeping

The Festival will maintain appropriate recruitment records confirming that required safeguarding checks have been completed.

These records will not include unnecessary disclosure information but will record that appropriate safeguarding requirements have been met.



9. Complaints

Complaints relating to DBS processing or the handling of disclosure information will be managed in accordance with the Festival's DBS Complaints Procedure.

Where an applicant believes information contained on a DBS certificate is inaccurate, they should raise the matter with the Disclosure and Barring Service (DBS) in accordance with its published procedures.



Appendix D: Statement on the Recruitment of Ex-Offenders

1. Purpose

The WeBelieve Festival is committed to safeguarding and promoting the welfare of children, young people and adults at risk while ensuring that recruitment practices are fair, lawful and proportionate.

The Festival recognises that having a criminal record does not necessarily make an individual unsuitable to work or volunteer. Recruitment decisions will be based on an assessment of the individual's suitability for the specific role, taking account of safeguarding responsibilities and the need to protect children, young people and adults at risk.

This Statement is published in accordance with the Disclosure and Barring Service (DBS) Code of Practice and should be read alongside the Festival's Safer Recruitment Policy and DBS Processing Policy.

2. Our Commitment

The WeBelieve Festival actively promotes equality of opportunity and welcomes applications from appropriately qualified individuals, including those with criminal records.

A criminal record will not automatically prevent an individual from being appointed.

The Festival will consider each case individually, fairly and confidentially, balancing safeguarding responsibilities with the circumstances of the applicant.

3. Disclosure of Criminal Record Information

Where a role is legally eligible for a Disclosure and Barring Service (DBS) check, applicants will be asked to disclose relevant criminal record information as part of the recruitment process.

The Festival will only request information that it is legally entitled to obtain and will comply with all applicable legislation governing the use of criminal record information.

4. Assessing Criminal Record Information



Where criminal record information is disclosed, the Festival will undertake an individual assessment before making any appointment decision.

The assessment may take account of:

- the nature and seriousness of the offence;
- the relevance of the offence to the role;
- the age of the applicant at the time of the offence;
- the time elapsed since the offence occurred;
- any pattern of offending behaviour;
- evidence of rehabilitation;
- the safeguarding responsibilities of the role;
- any legal restrictions affecting appointment.

Where appropriate, further information may be sought from the applicant before a decision is made.

5. Appointment Decisions

Appointment decisions will be made on the basis of all relevant information available during the recruitment process.

Where criminal record information is disclosed, the Festival will consider whether appropriate safeguards or risk management measures are available before deciding whether an appointment is suitable.

The Festival reserves the right not to appoint an individual where it reasonably concludes that the safeguarding risks cannot be appropriately managed.

6. Confidentiality

Information relating to criminal record disclosures will be treated as confidential.

Access will be restricted to those who have a legitimate role in the recruitment and safeguarding process.

Disclosure information will be stored, retained and securely destroyed in accordance with:

- the DBS Code of Practice;
- the UK General Data Protection Regulation (UK GDPR);
- the Data Protection Act 2018;
- the Festival's Information Security Policy; and



- applicable safeguarding legislation.

7. Further Information

Applicants who have questions regarding criminal record disclosures or the recruitment process are encouraged to discuss these with the Festival's authorised safeguarding or recruitment representative before submitting an application.



Appendix E: DBS Complaints Procedure

1. Purpose

The WeBelieve Festival is committed to ensuring that Disclosure and Barring Service (DBS) applications are processed fairly, transparently and in accordance with applicable legislation, the DBS Code of Practice, and the Festival's safeguarding procedures.

Complaints relating to DBS applications or DBS processing will be managed by the Festival through its authorised DBS Registered Body and, where appropriate, referred to the Disclosure and Barring Service (DBS) in accordance with the relevant complaints process.

2. Complaints about DBS Information

Where an applicant believes that information contained on their DBS Certificate is inaccurate or does not relate to them, they should raise the matter promptly with "the Festival's authorised DBS Countersignatory or Registered Body."

Applicants may also dispute the accuracy of information contained on a DBS Certificate directly with the Disclosure and Barring Service (DBS) in accordance with its published procedures.

3. Complaints about the DBS Application Process

Complaints concerning the administration or processing of a DBS application should be raised with the Festival's authorised DBS Countersignatory or recruitment representative.

The Festival will cooperate fully with any enquiries and will seek to assist in resolving complaints promptly, fairly and confidentially.

4. Appointment Decisions

Complaints relating to recruitment or appointment decisions are separate from the DBS complaints process.

Appointment decisions remain the responsibility of the WeBelieve Festival and will be managed through the Festival's recruitment procedures.



5. Escalation

Where a DBS-related complaint cannot be resolved by the Festival, the matter may be referred to the Festival's Registered Body or, where appropriate, the Disclosure and Barring Service (DBS) in accordance with their published procedures.



Appendix F: Management of Allegations & Concerns Policy

1. Purpose

This procedure sets out how the WeBelieve Festival will respond to safeguarding allegations and concerns involving anyone working or ministering on behalf of the Festival.

It should be read alongside the WeBelieve Festival Safeguarding Policy and implemented in accordance with the Festival's safeguarding procedures, applicable safeguarding legislation, and relevant national Catholic safeguarding guidance.

2. Scope

This policy applies to allegations or safeguarding concerns involving:

- clergy and religious;
- employees;
- volunteers;
- contractors;
- speakers, workshop leaders and contributors; and
- any other individual acting on behalf of the Festival.

It applies where concerns arise during the Festival or in connection with Festival activities, regardless of when the alleged behaviour occurred.

3. Procedure

3.1 Reporting Concerns

Anyone who has a safeguarding concern or allegation must report it immediately to the Festival Safeguarding Lead or Deputy Safeguarding Lead.

Where a child or adult at risk is in immediate danger, emergency services must be contacted immediately by calling 999.

Reports may be made by staff, volunteers, contractors, clergy, participants or members of the public.

3.2 Initial Response

On receiving an allegation or safeguarding concern, the Festival Safeguarding Lead will:

- ensure any immediate safeguarding risks are addressed;
- make an accurate written record of the information received;
- preserve any relevant evidence where appropriate;
- seek advice from the relevant diocesan safeguarding team where appropriate; and



- make referrals to statutory agencies where required.

The Festival will not undertake investigations that could compromise police, statutory or Church safeguarding processes.

3.3 Referral

Allegations concerning clergy, religious or others ministering on behalf of the Church will be referred, where appropriate, to the relevant statutory authorities and the relevant diocesan safeguarding team without unnecessary delay.

This includes concerns that a person:

- has harmed, or may have harmed, a child or adult at risk;
- may have committed a criminal offence against a child or adult at risk;
- may pose a risk of harm to children or adults at risk;
- may be unsuitable to work with children or adults at risk; or
- has attempted to interfere with safeguarding, civil or canonical investigations.

3.4 Support

Where appropriate and without compromising safeguarding, statutory or canonical processes, the Festival will seek to ensure that appropriate pastoral and practical support is available to:

- the person reporting the concern;
- anyone who may have experienced abuse or harm;
- the individual who is the subject of the allegation; and
- others affected by the incident.

3.5 Record Keeping

All safeguarding allegations and concerns will be recorded securely and handled in accordance with the Festival's Information Security Policy, applicable data protection legislation and relevant safeguarding guidance.



Appendix G: Whistleblowing Policy

1. Purpose

This procedure explains how employees, volunteers, clergy, contractors and others working or ministering on behalf of the WeBelieve Festival can raise concerns about safeguarding practice, unsafe behaviour or misconduct.

It should be read alongside the WeBelieve Festival Safeguarding Policy and implemented in accordance with the Festival's safeguarding procedures, applicable safeguarding legislation, and relevant national Catholic safeguarding guidance.

2. Scope

This policy applies to all employees, volunteers, clergy, religious, contractors and others working or ministering on behalf of the WeBelieve Festival.

It covers concerns relating to:

- safeguarding practice;
- abuse or neglect;
- breaches of safeguarding policies or procedures;
- unsafe working practices;
- misconduct or unethical behaviour; and
- attempts to conceal any of the above.

3. Raising a Concern

Anyone who has a genuine concern should report it as soon as possible.

Concerns may be raised with:

- the Festival Safeguarding Lead;
- the Festival Director;
- the relevant diocesan safeguarding team, where appropriate; or
- the Police or other statutory authority where there is immediate risk or where a criminal offence may have been committed.

If someone is in immediate danger, call **999** immediately.

4. Responding to Concerns

All whistleblowing concerns will be taken seriously and handled fairly, sensitively and confidentially.



The Festival will:

- record concerns appropriately;
- refer safeguarding matters in accordance with the Festival Safeguarding Policy;
- cooperate fully with any investigation undertaken by the relevant diocesan safeguarding team, statutory authorities or other competent authority; and
- share information only where necessary to safeguard individuals or fulfil legal and safeguarding responsibilities.

5. Protection for Whistleblowers

No person who raises a concern in good faith will suffer retaliation, victimisation or disadvantage because they have spoken up.

Knowingly making false or malicious allegations may result in appropriate action.

6. Confidentiality

The Festival will seek to protect the identity of individuals raising concerns wherever possible. However, confidentiality cannot be guaranteed where disclosure is required by law or where information must be shared to protect individuals from harm.



Appendix H: Photography, Filming and Digital Communication Guidance

1. Authorised Photography and Filming

Only Festival-authorised photographers, filmmakers and media personnel may record official Festival content.

Authorised personnel must:

- wear Festival identification;
- follow reasonable instructions from Festival staff, stewards or Festival management;
- respect requests not to be photographed; and
- report any safeguarding concern immediately.

2. Children's and Youth Activities

Within **The Atrium** and **Carlo's Teen Tent**:

- only authorised Festival photographers may take photographs or recordings;
- parents and attendees must not photograph or film activities;
- workers must not use personal devices to take photographs or videos; and
- photography must not interfere with supervision or safeguarding.

3. Personal Photography

Attendees may take photographs for personal use in general Festival areas, provided they:

- act respectfully;
- respect the privacy and wishes of others and do not photograph or film anyone who objects;
- do not take images in private, changing, first aid or safeguarding areas; and
- comply with instructions from Festival staff.

4. Livestreaming

Livestreaming may only be undertaken with Festival authorisation and should avoid unnecessary close-up images of children, confidential conversations or individuals who have objected to being recorded.

5. Storage



Official photographs and recordings must be transferred promptly to authorised Festival systems, not retained on personal devices, and used only for approved Festival purposes.

6. Reporting Concerns

Where an image or communication may constitute a criminal offence or place someone at immediate risk, contact the Police immediately by calling 999 and inform the Festival Safeguarding Lead as soon as it is safe to do so.



Appendix I: Children's and Youth Activities Operating Procedure

1. Purpose

This procedure sets out the operational arrangements for supervised children's and youth activities at the WeBelieve Festival.

It is intended to ensure that:

- responsibility for children and young people is clearly understood;
- registration, admission and collection arrangements are consistently followed;
- activities are appropriately staffed and supervised;
- children and young people are treated safely, respectfully and inclusively; and
- safeguarding, welfare and emergency concerns are managed promptly.

This procedure should be read alongside the:

- WeBelieve Festival Safeguarding Policy;
- Volunteer and Worker Code of Conduct and Safer Working Practice;
- Lost or Missing Child and Adult at Risk Procedure; and
- Festival emergency and medical procedures.

2. Scope

This procedure applies to all supervised sessions operated by the Festival Family Team within:

- **The Atrium;** and
- **Carlo's Teen Tent.**

There are no other Festival-run supervised children's or youth sessions.

All supervised sessions require registration. Activities elsewhere at the Festival do not transfer responsibility for children or young people to the Festival unless they have been expressly designated and operated as supervised sessions under this procedure.

Adults at risk are welcome to participate in the wider Festival programme, but the Festival does not operate a separate supervised programme for adults at risk. Any



safeguarding or welfare concern involving an adult at risk must be managed under the Festival Safeguarding Policy.

3. Parental Responsibility

Parents, guardians or the responsible adults accompanying children and young people remain responsible for their supervision, care and welfare throughout the Festival except during registered supervised sessions in The Atrium and Carlo's Teen Tent.

Responsibility transfers to the Festival Family Team only when the child or young person has:

1. been registered for the session;
2. been presented at the designated entrance; and
3. been formally signed or checked in by the Family Team.

Responsibility remains with the Festival Family Team until the child or young person has been signed out or released in accordance with the approved collection or independent-departure arrangements.

Parents or responsible adults must remain on the Festival site throughout the supervised session.

4. Registration

4.1 Registration arrangements

Children and young people may be registered:

- electronically in advance; or
- at the entrance to the session, subject to availability.

Registration for a supervised session is separate from the household's main Festival booking, although relevant information from the Festival booking may be used to support the session registration process.

4.2 Information collected

The session registration record will include or confirm, as appropriate:

- the child or young person's name;
- their age;



- the name and telephone number of the parent, guardian or responsible adult onsite;
- any relevant medical, allergy, disability, additional needs or welfare information already disclosed through Festival registration;
- the approved collection arrangements; and
- for young people attending Carlo's Teen Tent, whether the parent has authorised them to sign themselves in and out.

Parents and responsible adults are responsible for providing accurate information and informing the Family Team if relevant circumstances change.

4.3 Admission

A child or young person must not be admitted unless:

- the required registration information is available;
- an onsite parent or responsible adult can be contacted;
- the relevant sign-in requirements have been completed; and
- the session has sufficient staffing and capacity to accept them safely.

The Family Team may pause or close admissions where the session has reached its safe operating capacity.

5. Sign-In and Sign-Out Arrangements

5.1 The Atrium

Children attending The Atrium must be:

- brought to the session by their parent, guardian or approved responsible adult;
- signed in by that adult; and
- collected and signed out by an authorised adult.

Children attending The Atrium must not leave independently.

Before releasing a child, the Family Team must be satisfied that the collecting adult is authorised under the registration arrangements. Any uncertainty must be referred to the designated session leader.

5.2 Carlo's Teen Tent



Young people attending Carlo's Teen Tent must be registered and checked in.

A young person may sign themselves in and out only where:

- their parent or guardian has expressly authorised independent sign-in and sign-out;
- the authorisation is recorded on the session registration system; and
- the parent, guardian or responsible adult remains onsite throughout the session.

Where independent departure has not been authorised, the young person must remain with the Family Team until collected by an authorised adult.

Independent sign-out authorisation does not remove the requirement for the young person's parent or responsible adult to remain onsite.

5.3 Changes to collection arrangements

Changes to collection or independent-departure arrangements must be agreed with the designated session leader and appropriately recorded.

A child or young person must not be released solely on the basis of an unverified verbal message received through another child, young person or unauthorised adult.

6. Staffing and Supervision

6.1 Staffing levels

The Festival Family Team Lead will determine the staffing level for each session, taking account of:

- the number and ages of participants;
- the nature and duration of the activities;
- the layout and capacity of the venue;
- the needs of individual participants;
- the experience of the staff and volunteers;
- emergency and evacuation requirements; and
- any other relevant safeguarding or operational circumstances.

Appropriate ratios of adults to children and young people will be maintained. Admission may be restricted where the required staffing level cannot be achieved.

6.2 Session leadership



Each session will have a designated leader who is responsible for:

- confirming that staffing arrangements are appropriate;
- briefing the staff and volunteers;
- overseeing registration and collection arrangements;
- managing welfare and behaviour issues;
- maintaining contact with Festival Control, First Aid and the Safeguarding Team; and
- coordinating the response to any emergency or significant incident.

6.3 Safer working practice

All workers must operate in accordance with the Festival's Volunteer and Worker Code of Conduct and Safer Working Practice.

Activities should be conducted in open and observable environments wherever reasonably practicable. Situations in which an adult is alone with a child or young person should be avoided.

Where a private conversation is necessary for welfare or safeguarding reasons, it should normally take place:

- within sight of another worker;
- in an open or observable location; and
- without unnecessary physical contact.

Safeguarding and First Aid personnel will be contactable by radio and stationed nearby during supervised sessions.

7. Children and Young People with Additional Needs

Children and young people with special educational needs, disabilities or additional needs are welcome to attend supervised sessions.

Parents and guardians are expected to disclose relevant needs through the main Festival registration process and to provide sufficient information to enable the Festival to consider reasonable and safe arrangements.

The Festival does not provide:

- dedicated one-to-one supervision;
- personal assistants;
- specialist medical support within the sessions; or

- planned intimate or personal care.

Where a participant requires continuous one-to-one support or assistance that the Family Team cannot safely provide, the parent or responsible adult may be asked to remain with the participant or make other appropriate arrangements.

The Family Team Lead may discuss reasonable adjustments with the parent or responsible adult. The Festival will consider reasonable adjustments where practicable, taking account of the needs of the participant, the activity and the resources available.

8. Toilets and Personal Care

8.1 Young people attending Carlo's Teen Tent

Young people attending Carlo's Teen Tent may use the toilets independently.

The Family Team should remain aware when a young person leaves and returns, without unnecessarily monitoring or restricting ordinary toilet use.

8.2 Children attending The Atrium

Where a younger child needs to use the toilet, a volunteer may accompany the child to the toilet area.

The volunteer should:

- encourage the child to use the toilet independently;
- ask whether the child needs help;
- remain outside the cubicle unless assistance is genuinely necessary;
- maintain the child's privacy and dignity; and
- avoid unnecessary physical contact.

Where practicable, another worker should know that the volunteer is accompanying the child.

8.3 Intimate and personal care

The Family Team does not provide routine intimate care, including assistance with:

- toileting;
- changing underwear, nappies or continence products;
- changing sanitary products;
- washing intimate areas; or

- other care involving contact with or exposure of private areas.

Where a child says that intimate or significant personal assistance is required, their parent or responsible adult should normally be contacted and asked to attend.

In an unforeseen and urgent situation where delaying assistance would place a child at immediate risk or cause significant distress:

- the session leader must be informed;
- only the minimum necessary assistance should be provided;
- the child should be told what is happening and their wishes respected as far as possible;
- privacy and dignity must be protected;
- another authorised worker should be aware of the situation and remain nearby;
- the parent or responsible adult must be informed as soon as possible; and
- the circumstances and assistance provided must be recorded.

Current safeguarding guidance recommends that intimate care be child-centred, preserve dignity, encourage independence, involve consent or permission at each stage where possible, and be undertaken only by appropriately recruited and trained people under clear organisational arrangements.

Any concern arising from a request for personal care, an injury, a mark on the child or something the child says must be reported under the Festival Safeguarding Policy.

9. Behaviour and Participation

Children and young people are expected to:

- behave respectfully towards others;
- follow reasonable instructions from the Family Team;
- use the venue and equipment safely;
- avoid behaviour that intimidates, harms or disrupts others; and
- comply with the Festival's rules.

9.1 Initial response

Minor or emerging behaviour concerns should initially be managed by Family Team staff and volunteers through:

- calm and clear instructions;



- positive encouragement;
- reminders of expected behaviour;
- appropriate redirection; and
- reasonable adjustments where a disclosed additional need may be relevant.

Physical punishment, humiliating treatment, threats or inappropriate restraint must never be used.

9.2 Escalating concerns

Where behaviour continues despite repeated encouragement or creates a significant risk or disruption:

1. the designated session leader should be informed;
2. Festival management or the Safeguarding Team should be contacted where necessary;
3. the parent or responsible adult should be asked to attend so that an appropriate solution can be agreed.

A child or young person must not be sent out of a supervised session alone.

Following discussion with the parent, it may be agreed that the child or young person will:

- leave the current session with their parent;
- attend a future session subject to an agreed plan or adjustment; or
- not attend further supervised sessions where the risks cannot be safely managed.

Any significant incident must be recorded and reported to Festival Control.

Behaviour that raises a safeguarding concern must be referred immediately under the Festival Safeguarding Policy.

10. Illness, Injury and First Aid

Where a child or young person becomes unwell or is injured, the Family Team will:

1. assess whether urgent assistance is required;
2. contact First Aid and Festival Control by radio where appropriate;
3. contact the parent or responsible adult using the number recorded on the session register or the child's wristband;
4. keep the child or young person appropriately supervised and reassured; and



5. record the incident in accordance with Festival procedures.

A Family Team manager or other designated manager will attend where necessary.

The child or young person may be escorted to the Festival First Aid point, with the parent or responsible adult asked to attend immediately. Except in an emergency, the Family Team should not provide medication or treatment beyond the competence and authority of the individual worker.

Where emergency medical assistance is required, **999** must be contacted without delay, followed by notification to Festival Control and the Safeguarding Team.

11. Safeguarding Concerns

Any volunteer or worker who sees, hears or receives information that causes concern about a child, young person or adult at risk must follow the Festival Safeguarding Policy immediately.

Workers must:

- respond calmly;
- listen without investigating;
- avoid leading questions;
- not promise confidentiality;
- make an accurate record; and
- report the concern immediately to the Festival Safeguarding Lead or Deputy.

Where someone is in immediate danger, **999** must be called before or at the same time as notifying the Festival Safeguarding Team.

Safeguarding concerns must not be discussed through informal messaging groups or with people who have no safeguarding responsibility.

12. Photography and Filming

Photography and filming within supervised children's and youth activities will be kept to a minimum.

Only photographers or filmmakers authorised by the Festival may capture images during these sessions.

The following arrangements apply:



- parents, guardians and other attendees must not take photographs or recordings within supervised sessions;
- personal devices belonging to staff or volunteers must not be used to photograph participants;
- authorised photographers should avoid capturing clearly identifiable images of children's faces wherever reasonably practicable;
- photographs should focus on the activity, environment or wider group rather than individual children;
- any image must be handled in accordance with the Festival's Photography, Filming and Digital Communication Guidance; and
- a parent's objection to photography must be respected and communicated to the session leader and authorised photographer.

Photography must never interfere with supervision, safeguarding or the dignity of a participant.

13. Emergency Evacuation

If a supervised session must be evacuated:

1. the designated session leader will take control of the group;
2. staff and volunteers will lead participants to the designated rendezvous or assembly point;
3. the group will remain together unless emergency services direct otherwise;
4. the session register will be taken where it is safe to do so;
5. a roll call will be completed as soon as practicable;
6. any missing participant will be reported immediately to Festival Control and the Safeguarding Team; and
7. parents or responsible adults will be contacted using the telephone numbers held on the session register and informed of the group's location and collection arrangements.

Children and young people must not be released during an evacuation except through a controlled handover authorised by the designated session leader.

Any person not accounted for must be managed under the Festival emergency arrangements and the Lost or Missing Child and Adult at Risk Procedure.

14. Late or Failed Collection

Where a child or young person who is not authorised to leave independently has not been collected at the end of the session:



- at least two authorised workers should remain with them wherever practicable;
- the Family Team should attempt to contact the parent or responsible adult using the available registration details;
- the child or young person must not be taken to a worker's vehicle, tent, accommodation or private area; and
- the child or young person must not be released to an unauthorised person.

If the child or young person remains uncollected approximately 10 minutes after the published collection time, the Festival Safeguarding Team must be contacted by radio.

The Safeguarding Team will coordinate the next steps under the Festival's Lost or Missing Child and Adult at Risk Procedure, including further attempts to locate the parent and, where necessary, liaison with Festival Control, security or the police.

A late or failed collection must be recorded.

15. Communication with Parents and Responsible Adults

Before the Festival, parents and responsible adults will be informed by email of:

- the distinction between general parental responsibility and Festival-supervised sessions;
- registration arrangements;
- sign-in and collection procedures;
- the arrangements for authorised independent departure from Carlo's Teen Tent;
- behaviour expectations; and
- any relevant limitations on the support available.

Emergency contact details will be collected or confirmed through the main Festival registration process and relevant session registration.

Key arrangements should also be explained or made available at the entrance to The Atrium and Carlo's Teen Tent.

Parents and responsible adults must remain contactable and onsite while their child or young person attends a supervised session.

16. Records and Information Handling

The Family Team will maintain appropriate records of:

- registration and attendance;
- sign-in and sign-out;



- independent-departure authorisations;
- significant behaviour or welfare incidents;
- illness, injury and First Aid referrals;
- late or failed collection; and
- safeguarding concerns.

Records must be accurate, proportionate and stored securely.

Safeguarding records must be submitted to the Festival Safeguarding Lead and must not be retained on personal devices.

Information must be shared only with those who need it for safeguarding, welfare, operational or legal purposes.

17. Responsibility for Implementation

The Festival Family Team Lead is responsible for ensuring that:

- workers are briefed on this procedure;
- staffing and capacity are reviewed for each session;
- registration and collection arrangements are operational;
- radios and relevant contact arrangements are available;
- session leaders understand emergency procedures; and
- incidents or identified weaknesses are reported promptly to Festival management and the Festival Safeguarding Lead.

All Family Team workers are responsible for following this procedure and promptly raising anything that may affect the safe operation of a session.

Appendix J: Lost or Missing Child or Adult at Risk Procedure

1. Purpose

The WeBelieve Festival is committed to protecting children and adults at risk who become separated from their parent, guardian, carer or responsible adult whilst attending the Festival.

This procedure provides a consistent response to reports of lost or missing children and adults at risk and supports their safe location, welfare and reunion with those responsible for them.

2. Principles

The Festival will ensure that:

- the welfare of the child or adult at risk is the primary consideration;
- all reports are treated seriously and responded to promptly;
- privacy and dignity are maintained at all times;
- information is shared only with those who need to know;
- accurate records are maintained;
- Police or other emergency services are contacted whenever appropriate.

3. Reporting a Lost or Missing Child or Adult at Risk

Any member of staff or volunteer receiving a report must:

- remain calm and reassure the reporting person;
- obtain the person's name, age (if known) and a description, including clothing;
- establish where and when they were last seen;
- identify any medical conditions, communication needs or other relevant information;
- obtain the contact details of the reporting parent, guardian or carer where appropriate;
- immediately notify Event Control and the Festival Safeguarding Team.

The reporting person should be encouraged to remain contactable and immediately notify Festival staff if the individual is located.



4. Festival Response

Upon receiving a report, Event Control will:

- notify the Festival Safeguarding Lead;
- commence an incident log;
- coordinate an appropriate search;
- circulate a description using authorised Festival communication systems;
- deploy staff to relevant areas of the Festival;
- determine, based on the assessed level of risk, whether the Police or other emergency services should be contacted.

Where circumstances indicate increased risk, Police should be contacted without delay.

5. Found Child or Adult at Risk

Where a child or adult at risk is found without their parent, guardian or carer, Festival staff should:

- reassure the individual;
- introduce themselves and explain they are there to help;
- obtain their name where possible;
- establish where and when they became separated;
- notify Event Control immediately.

Where appropriate, staff should remain in the vicinity for a short period, as many separated families reunite quickly.

If the child or adult at risk cannot be reunited promptly, the individual should be escorted to the designated Safe Area.

6. Safe Area

The Festival will designate a Safe Area for each event.

The Safe Area will:

- provide privacy and shelter;
- be staffed by authorised Festival personnel;
- not be publicly signposted as a lost child collection point;
- be known only to relevant Festival personnel who need that information.



Wherever reasonably practicable, children and adults at risk should be supervised by at least two authorised Festival workers.

If this is not reasonably practicable, the Festival Safeguarding Lead or Event Control must undertake and record an appropriate risk assessment before alternative arrangements are made.

7. Reuniting with Parents, Guardians or Carers

Before releasing a child or adult at risk, Festival staff should:

- establish the identity of the collecting parent, guardian or authorised carer;
- satisfy themselves that the individual has responsibility for the child or adult at risk;
- record the details of the collection;
- obtain the signature of the collecting person where practicable.

If there are any concerns regarding the identity of the collecting person or the safety of the child or adult at risk, the Festival Safeguarding Lead must be informed immediately and the individual must not be released until appropriate enquiries have been completed.

8. Communications

To protect privacy:

- public announcements must not identify a child or adult at risk by name or description;
- radio communications should be conducted discreetly using authorised communication channels and earpieces where available;
- photographs must not be taken or circulated using personal devices;
- descriptions should only be shared with authorised Festival personnel.
- any internal communication should use only the information necessary to assist in locating or safeguarding the individual.

9. Police Involvement

The Festival Safeguarding Lead or Event Control will determine, based on the assessed level of risk, whether the Police or other emergency services should be contacted.

Police should be contacted immediately where:



- there is reason to believe the individual is at immediate risk of harm;
- criminal activity is suspected;
- the individual has significant vulnerabilities;
- the search has been unsuccessful after an appropriate initial response and Police assistance is considered necessary.

10. Record Keeping

All incidents involving lost or missing children or adults at risk must be documented.

Records should include:

- details of the individual;
- details of the reporting person;
- times and locations;
- actions taken;
- decisions made;
- agencies involved;
- reunion details;
- any safeguarding concerns identified.

Records will be retained and handled in accordance with the Festival's Information Security Policy, Safeguarding Policy and applicable data protection legislation.

Lost Child / Adult at Risk Form

LOST OR MISSING CHILD OR ADULT AT RISK FORM			
<i>In the event of a child / adult at risk reported missing this form must be completed</i>			
Date:		Time of report:	
Completed by:		Signature:	
DETAILS OF MISSING PERSON:			
First name:		Surname:	
D.O.B & age:		Sex:	

Description:			
Last location:		Time last seen:	
Last seen by:			
Additional info: e.g. medical, local knowledge, mobile phone.			
CONTACT DETAILS OF PERSON REPORTING THE PERSON MISSING			
First name:		Last name:	
Phone #:		Email:	
Address:			
Relationship to missing person:			
RECORD OF ACTION TAKEN			
Action	Yes/No	Time	Details
Description circulated:	Y / N		
Deputy Event Manager notified:	Y / N		
Inform all staff:	Y / N		
Inform CCTV:	Y / N		
Inform Police:	Y / N		
Case handed over to Police:	Y / N		
CHILD / ADULT AT RISK FOUND DETAILS			
Time:		Location:	
Finder's name, relationship & number:			

Responding staff member's details:			
FOUND CHILD / ADULT AT RISK FORM			
<i>In the event of a child / adult at risk being found this form must be completed</i> <i>Do not give information over a PA system</i>			
Date:		Time:	
Completed by:		Signature:	
Details of person found:			
First name:		Surname:	
D.O.B & age:		Sex:	
Description:			
Who with:		Relationship to:	
# in group:		Where last seen:	
Travel details:		Phone numbers:	
Where found:		When found:	
CONTACT DETAILS OF Finder (if applicable)			
First name:		Last name:	
# number:		Email:	
Address:		Other info:	
Record of action taken:			
CHILD/ADULT AT RISK RETURNED TO RESPONSIBLE PERSON DETAILS			
Time:		Location:	
Responsible person:		Signature:	
Proof of identity shown:		Photo taken:	Y / N

Relationship to missing person:			
Staff member's details			
Name:		Signature:	

General Briefing Information for Festival Staff and Volunteers

- The designated Safe Area and collection point will be identified during the event briefing.
- If a parent, guardian or carer reports a child or adult at risk missing, direct them to the Information Point. Do not send them to the Safe Area or Event Control.
- Never use a PA announcement to identify a lost or found child or adult at risk, or broadcast names, descriptions or personal information.
- Share descriptions only with authorised Festival personnel using approved communication systems. Staff using radios should wear earpieces wherever available.
- Wherever reasonably practicable, a found child or adult at risk should be supervised by two authorised Festival workers. If this is not possible, notify Event Control or the Festival Safeguarding Lead so that an appropriate risk assessment can be made.
- If the individual appears unwell, distressed or injured, contact Event Control and request assistance from the Event Medical Team.
- Keep the individual in the designated Safe Area, maintaining their privacy and dignity.
- Before releasing a child or adult at risk, verify the identity of the collecting parent, guardian or authorised carer and obtain their signature on the incident record.
- If there are any concerns about the identity or suitability of the collecting person, do not release the individual. Contact the Festival Safeguarding Lead immediately.
- Complete the incident form in full and record the incident in the Festival Safeguarding Incident Log.
- Once the individual has been safely reunited, ensure Event Control is informed so that the incident can be closed.



Appendix K: Safeguarding Contacts

Festival Safeguarding Team

Designated Safeguarding Lead

Elizabeth Wordley

Deputy Safeguarding Lead

John Withers

Festival Safeguarding Team (July–August)

safeguarding@webelievFestival.com

Outside the Festival period (September–June)

info@webelievFestival.com

External Safeguarding Contacts

Relevant Diocesan Safeguarding Team

Where appropriate, safeguarding concerns relating to clergy, religious or Church personnel should also be referred to the relevant diocesan safeguarding team.

Archdiocese of Birmingham Safeguarding Team (host diocese)

safeguarding@rcaob.org.uk