Fringe By The Sea Code of Behaviour & Safeguarding Policy

Review cycle: Annual
This policy will be updated immediately if legislation or national guidance changes.
Next review: May 2027

Approved by: Festival Director

Purpose of this Policy

Fringe By The Sea is committed to ensuring that all children, young people and adults at risk are protected from harm while participating in our events, activities and spaces. This policy sets out:

- Our safeguarding principles
- Expected behaviour of staff, volunteers and partners
- Procedures for responding to concerns
- Event-specific safeguarding measures
- Roles and responsibilities

This policy applies to all staff, volunteers, contractors, performers, partners and anyone working on behalf of Fringe By The Sea.

Definitions

- **Child:** Anyone under 18
- **Young person:** 12–17
- **Adult at risk:** An adult who may be unable to safeguard their own wellbeing due to disability, illness, trauma or other vulnerability
- **Safeguarding:** Protecting people's health, wellbeing and human rights
- **Child protection:** Responding to concerns that a child is at risk of significant harm
- **Harm:** Physical, emotional, sexual or neglectful abuse
- **Position of trust:** Any role where an adult has responsibility, influence or authority over a child or vulnerable adult

Legal & Policy Framework

Our safeguarding practice is guided by:

- UNCRC (Incorporated into Scots Law 2024)
- National Guidance for Child Protection in Scotland (2021, updated 2023)
- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007 / Disclosure (Scotland) Act 2020
- Getting It Right For every Child GIRFEC
- Equality Act 2010
- Data Protection Act 2018 & UK GDPR
- NSPCC

Safeguarding Principles

We believe that:

- All children and vulnerable adults have the right to feel safe
- Safeguarding is everyone's responsibility
- Children's voices must be listened to and respected by following GIRFEC policy
- Activities must be designed to minimise risk
- Concerns must be taken seriously and acted on promptly
- Information is shared only when necessary to protect someone from harm.

Code of Behaviour

All staff, volunteers and partners must:

- Treat everyone with dignity, fairness and respect
- Operate within Fringe By The Sea policies and procedures
- Ensure communication with children is appropriate and professional
- Avoid being alone with a child whenever possible
- Use appropriate language at all times
- Be aware of additional vulnerabilities (disability, trauma, language barriers, care experience, etc.)
- Maintain professional boundaries
- Challenge unacceptable behaviour

- Report concerns immediately
- Record concerns factually and promptly
- Ensure two adults are present when communicating with a lone child

Staff and volunteers must NOT:

- Ignore or minimise concerns
- Promise confidentiality
- Develop personal relationships with children or families
- Exchange personal contact details or engage on private social media
- Use offensive, discriminatory or sexualised language
- Engage in sexual relationships with anyone under 18
- Act in a way that could be perceived as threatening, intrusive or favouring one child
- Allow bullying or harassment
- Take unnecessary risks

Training and Safer Recruitment

- Ensure PVG membership for those leading children's events.
- All staff and volunteers receive safeguarding induction training
- Provide role specific safeguarding training where children and young adults are present.
- Those in higher-risk roles receive additional training
- Annual refresher training is provided

Event-Specific Safeguarding Measures

- Risk assessments for all children's activities
- Clear supervision ratios
- Lost child procedure
- Photography/filming permissions
- Children must not be identified by full name in public media without explicit consent.
- Toilet and changing-area protocols
- Performer safeguarding (including under-18 performers)
- Accessibility and additional support needs planning

Recognising and Responding to Concerns

We follow the **Recognise – Respond – Record – Report** model.

Recognise

- Signs of harm may include physical, emotional, behavioural or verbal indicators.

Respond

- Stay calm
- Listen carefully
- Do not promise confidentiality
- Reassure the child they have done the right thing

Record

- Write down what happened as soon as possible
- Use the child's own words

Record date, time, location, people present

Report

- Concerns must be reported **immediately** to the Child Protection Lead.

Allegations Against Staff or Volunteers

If an allegation is made:

- The individual may be removed from duties immediately
- The Child Protection Lead will contact Social Work or Police Scotland
- Disclosure Scotland may be notified
- A factual record will be kept securely
- The individual will be treated fairly and confidentially

Data Protection & Record Keeping

- Safeguarding records are stored securely
- Access is restricted to the Child Protection Lead and Festival Director

- Records are retained for the legally required period
- Information is shared only when necessary to protect a child

Safe Reporting

Staff and volunteers can raise concerns about unsafe practice without fear of reprisal. Concerns can be raised with:

- Child Protection Lead
- Festival Director
- Local Social Work
- Police Scotland
- NSPCC

Roles & Contacts

Child Protection Lead:
Jackie Shuttleworth, General Manager

info@fringebythesea.com

Festival Director:
Rory Steel

rory@fringebythesea.com

External Contacts:
NSPCC: help@nspcc.org.uk | 0808 800 5000
East Lothian Social Care: 0800 731 6969

Police Scotland (non-emergency): 111

Safeguarding pledge

All of us at Fringe By The Sea promise to make sure that you have the best time possible while you are taking part in our activities.

We all believe that you have a right to feel safe and comfortable while you are with us.

We will do our very best to live up to the promises that we make to you.

We will:

- Make you feel welcome
- Always think about your needs as the main consideration
- Treat all children and young people and vulnerable adults fairly
- Make sure that all our staff and volunteers know what they are supposed to be doing
- Make our activities as safe as possible
- Listen to what you want to tell us
- Do our best to make sure you have fun
- Do what we say we will do!

Signed by Festival Director Rory Steel



Date: 14/05/26

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