



Orkney Nature Festival Safeguarding Policy

1. Introduction

The Orkney Nature Festival is committed to providing a safe, welcoming, and inclusive environment for all participants, including children, young people, and vulnerable adults. This safeguarding policy outlines our responsibilities and the measures we take to protect individuals from harm, abuse, or neglect.

2. Scope

This policy applies to:

- Orkney Nature Festival trustees.
- Orkney Nature Festival event organisers.
- Orkney Nature Festival attendees.

3. Roles and Responsibilities

- **Orkney Nature Festival Safeguarding Lead:** A named individual responsible for coordinating safeguarding, receiving reports, and liaising with relevant authorities.
- **Orkney Nature Festival Trustees:** Must follow this policy, ensure it is followed by others, and report any safeguarding concerns.
- **Event Organisers:** Must follow this policy, and report any safeguarding concerns.
- **Attendees:** Must report any safeguarding concerns.

4. Code of Conduct

Trustees and Event Organisers must:

- Act as positive role models, showing respect and care.
- Avoid being alone with children or vulnerable adults (parents/carers should always accompany those in their care to any events).
- Never engage in inappropriate or abusive behaviour, language, or contact.
- Report concerns immediately to the Safeguarding Lead.
- Plan and run events where children are never unaccompanied; this means a PVG is not required by all Event Organisers (although is desirable for those running activities tailored towards children).

5. Recognising and Responding to Concerns

Concerns may relate to:

- Neglect, physical abuse, sexual abuse, emotional harm, or exploitation.
- Inappropriate conduct by staff, volunteers, or participants.

Procedures:

1. Record details clearly and factually.
2. Report to the Festival Safeguarding Lead as soon as possible.
3. Safeguarding Lead to assess and, if required, contact Orkney Islands Council Social Work Department, Police Scotland, or other relevant agencies.
4. Maintain confidentiality - share information only on a need-to-know basis.

6. Online Safety

- The Festival's website and social media will be moderated to prevent misuse.
- Images of children will not be used without written parental/guardian consent.

7. Monitoring and Review

- This policy will be reviewed annually by the Festival Organising Committee.
- Feedback from participants and partners will inform improvements.

8. Key Contacts

- **Festival Organising Committee:** orkneynaturefestival@outlook.com
- **Festival Safeguarding Lead:** Henry Memmott
(henrymemmott@yahoo.co.uk)
- **Orkney Islands Council Social Work Department:** 01856888000
- **Police Scotland (non-emergency):** 101
- **Emergency services:** 999

Date Created:

Created by:

Review Date: