

**LIVERPOOL
IRISH FESTIVAL**

POLICY PACK

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Liverpool Irish Festival is a registered company number: 4800736 Charity number: 1100126. It is a company limited by guarantee in England and Wales

This Policy Pack was endorsed by the Board in March 2017 and updated for live publication online in June 2017. It will be due for review March 2018 at the 2018 Annual General Meeting.

CORPORATE GOVERNANCE

INTRODUCTION

Corporate governance is the system by which companies are directed and controlled. The purpose of corporate governance is to facilitate accountability and responsibility for efficient and effective performance and ethical behaviours. It should protect executives and contractors undertaking the work they are required to do. It should ensure stakeholder confidence in an organisation's ability to identify and achieve outcomes that stakeholders value. This governance framework has been endorsed by the *Liverpool Irish Festival (LIF)* Board. Good governance produces good business and performance and safeguards fair outcomes for stakeholders. The purpose of this paper is to summarise, for all stakeholders:

- Overall approach to corporate governance
- Governance Structure
- General risk management activities
- Delegated authorities
- Agreed policies.

The summary is reviewed, alongside the policies referred to herein, on an annual basis by the Board and signed off in conjunction with the Annual Accounts.

LIVERPOOL IRISH FESTIVAL GOVERNANCE DESCRIPTION

LIF's charitable objects, set out in the company's Articles of Association, are:

- The advancement of the arts of music, drama, literature and the plastic arts, in particular...those arts originating or developed in the island of Ireland.
- The advancement of the education of the public in these arts by the encouragement of their performance and display.
- The advancement of the education of the public in the arts of music, drama, literature and the plastic arts, in particular...those arts originating or developed in the island of Ireland.

The governance structure pays particular regard to the fact that *LIF* is a charity (Registered Charity 1100126) and a company limited by guarantee registered in England and Wales (Limited Company 4800736). *LIF* is currently largely reliant on public funds, donations and partner contributions to deliver charitable purposes for the public benefit as set out in the Articles. To that end the governance processes emphasise probity over funds and use of funds in keeping with agreed conditions. *LIF* must keep accounting records and appoint auditors or independent examiners to prepare accounts for each financial year as required by the *Companies Acts*. *LIF*'s accountants are *Harvey Guinan Chartered Certified Accountants and Statutory Auditors*. *LIF*'s accounts and Annual Report are filed annually at *Companies House*.

The *Liverpool Irish Festival* delivers a diverse, high quality and often ground breaking programme each October in an arts programme including music, drama, film and literature sits alongside educational, community and local heritage activities. The Festival aims specifically to promote, produce and present concerts, performances, dramas, exhibitions and entertainments either alone or with others; to deliver arts projects for young people in schools and in the community; to organise, promote and deliver lectures, classes and workshops; to raise awareness of Liverpool, Liverpool Irish and Irish heritage, history and culture; to encourage cultural exchanges between Ireland and Liverpool; and to collaborate with other organisations in order to further the objectives of the Company.

ROLES AND RESPONSIBILITIES

Board of Directors

The Directors are also Charity Trustees and Members of the Company and as such, they are responsible for the governance of the company. There shall be a minimum of five members of the company and a maximum of 15 members. The Directors/Trustees come together as a Board to lead the charity and decide how it is run. The Board is the guardian of the *LIF* brand and values, its reputation and stakeholder relationships. The Board's role is to set the Company's strategic aims and provide leadership to put them into effect. It supervises the management of the business within a framework of prudent and effective control, which enables risk to be assessed and managed. The Board sets the Company's strategic aims, ensures that the necessary financial and human resources are in place for the Company to meet its objectives and reviews performance. The Board sets the Company's value and standards and ensures that the obligations to its stakeholders and others are understood and met. The role of the Board is distinct from the day-to-day operations of the Company performed by individual directors and contractors.

The Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company. Their role is detailed in the *LIF* 'Terms of reference for Members of the Trustee Board'. Existing Directors at the time of the adoption of the *2016 Articles of Association* may serve for a maximum of two terms, each of three years from the Articles' adoption. All trustees must give sufficient time to the charity so that they carry out their responsibilities effectively. This includes preparing for meetings, sitting on board sub-committees and other governance bodies where needed. The expected time commitment is made clear to trustees when they are appointed. Trustees must disclose any actual or potential conflicts to the board and deal with these in line with a regularly reviewed *Conflicts of Interest Policy*. The Directors/Trustees will also read and sign the 'Code of Conduct'. The *LIF* Board will contain artistic expertise, respect the professional expertise of contractors, and see the work produced.

Director's person specification

Each Director/Trustee should have the following (an * denotes 'desirable'):

Skills and abilities

- Communication skills
- Financial skills*
- IT skills*
 - Ability to think creatively
 - Expertise in business*
- Ability to work effectively as a member of a team and to take decisions for the good of the Festival
- Ability to apply the principles of: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Knowledge

- Knowledge of arts/creative sector
- Knowledge/awareness of the Liverpool Irish community
- Knowledge/awareness of historical/heritage/cultural issues
- HR expertise/knowledge*
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Experience

Previous Board experience, particularly in the charitable, arts or voluntary sector.*

Personal style and behaviour

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Creativity/inspiration/Strategic vision
- Good, independent judgement
- Willingness to speak their mind

Role descriptions

Chair

The Chair, working with the Board, accepts responsibility for leading the governance of the organisation and ensuring its effectiveness. The Chair is elected or appointed to this role as set out in *LIF's Articles*. The role of the Chair is to chair meetings of the trustee board. Additionally, the Chair has a key role in:

- supporting and supervising the Festival Director and acting as a channel of communication between board and contractors
- acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press)
- leading on the development of the board and ensuring its decisions are implemented
- taking urgent action (but not decision making unless authorised) between board meetings when it isn't possible or practical to hold a meeting.

The Chair has another general role to ensure that the charity complies with the requirements of company law. The Chair completes the annual return and updating of Directors' information for *Companies House*.

Treasurer

The Treasurer will monitor, review and report on the financial aspects of the Festival and ensure its sustainability. The Treasurer works with the Festival Director and *LIF's* auditors to ensure that the Festival's financial affairs are legal, constitutional and within accepted accounting practice. Generally the Treasurer helps trustees carry out their financial responsibilities by:

- presenting financial reports to the board in a format that helps the board understand the charity's financial position
- sharing a financial report at each Board meeting
- advising the board on how to carry out its financial responsibilities
- liaising with professional advisors
- managing financial risks
- overseeing the preparation and scrutiny of annual accounts that give a true and fair view of the financial affairs of the company
- when necessary, taking on some financial duties, such as book-keeping, budgeting and preparation of reports and funding bids.

The Treasurer files the annual report and accounts with *Companies House* and completes the annual return for the Charity Commission.

Festival Director

The Festival Director, who is a freelance contractor, is appointed by the Board, which will ensure that:

- there are proper arrangements for their appointment, supervision, support, appraisal and remuneration
- the relationship between the Board and the Festival Director balances support, scrutiny and challenge.

The Director will ensure the effective design, development and delivery of Festival activities as agreed by the Festival Board. The Director will be the central point of contact and responsibility for the *Liverpool Irish Festival's* operations. The Director will contribute to the creative vision, growth, and future development of the *Liverpool Irish Festival*, ensuring that standards of excellence are maintained in all its programme delivery.

The Director's responsibilities are detailed (in regard to Project Management, Marketing and Communications, Administration and Finance, Fundraising and Partnerships) in a signed Consultancy Agreement or contract.

COMMITMENTS EXPECTED OF DIRECTORS

Meetings

LIF Board meetings must be scheduled, regular (typically no less than bi-monthly), fully attended, detailed and supported by accurate and timely notes and administration. This is necessary for the collective awareness of activities, issues, plans, etc., and especially decisions involving main areas of corporate responsibility and risk. The quorum for Directors' meetings is at least three Directors. The general rule about decision-making by Directors is that any decision of the Directors must be either a majority decision or a unanimous decision. All decisions are recorded accurately in minutes that are agreed and signed by the trustees. These are a formal record of the business of the organisation and will be distributed within 7 days of the respective meeting.

Ethical and Moral Standards

Directors are responsible for establishing, maintaining, and transparently demonstrating the highest possible organisational ethical and moral standards. This especially applies to how organisational responsibilities are defined and governed, so that standards and parameters are set according to ethical and moral standards rather than (typically less demanding) legal requirements. The Directors must act responsibly, reasonably and honestly. Everything *Liverpool Irish Festival* does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders and funders. Integrity and honesty will be the hallmarks of all conduct when dealing with colleagues within the *Liverpool Irish Festival* and equally when dealing with individuals and institutions outside of it. *LIF* strives to maintain an atmosphere of openness throughout the organisation to promote the confidence of the public, stakeholders, staff and charity regulators.

The Board ensures that the organisation upholds principles of equality and diversity in every activity, going beyond the legal minimum where appropriate. The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be, i.e. safeguarding intellectual property.

The Board ensures that the charity's performance and interaction with its stakeholders is guided by the values, ethics and culture established by the Board. Trustees make sure that the charity collaborates with stakeholders to promote ethical conduct and social and environmental responsibility.

Risk Management

The *LIF* 2016-2018 Business Plan identified the following table of risks and the appropriate ways to address them:

- Failure to increase Festival finances - Response: A process to engage and attract sponsors and donors, involving Board members. Identify and bid to funding bodies.
- Work led by competing short term needs leading to risk of failure of key projects - Response: Clear business strategy to prioritise core projects. Staffing and office facilities. Project plans & a management system linked to governance system. Continue to recruit new members and volunteers
- Lack of an overview of projects; their costs and delivery - Response: Close supervision and scrutiny by the Director's manager, the Festival Executive or Finance and GP committee (if constituted).
Written reports to more frequent Board meetings

- Failure to sustain Festival staffing - Response: Commitment to clear, supportive management of staff, with good practice systems in place. An active and engaged Board
- Changes in partner and funder priorities - Response: Integrated financial & operational business plan based around core events, key projects, directly managed and partnership events, and community projects.

Agreed Policies

LIF's Policy Pack (including all important documents and policies) are stored and accessible to Board members, staff and the public on the festival's website, in the 'About' section, at www.liverpoolirishfestival.com

They include (but are not limited to):

- Alcohol and Substance Abuse Policy
- Children and Vulnerable Adults Policy
- Code of conduct
- Complaints Policy
- Conflicts of Interest Policy
- Copyright and Privacy notices
- Corporate governance
- Data Protection Policy
- Digital Strategy
- Environmental Impact Policy
- Equal Opportunities and Diversity Policy
- Forms
- Health and Safety Policy
- Safeguarding Policy and procedure
- Trustee Code of Conduct

CURRENT BOARD BIOGRAPHIES

John Chandler – Chair. Retired manager of Children and Family services. Experience in statutory, voluntary and private sectors, encompassing strategic and operational management, fundraising, creating and managing projects throughout the Northwest. Previously, a national consultant for the *Department for Children Schools and Families* on commissioning and developing services. Founded *Liverpool Irish Festival* in 2003.

Jill Boggan – Treasurer. Assistant Director of Finance (Financial Accounts) at *Royal Liverpool & Broadgreen University Hospitals NHS Trust*. CIMA qualified accountant with extensive post qualification experience primarily gained in the NHS and Local Government. Expert theoretical and practical knowledge and experience of financial reporting standards. Finalist in the *North West Finance Awards 2015* category *Financial Accountant of the Year*. Staff development and training. Previous group auditor for *Liverpool City Council* and *Merseytravel*.

Dr Paddy Hoey. Lecturer in Media and Politics at *Edge Hill University*. Formerly lecturer in Journalism, Media and Politics at *Liverpool Hope University* and journalist for the *Liverpool Daily Post* and *ECHO* as well as contributor and presenter on *City Talk FM*. Paddy has been a music, literature and comedy columnist for *Liverpool ECHO and Post* and writer and contributor to the *Liverpool Comedy Festival*. He has also held a consultant role with the *Laughterhouse Comedy Club* in Liverpool. Enthusiastic podcaster and blogger.

Greg Quiery. Retired education consultant and senior manager in the Liverpool Education service. Former head teacher and community development worker and manager within the community and voluntary sector. Greg has been a lecturer and also developed a series of Liverpool Irish heritage walks and an Irish heritage trail for *Museum of Liverpool*. Greg has some project management and fundraising experience and is Chair of the *Liverpool Great Hunger Commemoration Committee*.

Phil Olsen. Current-Web Content Editor for the *School of Arts, Languages and Cultures, University of Manchester*. With over 10 years of experience managing PR, marketing and audience development for organisations including *Tate Liverpool, Bluecoat, CUC Liverpool, Royal Northern College of Music* and *University of Manchester*, Phil's specialism's include project management, art direction, copyrighting and scriptwriting.

Patrick Donnelly. An independent management consultant and recent Associate Partner in *IBM Finance and Risk Management*. Consulting practice with experience of directing and delivering transformation across global organisations within the UK and internationally. Patrick's experience includes programme and change management, strategic planning, procurement transformation, systems implementation and customer relationship management.

Tony Birtill. With 30 years of experience in further and higher education, Tony is Secretary of Liverpool branch of the *Gaelic League* (founded 1896). He teaches Irish classes at the *Liverpool Irish Centre* and contributes to Irish language media and the *Irish Post*. Tony is an *NUJ* member.

Professor Mary Hickman. Professor Emeritus of Irish Studies and Sociology at *London Metropolitan University*, Mary was Professorial Research Fellow, Centre for Irish Studies, at *St Mary's University*, London between 2012-2016. Mary was pivotal in establishing the Irish Studies Centre at *London Metropolitan University* in 1988; and was also Director for the *Institute for the Study of European Transformations*, at *London Met* 2002-2012. Mary's research specialisms include Irish migration and diaspora. Her latest book is *Women and Irish Diaspora Identities* (edited with J. MacPherson, 2014). Mary has extensive experience of community involvement and of being a trustee, currently being a trustee of the *London Irish Centre*, a member of the *Mayor of London's Community Advisory Committee* for the *St Patrick's Day Festival*, and Chair of the campaign *Votes for Irish Citizens Abroad (VICA)*.

Professor Peter Shirlow. Professor Peter Shirlow is the Blair Chair and Director of the *University of Liverpool's Institute of Irish Studies*. He was formerly the Deputy Director of the Institute for *Conflict Transformation and Social Justice* at *Queens University Belfast*. He is a Visiting Research Professor at the *Senator George J. Mitchell Institute for Global Peace, Security and Justice* and sits on the editorial boards of *Irish Political Studies* and *International Planning Studies* and as a board member of the mental health charity, *Threshold*.

Dr Joe McGrath. Joe is Programme Leader at the *Liverpool Business School* at *Liverpool John Moores University*. He is an experienced Principal Lecturer with a demonstrated history of combining higher education and commercial practice. Skilled in programme development at all levels, coaching & mentoring, marketing, digital marketing, strategic planning, business development, and lecturing.

Wendy Simon – Board observer. Assistant Mayor and Cabinet Member for Culture Tourism and Events at *Liverpool City Council* and political lead for all major events held by the city. Wendy is responsible for *Culture Liverpool*, the sports & leisure department, libraries, St George's Hall, Liverpool Town Hall and the Cruise Liner Terminal holding strong links with all cultural partners in the City. A social work manager by occupation, specialising in Child Protection, Wendy also has post-graduate qualifications in Law and Social policy & Criminal Justice Management.

TERMS OF REFERENCE FOR MEMBERS OF THE TRUSTEE BOARD

Objectives

- to take overall responsibility for everything that *Liverpool Irish Festival (LIF)* does
- to act collectively and effectively in the interests of *LIF*
- to give strategic direction, determining and safeguarding the mission and vision of *LIF*
- to take the decisions required for the proper control and management of *LIF*
- to ensure that there is a clear structure for governing the organisation, including defining the role of any focus groups or sub-committees
- to ensure that *LIF* has adequate financial resources for its activities
- to act prudently to protect the assets and property of *LIF*
- to ensure that *LIF* complies with its own governing document, relevant laws and the requirements placed upon it by its funders and/or other bodies
- to review the risks to which *LIF* is subject, take action to mitigate these risks and to ensure sound risk management

- to act as a responsible employer
- to ensure that the principles of equality and diversity are upheld and that *LIF* is fair and open to all sections of the local community in all of its activities
- to seek assistance from experts in areas where the trustees lack the necessary skills
- to induct every new trustee.

Meetings

Meetings to be held as often as board business requires, but a minimum of six times a year and a formal record to be kept. The day and time of meetings to be arranged to suit most trustees, but ensuring that no one member is continually prevented from attending meetings. Business is to be conducted efficiently. Comments on agenda items and/or board papers from trustees unable to attend a meeting are to be given, where applicable, to the Chairperson in advance of the meeting for inclusion during board discussions

Minutes

All decisions are recorded accurately in minutes that are agreed and signed by the trustees. These are a formal record of the business of the organisation.

Attendance

In addition to the trustees, the Festival's contractors, any co-optees and the minute taker, if applicable, can attend meetings. A prospective trustee may be invited to attend a meeting with the consent of the Chair. The trustees may invite any expert brought in on an ad hoc basis to advise the board to attend all or part of a meeting.

CONFLICTS OF INTEREST POLICY

This policy applies to Trustees, Directors, senior staff (if applicable) and all contractors.

Why we have a policy

Trustees have a legal obligation to act in the best interests of the *Liverpool Irish Festival* (LIF) and in accordance with the Festival's governing document(s), and to avoid situations where there may be a potential conflict of interest. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity.

Such conflicts may create problems, which can

- inhibit free discussion
- result in decisions or actions that are not in the interests of the charity
- risk the impression that the charity has acted improperly.

The aim of this policy is to protect both the organisation and individuals from any appearance of impropriety.

The declaration of interests

Accordingly, we ask Trustees, Directors, senior staff (if applicable) and all contractors to declare their interests, and any gifts or hospitality offered and received in connection with their role. A declaration of interests form is available for this purpose (in the Forms section of this document), listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated (at least) annually and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair for guidance. This register of interests shall be used to record all gifts of a value over £50 and hospitality over £100 received by the trustees and staff. Interests and gifts will be recorded on the charity's register of interests, which will be maintained the Chair, in liaison with the Treasurer. The register will be accessible by these two Directors and to others on request, noting any statutory requirements applicable.

Data protection

The information provided will be processed in accordance with data protection principles as set out in the *Data Protection Act 1998*. Data will be processed only to ensure that Trustees, Directors, senior staff (if applicable) and all contractors act in the best interests of *LIF*. The information provided will not be used for any other purpose. A full Data Protection Policy is cited within this document.

What to do if you face a conflict of interest

If you believe you have – or are aware of – a perceived or real conflict of interest to report you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict.

The Chair should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position. If you are user of *LIF's* services, or the carer of someone who uses *LIF's* services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive(s).

You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion, unless expressly invited to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the Chair and minuted accordingly. If you fail to declare an interest that is known to the Chair and/or Treasurer they will declare that interest.

Decisions taken where a trustee or contractor has an interest

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests. All decisions under a conflict of interest will be recorded by the Chair and reported in the minutes of the meeting.

The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current *Charities SORP*. All payments or benefits in kind to trustees will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of *LIF's* staff (or contractors) are connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts. This option is only available to those charities which have an express power to authorise situational conflicts in their governing document. The *Charities SORP 2005* requires the full disclosure of all 'related party' transactions with any third party that may inhibit the charity being able to pursue its separate interests. *The Charity Commission* strongly recommends that all trustee payments should be disclosed in an appropriate manner. For additional reading, see *CC11 Trustee payments and expenses*. Independent external moderation will be used where conflicts cannot be resolved through the usual procedures. Organisations should add any further requirements that relate to the nature of the organisation's work.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices and termination of the contract if the relationship is unsatisfactory.

CODE OF CONDUCT

Organisational Values

As a Trustee/Director of the *Liverpool Irish Festival (LIF)* I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Accountability

Everything *LIF* does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders and funders.

Integrity & Honesty

These will be the hallmarks of all conduct when dealing with colleagues within *LIF* and equally when dealing with individuals and institutions outside of it.

Transparency

LIF strives to maintain an atmosphere of openness throughout the organisation to promote the confidence of the public, stakeholders, staff and charity regulators.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role of trustee
- I will support the mission and consider myself its guardian
- I will abide by organisational policies

Conflicts of Interests

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises
- I will submit to the judgment of the Board and do as it requires regarding potential conflicts of interest

Person to Person

- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee
- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair or Festival Director
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it
- I will respect organisational, board and individual confidentiality

- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence
- I will document expenses and seek reimbursement according to procedure
- I will not accept substantial gifts or hospitality without prior consent of the Chair
- I will use organisational resources responsibly, when authorised, in accordance with procedure

In the Boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by *LIF*
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend
- I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting
- I will honour the authority of the Chair and respect his or her role as meeting leader
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard
- I will accept a majority vote on an issue as decisive and final
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Board to speak of it

Enhancing Governance

- I will participate in induction, training and development activities for trustees
- I will continually seek ways to improve board governance practice
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit
- I will support the Chair in his/her efforts to improve his/her leadership skills
- I will support the Festival Director in his/her executive role and, with my fellow board members, seek development opportunities for him/her

Leaving the Board

- I understand that any breach of any part of this code may result in my removal from the trustee board
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Please visit the forms section – at the end of this document for the *Declaration of Interests form*.

ALCOHOL AND SUBSTANCE ABUSE POLICY (2009)

CONTEXT

The *Liverpool Irish Festival* (LIF) is committed to the programming and delivery of cultural events – such as drama, music, literature, dance – to a high standard, and to attract a wide audience.

LIF is committed to working in partnership with other organisations in pursuit of these objectives.

LIF is committed to actively promote responsible behaviour at all events and activities with which LIF is associated.

This document is to articulate this policy, make clear the position of the organisation and set out objectives and actions.

LIF is not an organisation whose primary function is related to substance abuse or alcohol use specifically. All activities are carried out in tandem with other partners. LIF's commitment is to work with those partner organisations, in the context of the arrangements and policies those organisations may already have.

The programming of the *Liverpool Irish Festival* inevitably involves events and venues where people gather for recreation, entertainment and socialising. Such activities are an important aspect of the festival, and essential to its character and success in the local community.

LIF is committed to encouraging responsible behaviour within this context, and to designing provision in such a way as to encourage responsible behaviour.

PARTNER ORGANISATIONS

LIF produces and delivers all its programme in co-operation with partner organisations.

Before entering into partnership with any organisation, LIF will be concerned to ensure that the potential partner takes a responsible attitude towards substance abuse, and the marketing of alcohol to vulnerable groups.

LIF takes a pragmatic approach to the issue of sponsors and substance abuse. It is not our approach to refuse to engage with any sponsor who promotes alcohol. LIF endeavours to engage with partners in a positive relationship, encouraging the development of responsible policies and attitudes.

Partner organisations fall into three categories:

1. Funding bodies
2. Venues
3. Irish community organisations

1. Funding bodies. If the Festival is to continue, LIF requires sponsorship. This sponsorship will be from both public and private sources. Any sponsorship relationship entails being engaged with a partner.

The primary role of LIF is the provision of festival activities and events. LIF is not a campaign organisation, nor is it our role to monitor the activities of business, corporations and partners generally. LIF will evaluate every sponsor against certain criteria, before agreeing to enter into partnership with them. Potential funding partners are evaluated against the following criteria:

- That the partner shares our objectives
- That the autonomy of the LIF in making decisions about programming and management of events is respected
- That all activities and events conform to the objectives and aspirations of LIF
- That partner organisations respect the LIF's objectives, and that LIF will consult fully with partners when taking decisions on events, content and venue

- Where the business of a potential partner organisation is concerned with the production and sale of alcohol, *LIF* will be concerned that such an organisation can demonstrate that they have policies and strategies to address the issues of substance abuse and promotion to vulnerable groups, and are committed to monitor the effectiveness of such policies and strategies
- That partners are in dialogue with appropriate specialist agencies which are in a position to advise and support actions which might be appropriate.

2. Venues: All *LIF* venues are evaluated against the following criteria:

That venues have effective procedures in place to deal with the following:

- Excessive drinking
- Underage drinking
- Drinking and driving
- Prevention of the use of illegal drugs on the premises.

3. Community organisations: *LIF* Board and staff will endeavour to ensure that community organisations:

- Are aware of the need to promote positive images of the Irish community and Irish cultural life
- Have effective procedures, where appropriate, to address issues such as excessive drinking and substance abuse.

Where any partner organisation, such as a venue or a sponsor, has an existing campaign related to substance abuse and its prevention, *LIF* will co-operate fully in the implementation and delivery of any such programme.

LIF expects that partners will do nothing which might reinforce negative Irish stereotypes in the minds of the general public, the media or festival audiences.

LIF is aware of the need to take the lead in challenging stereotypes, and promoting a positive image of Irish community, Irish people and Irish culture generally.

PRODUCT PROMOTIONS

LIF expects partners to take a responsible approach to product promotion. In the case of certain products - such as alcohol, food and gambling - a responsible approach is particularly important. Promotion of festival should take precedence over a sponsors promotional objectives. *LIF* will not lend its support to promotions which target vulnerable or inappropriate groups.

LIF does not seek to make unusual or novel arrangements to promote alcohol consumption. In other words, *LIF* programmes a spectrum of arts and culture events. Some of these events are at venues where alcohol is available, others are not. At any *LIF* event at a venue, arrangements are generally the same as for any other event at that venue.

With certain products, such as food and alcohol, there are more immediate and obvious concerns, especially those around the question of irresponsible marketing to vulnerable groups. We expect them to be handled responsibly.

ACTIONS, CAMPAIGNS AND PROMOTIONS RELATED TO SUBSTANCE ABUSE.

LIF will actively seek to co-operate with and implement any existing initiative or public health campaign related to substance abuse, where such campaigns relate to *LIF* events or activities. In particular *LIF* will encourage all partners and venues to ensure:

- Information on such initiatives is made available at venues
- Links are in place to appropriate campaigns, which may be in current on a local or national basis, such as 'Don't drink and drive', 'Identity cards for young drinkers' and health promotions.

CHILDREN AND YOUNG PEOPLE

Please also see our *Children and Vulnerable Adults Policy*.

LIF may run events in which the participants are predominantly children and young people and are the primary target audience. Such events may be included in general programme promotion related to the festival as a whole. Literature correspondence and information related to the event specifically will not carry information on the festival sponsors – such as logo and promotional literature - where the Board considers such promotion would be inappropriate in view of the nature of the product being advertised.

An example of inappropriate information would be the promotion of alcohol, or the association of alcohol promotion, with a children's event.

Events which children are likely to attend, but at which they are neither the primary participants nor the primary audience, will be deemed as part of the overall programme and will be advertised in line with festival sponsorship.

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PRIVACY

This privacy policy sets out how *LIF* uses and protects any information that you give *LIF* when you use its website. *LIF* is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. *LIF* may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from the approval date of this policy pack.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping.
- we may use the information to improve our products and services.
- we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- from time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@liverpoolirishfestival.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the *Data Protection Act 1998*. A small fee will be payable. If you would like a copy of the information held on you please email us at info@liverpoolirishfestival.com

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

DATA PROTECTION POLICY

Introduction

LIF needs to collect and use certain types of information about the companies and individuals that come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately— whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 1998.

Definitions

Data Controller – The person(s) who(m) decides what personal information LIF will hold and how it will be held or used. LIF is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information

Data Protection Officer – The person(s) responsible for ensuring that it follows its data protection policy and complies with the *Data Protection Act 1998* is the LIF Board Chair

Data Subject/Service User – The individual whose personal information is being held or processed by LIF (for example: a client, an employee, a supporter)

Disclosure - LIF may share data with other agencies such as the local authority, funding bodies and other voluntary agencies

'Explicit' consent – is a freely given, specific and informed agreement by a Data Subject (see definition) to the processing* of personal information* about her/him. Explicit consent is needed for processing sensitive* data

Notification – Notifying the Information Commissioner* about the data processing activities of LIF as certain activities may be exempt from notification

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the *Data Protection Act 1998*

Processing – means collecting, amending, handling, storing or disclosing personal information

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about companies and agencies, but applies to named persons or employees within Hurricane Film Foundation

Sensitive data – means data about:

- racial or ethnic origin
- political opinions
- religious or similar beliefs
- Trade Union membership
- physical or mental health
- sexual life
- criminal record
- criminal proceedings relating to a data subject's offences.

Application of the Act

The Data Subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows an organisation to disclose data (including sensitive data) without the data subject's consent. These are:

- carrying out a legal duty or as authorised by the Secretary of State
- protecting vital interests of a Data Subject or other person
- the Data Subject has already made the information public
- conducting any legal proceedings, obtaining legal advice or defending any legal rights
- monitoring for equal opportunities purposes – i.e. race, disability or religion
- providing a confidential service where the Data Subject's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.

LIF regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. LIF intends to ensure that personal information is treated lawfully and correctly.

To this end LIF will adhere to the *Principles of Data Protection*, as detailed in the *Data Protection Act 1998*.

Specifically, the *Principles* require that personal information shall

- be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes
- be adequate, relevant and not excessive in relation to those purpose(s)
- be accurate and, where necessary, kept up to date
- not be kept for longer than is necessary
- be processed in accordance with the rights of data subjects under the Act,
- be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information

- not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

LIF will, through appropriate management, strict application of criteria and controls

- observe fully conditions regarding the fair collection and use of information
- meet its legal obligations to specify the purposes for which information is used
- collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements
- ensure the quality of information used
- ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - the right to be informed that processing is being undertaken
 - the right of access to one's personal information
 - the right to prevent processing in certain circumstances and
 - the right to correct, rectify, block or erase information which is regarded as wrong information)
 - take appropriate technical and organisational security measures to safeguard personal information
 - ensure that personal information is not transferred abroad without suitable safeguards
 - treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
 - set out clear procedures for responding to requests for information.

Data collection

Informed consent is when

- a Data Subject clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- and then gives their consent.

LIF will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, *LIF* will ensure that the Data Subject

- clearly understands why the information is needed
- understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
- as far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- has received sufficient information on why their data is needed and how it will be used.

Data Storage

- Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.
- Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.
- It is *LIF*'s responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation which has been passed on/sold to a third party.

Data access and accuracy

All Data Subjects have the right to access the information *LIF* holds about them. *LIF* will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, *LIF* will ensure that:

1. it has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection
2. everyone processing personal information understands that they are contractually responsible for following good data protection practice
3. everyone processing personal information is appropriately trained to do so
4. everyone processing personal information is appropriately supervised
5. anybody wanting to make enquiries about handling personal information knows what to do
6. it deals promptly and courteously with any enquiries about handling personal information
7. it describes clearly how it handles personal information
8. it will regularly review and audit the ways it hold, manage and use personal information
9. it regularly assesses and evaluates its methods and performance in relation to handling personal information
10. all staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the *Data Protection Act 1998*.

In case of any queries or questions in relation to this policy please contact *LIF* Data Protection Officer.

ENVIRONMENTAL IMPACT POLICY

Introduction: statement of intent

LIF seeks to minimise the adverse impact of the organisation's activities upon the environment and upon the quality of life of the local community. We are committed to complying with all laws and regulations, both national and international, especially those that serve to protect the environment. The organisation will utilise policies and procedures that will ensure conservation of natural resources whilst minimising any adverse environmental impact from our operations.

Conservation of our natural resources must begin with waste reduction and recycling. We must all strive to ensure that any adverse impact upon the environment or quality of life is prevented or, at least, minimised during the organisation's activities, including the storage, transportation and disposal of products and wastes. We aim to continually monitor environmental issues and strive to improve our performance in line with current best practice.

The effectiveness of the Policy will be monitored on a regular basis, with a formal review each year. We will revise the Policy as often as may be appropriate to continue to ensure minimisation of any adverse impact of our activities upon the environment. We will ensure that all employees are made aware of this policy.

This policy will be made available to the public on request.

Policies Specific to the Office Environment

- All computers use low radiation screens
- We re-use any redundant A4 paper in laser printers and our photocopier where the reverse side is blank, for our office copies of documents such as drafts of letters, tenders and internal memos
- All waste is separated into, for example, paper, cardboard, glass, tin and other waste and collected separately
- We will only purchase photocopy and laser printer cartridges, which can be reused

- We use low energy light bulbs throughout the offices
- We will seek eco-friendly alternatives for any cleaning products used
- We use toilet paper made from recycled paper
- Medical waste will be disposed of in clearly identified sacks or containers via a licensed disposal company (or local authority)
- Public transport is the preferred option of travel when involved in the organisation's business. Where use of cars is necessary, journeys and routes will be planned to minimise fuel consumption
- We recycle marketing materials wherever possible.

We...

- ensure that lights are switched off when not needed
- fit light bulbs with the wattage appropriate for their purpose
- do not overfill kettles
- do not leave TVs or computers on 'standby'
- avoid unnecessary, short journeys in the car
- do not use aerosols
- where possible use goods made from recycled materials
- recycle waste wherever possible
- wherever possible, purchase goods that are made from recycled material. This particularly includes paper and we endeavour to keep waste to a minimum
- do not purchase goods made of tropical hardwood or those that contain ozone depleting chemicals
- our environmental policy statement is available to all staff
- continue to raise environmental issues on the agenda of staff meetings during which practices in place will be reviewed, any new legislation and thereby new proposals discussed and our performance reviewed against targets set at previous meetings.

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Introduction

LIF recognises that in society people have been and continue to be discriminated against on the basis of race, colour, national origin, culture, gender, marital status, disability, class, being lesbian or gay, age, political or religious beliefs, medical status and responsibility for dependants.

LIF wishes to encourage all sections of the community to participate in its activities.

LIF is committed to equality of opportunity in its capacity as an employer, at Committee level and with reference to the venues, audiences and groups it provides service for and in partnership with.

Whilst we recognise we cannot solve the problems of discrimination within society we can take practical steps to minimise this potential within our own organisation. We will use [Arts Council England's Creative Case for Diversity](#) as the model for our practice.

Statement

LIF operates an equal opportunities policy whereby no person by reason of religious belief, political opinion, gender, marital status, race, colour, ethnic origin, sexual orientation or disability is treated less favourably nor is disadvantaged for those reasons by conditions or requirements which cannot be justified. This Festival is committed to equality of opportunity, and to embedding its principles across all aspects of employment and Festival activities. We will actively promote equality through the Festival's marketing, delivery, monitoring, evaluation, and management. We will seek to secure fair participation for any under-represented group and to reject unlawful discrimination of any kind.

At all times we will be open and non-judgemental and will work in an inclusive way in order to remove barriers to accessing our activities. *LIF* will implement this policy by ensuring equality of opportunity for all participants and performers in *LIF* as a basic right and will take such affirmative action as may be deemed lawful, appropriate and necessary to ensure that all participants enjoy equality of opportunity.

Policy

The *Liverpool Irish Festival* has a good reputation for providing high quality services that are accessible and have a positive impact on people's lives. We will build on this reputation and continue to promote and develop a culture of inclusion and equal opportunities throughout the Festival

LIF is committed to equal opportunities policy and practice and will ensure that all volunteers and service users, both present and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

In implementing this policy the *Liverpool Irish Festival* will take account of existing legislation: *the Race Relations Act 1976*; *the Sex Discrimination Act 1975*; *the Equal Pay Act 1970*, and *the Disability Discrimination Act 1995*.

This equal opportunities policy will be implemented across all aspects of the organisation's work in

- the appointment of members to its Board, sub-groups and committees
- the appointment of staff, volunteers, and
- all dealings with its members and members of the public.

Declaration of intent

This policy applies to everyone at *LIF*. All current and prospective partners, employees, volunteers and advisory group members are able to understand and implement the Equal Opportunities Policy.

This policy works against all types of discrimination: sex, race, faith, impairment and disability, sexuality, age and class.

In all our policies and practices *LIF* will promote equal opportunities and respect diversity, and will assist all individuals, groups and organisations to explore their own creativity through the arts.

To staff and volunteers: *LIF* will ensure that no officer or volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

LIF is committed to undertaking open recruitment and selection procedures and all vacancies for staff will be advertised and fair and equitable processes will be followed. Volunteers will be informed of the equal opportunities policy.

To the public and service users: *LIF* will ensure that no officer or volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

The *Liverpool Irish Festival* is committed to undertaking open recruitment and selection procedures and all vacancies for staff will be advertised and fair and equitable processes will be followed. Volunteers will be informed of the equal opportunities policy.

Objectives

LIF promotes opportunities for people with disabilities and people from diverse cultural backgrounds, to participate in arts activities. *LIF* projects promote opportunities for artists with disabilities and diverse cultural backgrounds. *LIF* ensures all events, workshops and meetings are held in venues accessible to both performers and the audience. *LIF* raises awareness within the organisation of the needs of all members and target audiences so that work and activities are relevant to everyone, involved.

Measures

The *Liverpool Irish Festival...*

- monitors work structures and procedures to identify what discrimination exists and where it takes place
- makes clear statements on publicity and information that the involvement of people in under-represented groups is particularly welcomed
- provides training for people to understand their rights and responsibilities under the policy
- makes non-discriminatory behaviour a condition of participation in activities and employment of the company
- has in place a complaint procedure for people who feel the policy has been transgressed
- will aim to ensure that the trustees are representative of members of the organisation. The Board will be responsible for ensuring that the equal opportunities policy is properly implemented, monitored and reviewed
- will ensure that no officer or volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

Monitoring and evaluation

LIF monitors this policy to establish its implementation and ensure it reflects any changes in legislation, case law or other guidance issued. Equal opportunities appear on the agenda for annual review of the Policy Pack for the purpose of evaluating the policy and addressing recommendations for policy review and/or further training.

The Board receives and reviews complaints concerning equal opportunities, which will be raised at their next available meeting.

***LIF* as employer:** *LIF* ...

- ensures the policy is applied to recruitment and selection practice so that selection is on the basis of suitability and that the widest possible audience has the opportunity to hear of vacancies and to apply
- ensures the policy is known to all employees and volunteers and all other persons involved in organisation and to job applicants
- regularly reviews procedures and criteria and changes them if considered discriminatory.

Employees and volunteers

- All employees (including freelancers) and volunteers will comply with the policy
- Employees must not themselves discriminate
- Employees and volunteers will draw partners'/directors' attention to suspected discriminatory action
- Employee or volunteer breach of the policy will render the employees or volunteers liable for disciplinary action.

Complaints

Anyone needing to complain should follow the Complaints procedure listed in the Policy Pack.

CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

This is to be used in conjunction with the *Safeguarding Policy and Procedure* below.

POLICY STATEMENT

LIF has a duty of care to safeguard all children and vulnerable adults involved in their operations and activities from harm. All have the right to protection and the needs of disabled people and others who may be particularly vulnerable must be taken into account. *LIF* will ensure the safety and protection of all children and vulnerable adults involved through adherence to the guidelines adopted.

POLICY AIMS

The aim of *LIF's Children and Vulnerable Adults Protection Policy* is to promote good practice:

- Providing children and vulnerable adults with appropriate safety and protection whilst in their care of
- Allow all staff and volunteers to make informed and confident responses to specific protection issues.

PROMOTING GOOD PRACTICE

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations. Some individuals will actively seek employment or voluntary work with young people and vulnerable adults in order to harm them. A coach, workshop leader, instructor, teacher, staff member or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When an individual enters *LIF* having been subjected to abuse outside this environment creative activity and sports can play a crucial role in improving their self-esteem. In such instances the company will work with the appropriate agencies to ensure the individual receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication
- Treating all young people and vulnerable adults equally with respect and dignity
- Always putting the welfare of each person first
- Maintaining a safe and appropriate distance
- Building balanced relationships based on mutual trust and empowering everyone to share in the decision-making
- Making activities fun and enjoyable
- Ensuring that if any form of manual or physical support is required, it should be provided openly and according to guidelines
- Keeping up to date with technical skills, qualifications and insurances
- Involving parents and carers wherever possible
- Being an excellent role model
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and vulnerable adults
- Securing written consent to act in loco parentis
- Keeping written records of any accident that occurs along with details of any treatment.

Practices to be avoided

- Spending excessive amounts of time alone with children or vulnerable adults away from others
- Taking or dropping off a child or vulnerable adult to an event
- Engaging in rough physical games or horseplay
- Share a room

- Allow or engage in any form of inappropriate touching
- Reduce people to tears as a form of control
- Allow allegations made to go unchallenged
- Do things of a personal nature for people that they can do for themselves.

Incidents that must be reported

- If you accidentally hurt a participant in the activity taking place
- If someone seems distressed in any manner
- If someone misunderstands or misinterprets something you have done.

Use of photographic equipment

There is evidence that some people have used events and workshops as an opportunity to take inappropriate photographs or film footage of young and/or disabled people in vulnerable positions. All should be vigilant and any concerns should be reported to the Child and Vulnerable Adult Protection Officer (CVAPO), this will usually be LIF's Festival Director, but if in doubt please contact the Chair of the Board.

Video as a learning and documentation aid: there is no intention to prevent the use of film footage as a legitimate aid. However, performers and their parents and carers should be made aware that this is part of the programme and such footage must be stored safely.

RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

LIF recognise that anyone may have the potential to be abusive in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

Checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the *Criminal Records Bureau*
- Two confidential references, including one regarding previous work with children or vulnerable adults. These references must be taken up and confirmed through telephone contact
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal induction, during which:

- a check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- their qualifications should be substantiated
- the job requirements and responsibilities should be clarified
- they should sign up to LIF's relevant codes of practice
- protection procedures are explained and training needs identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- respond to concerns expressed by a child, young person or vulnerable adult
- work safely and effectively with children and vulnerable adults.

LIF requires:

- staff to attend a recognised good practice child and vulnerable adult protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and protection
- relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult
- relevant personnel to undergo national first aid training
- attendance at update training when necessary.

RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working in *LIF* in a paid or unpaid capacity, to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities. *LIF* will assure all staff and volunteers that it will fully support and protect anyone who in good faith reports their concerns.

Where there is a complaint against a member of staff there may be either a

- criminal investigation
- protection investigation
- disciplinary or misconduct investigation.

Action

1. Concerns about poor practice:
 - If the allegation is deemed to be about poor practice, the CVAPO will deal with it as a misconduct issue
 - If the allegation is about poor practice by the CVAPO, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
2. Concerns about suspected abuse:
 - Any suspicion there has been abuse by either a member of staff or a volunteer should be reported to the CVAPO, who will take the necessary steps to ensure safety of the person in question and any other individual who may be at risk
 - The CVAPO will refer the allegation to the social services department which may involve the police, or go directly to the police if out of hours
 - The parents or carers of the person will be contacted as soon as possible following advice from the social services department
 - The CVAPO should also notify the relevant officer who will deal with any media enquiries
 - If the CVAPO is the subject of suspicion or allegation the report must be made to the appropriate manager or committee member.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes

- the CVAPO
- the parents or carer of the person alleged to have been abused
- the person making the allegation
- social Services/Police.

Information will be stored in a safe and secure place with limited access to designated people, in line with data protection law (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

LIF's CVAPO will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services enquiries.

Irrespective of the findings of the social services or police enquiries the LIF Disciplinary Committee will assess all cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases the Disciplinary Committee must reach a decision based upon available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child or vulnerable adult should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, vulnerable adults, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. [The British Association for Counselling Directory is available](#)

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event. Where such an allegation is made the procedures above should be followed. Report the matter to social services or the police. This is because others may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with LIF.

Bullying

If bullying is suspected the same procedure should be followed as set out in 'Responding to suspicions or allegations' section above.

Actions to help the victim and prevent bullying include

- take all signs of bullying seriously
- encourage everyone to speak and share their concerns
- help the victim to speak out and tell the person in charge or someone in authority
- investigate all allegations and take action to ensure the victim is safe
- speak with victims and bullies separately
- reassure the victim that you can be trusted and will help them, although you cannot promise you will not tell anyone else
- keep records of what is said
- report any concerns to the CVAPO or the relevant officer where the bullying is taking place.

Action towards the bully/ies includes

- talk with the bully, explain the situation and try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim(s)
- if appropriate and in the context of working with young people, inform the bully's parents
- insist on the return of 'borrowed' items and/or that the bully compensate the victim
- impose sanctions as necessary
- encourage and support the bully to change behaviour
- where appropriate, hold meetings with the families and carers to report on progress
- inform all members of the action taken
- keep a written record of action taken.

Concerns outside the immediate environment

Report concerns to the CVAPO, who should contact social services or the police as soon as possible. See below for information needed for social services or the police.

If the CVAPO is not available, the person being told of or discovering the abuse should contact social services or police immediately.

Social services and the CVAPO will decide how to involve parents and carers.

The CVAPO should also report the incident to the governing body. They should ascertain whether or not the person involved in the incident plays a role in the organisation and act accordingly

Maintain confidentiality on a need to know basis only.

Information for social services or the Police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure /concern which should include the following:

- The name, age and date of birth of the abused person
- Home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between fact, opinion and hearsay.

IMPLEMENTATION

It will be the responsibility jointly of the Chair, Board members and *LIF*'s staff to ensure the effective and consistent implementation of this policy. In particular Board members should refer to the Policy when making decisions about entering fresh partnerships or renewing existing.

In practice, *LIF*'s staff will be best placed to ensure the implementation of many aspects of the policy. For example, the Festival Director, when engaging venues, will be well placed to judge that venue management is effective in ensuring responsible attitudes towards alcohol consumption, admission to the premises etc.

It will be the responsibility of the Director to ensure that all partners are aware of the provisions of this policy.

It will be the responsibility of the Chair to ensure that items related to the policy are included in agendas, and that adequate time is allowed for discussion.

MONITORING AND EVALUATION.

LIF will regularly monitor relations with all partner organisations.

It will be the responsibility of the Chair to ensure the annual evaluation and review of both this policy, and the implementation of the policy, in line with policy review.

It will be the responsibility of the Director to ensure policies are up to date and ready for review, either as an item within an annual report or as a separate document. If requested, the Director should be able to draw up a review in consultation with Board members, and should

- identify any areas of concern
- include any relevant evidence
- identify areas for amendment and improvement
- confirm that implementation of the policy has been discussed with partners.

CONCLUSION

LIF is committed to taking whatever action is practical and appropriate in the management and delivery of events to ensure effective and consistent implementation of this policy.

- A copy of the policy should be available to all Board members.
- A copy of the policy will be available to members of the public and the media upon request.
- Contact person in relation to this policy with in the first instance be the Festival Director or Chair.
- This policy will be reviewed and approved at every AGM following its adoption.

COMPLAINTS POLICY

LIF aims to deliver a top quality programme of activities, and to treat its service users, artists and audiences fairly and politely at all times. Complain to LIF if you consider

- we have failed to do something we should have done
- we have done something badly
- we have treated you unfairly or discourteously.

Occasionally LIF cannot do all that its users ask. This might be because of lack of resources or for other reasons. If, however, something cannot be done you deserve an explanation.

Suggestions for improvements are also welcome.

How to complain:

1) Write to LIF's staff at info@liverpoolirishfestival.com. If you would prefer to submit your complaint in hard copy, you may send it to LIF at Shed E, Unit 49-51 Jamaica Street, Liverpool L1 0AH.

2) If you are not happy with the first response you receive, please ask for your complaint to be referred to a member of LIF's Board

3) If your complaint is still not resolved, then ask for it to be taken to the Chair of the Board or email chair@liverpoolirishfestival.com.

We aim to send an initial response to your complaint within 3 working days if submitted by email and 28 days if submitted to the company by letter.

SAFEGUARDING POLICY AND PROCEDURE

Introduction

This is to be used in conjunction with the *Children and Vulnerable Adults Protection Policy*, above.

1. What is a Safeguarding Policy?

1.1 The Policy provides a framework of principles, standards and guidelines on which to base individual and organisational practice in relation to areas such as

- creating a 'child safe' and 'child friendly' organisation
- safeguarding and promoting the welfare of children and young people
- guidelines for appropriate and inappropriate behaviour/attitudes
- recruitment, induction, supervision and training
- recognising, reporting and reacting to allegations of abuse
- communications regarding children

1.2 The Government position is that everyone working in an environment where there may be children present should safeguard and promote the wellbeing of children. This policy covers all aspects of child protection and is informed by, and should be read in conjunction with such national and local guidance as:

- 'What to do if you're worried a child is being abused' (DoH, 2003)
- Liverpool Safeguarding Children Board Procedures Manual
<http://liverpoolscb.proceduresonline.com/index.htm>
- 'Working Together to Safeguard Children' (HMSO 2015)

1.3 The policy is also applicable to adults participating or engaging with the Festival who may be in receipt of health, personal or social care service from a professional (see Appendix 6).

2. Why do we need a Safeguarding Children Policy?

2.1 As an organisation working with children and young people, it is our duty to ensure that our work includes specifically protecting children from accidental or deliberate harm. This policy will help us to fulfil this duty.

2.2 Children and young people are vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, other project workers, and those with access to their personal information *LIF* works with children and young people, including those who are disabled. Many children, children particularly those from particularly disadvantaged backgrounds have already experienced broken adult-child relationships in the form of physical, psychological or sexual abuse.

2.3 Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising (thus undermining an organisation's entire portfolio of work, even beyond the scope of the particular project concerned).

2.4 *LIF* is obliged to have such a policy as a condition of its Service Level Agreements with funding organisations and it is obliged to take into account the 'Statutory Guidance on making arrangements to safeguard and promote the Welfare of Children under section 11 of the Children Act 2004'¹.

2.5 'Working Together to Safeguard Children'² requires that all organisations that provide services for, or work with, children should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children
- a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- clear whistleblowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)
- a designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check

¹ Every Child Matters: Change for Children

² Working Together to Safeguard Children HMG 2015 Ch.2.4

- appropriate supervision and support for staff, including undertaking safeguarding training:
 - employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
 - staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
 - all professionals should have regular reviews of their own practice to ensure they improve over time.

3. Liverpool Irish Festival core child protection principles and values

3.1 *LIF* adheres to the policies of the *Liverpool Safeguarding Children Board* and the principles of good practice to ensure that children and young people grow up safely and develop to their maximum potential. The following principles underpin all of the activities, and policy development within the *Liverpool Irish Festival*.

3.2 We regard that all children and young people we work with

- have the same rights as any other child or young person.
- have the right to express themselves and have their views listened to.
- shall be treated as individuals and are entitled to dignity and respect'
- have the right to be protected from harm and to have the opportunity to develop their full potential.
- have the right to participate in decisions affecting their lives.

3.3 *LIF's* safeguarding policy is firmly based on the principles of the *United Nations Convention on the Rights of the Child* (UNCRC). The UNCRC provides a comprehensive framework for the protection, provision and participation of all children without discrimination to ensure their survival and development to the maximum extent possible.

3.4 *LIF* believes that in working for children and young people it has an absolute duty to protect this vulnerable group from abuse, mistreatment, and exploitation. Without adequate standards and mechanisms of protection in place, an organisation would not only fail in its primary duty of care, but could also be negligently fostering an environment of abuse. Furthermore, without proper policies and explicit procedures in place, organisations are extremely vulnerable to false allegations of child abuse.

3.5 *LIF* therefore believes in:

- creating an environment where safeguarding children issues are discussed openly and are understood between children and adults;
- promoting open lines of communication, internally and between organisations to improve awareness and implementation of safeguarding children policies and practices;
- creating a framework to deal openly, consistently and fairly with allegations of abuse.

3.6 *LIF* believes that helping children and young people to find a voice is an essential step to helping them to claim their individual rights. Children will only benefit from this policy if they are aware of their rights and are given an appropriate environment in which to exercise them. Wherever it is appropriate, the *Liverpool Irish Festival* will seek to ensure that all children and young people are aware of their rights and how to exercise them.

3.7 *LIF* recognises that resistance to addressing child protection issues may arise from a lack of understanding of the nature of child abuse, a lack of commitment to the organisation and its programmes, or a sense that child abuse happens elsewhere. *LIF* will seek to challenge complacency in these areas.

4. Definitions

4.1 Child

For the purposes of this policy, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child (1989)³.

4.2 Child abuse

4.2.1 According to the World Health Organisation, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’⁴

4.2.2 Child abuse and neglect’ is a generic term encompassing all maltreatment of children. Children may be abused or neglected through the infliction of harm, or through the failure of the adults around them to act to prevent harm.

4.2.3 The term ‘child abuse and neglect’ therefore includes the impact on children from serious physical and sexual assaults through to situations where the standard of care for the child from their parent or carer does not adequately support the child’s health or development.

4.2.4 Abuse and neglect can occur in a family or an institutional or community setting. The perpetrator of abuse may or may not be known to the child.

4.2.5 The Department of Health⁵ has defines four broad categories of abuse which are used by professionals working in child protection. These are: neglect, physical abuse, sexual abuse and emotional abuse. These categories overlap and an abused child usually suffers more than one type of abuse.

Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

4.3 Child protection

4.3.1 Child protection is a broad term to describe philosophies, policies, standards, guidelines and procedures designed to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organisations, and individuals associated with those organisations, towards children in their care. These duties now extend beyond protection to fit within the contemporary responsibilities for safeguarding and promoting. The Victoria Climbié enquiry highlighted the lack of priority status given to safeguarding and the subsequent Every Child matters: Change for Children agenda includes the duty for all agencies to make arrangements to safeguard and promote the welfare of children.

4.4 Direct contact with children

4.4.1 Being in the physical presence of a child or children in the context of the organisation’s work, whether contact is occasional or regular, short or long term. This could involve delivering talks or workshops to schools, churches and youth groups

4.5 Designated Safeguarding Children Person

4.5.1 Ordinarily this will be the Festival Director and s/he will have the following responsibilities in relation to safeguarding children:

- Monitor and report on whether all staff have received the minimum safeguarding children (initial and refresher) training;

³ See <http://www.unhcr.ch/html/menu3/b/k2crc.htm>

⁴ Defined in the Report of the Consultation on Child Abuse Prevention WHO, 1999.

⁵ ‘What to do if you’re worried a child is being abused’ (DoH, 2003)

- Ensure that all staff have read and know where to find this policy and the Government Guidance: “What To Do If You’re Worried a Child is Being Abused” (See 1.3 on page 1)
- Provide advice and support to staff when they have a concern about safeguarding a child;
- Record all concerns raised by staff; and
- Be the contact person for the Children’s Integrated Services and the Police in relation to all incidents or concerns related to the safeguarding of children worked with or linked to the organisation.

4.5 Fabricated or Induced Illness

4.5.1 Fabricated or induced illness (formerly referred to as Munchausen’s Syndrome by Proxy) is a condition in which harm to children results from factitious illness by a parent or carer, which includes invented illness or induced or directly fabricated illness.

4.6 Indirect contact with children

4.6.1 Having access to information on children in the context of the organisation’s work, such as children’s names, locations (addresses of individuals or projects), photographs and case studies.

Physical Abuse

4.7.1 Physical abuse may take many forms, such as, hitting (including, with an object) or punching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child or young person. It may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health to, a child or young person.

Emotional Abuse

4.8.1 Emotional abuse is the maltreatment of a child which has a severe and negative effect on the child’s emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve:

- Imposing expectations on a child or young person, which are not appropriate for their age and/or development;
- Causing children or young people to frequently feel frightened or in danger e.g. witnessing domestic or other violence; and/or
- Exploitation or corruption of children or young people.

4.9 Neglect

4.9.1 Neglect involves the persistent failure to meet a child or young person’s basic physical and /or psychological needs, likely to result in the serious impairment of the child or young person’s health and development.

4.9.2 This may involve failure to provide a child or young person with adequate food, shelter or clothing, failure to protect them from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child’s basic emotional needs. This includes children or young people being present – with or without their parents, at venues unsuitable for their age.

4.10 Sexual Abuse

4.10.1 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Sexual abuse includes penetrative or non-penetrative acts. Sexual abuse includes sexual exploitation of children through prostitution.

4.10.2 Sexual abuse also includes non-contact activities, such as involving children in looking at, or in the production of, pornographic materials, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

5.1 Liverpool Irish Festival Child Protection Policy

5.1 The implementation of this policy and the guidelines below should be based at all times on a spirit of positive commitment to the best interests of the child.

5.1.1 This document will be reviewed and updated one year after publication and then once every two years or whenever there is a major change in the organisation or in relevant legislation.

5.1.2 This policy is accompanied by supporting documents to help in the understanding and implementation of the standards contained in this policy.

5.2 Personnel Recruitment Procedure

5.2 There will be a thorough and standardised process within the *Liverpool Irish Festival* that applies to the recruitment of all employees and volunteers, whether they are paid or unpaid, full time or part time, temporary or long-term, and whether they have direct or indirect contact with children.

5.2.1 The process shall include:

- Ensuring that the job description makes reference to the responsibility of the agency or organisation for safeguarding and promoting the welfare of children;
- Ensuring that the person specification includes reference to suitability to work with children;
- Obtaining and scrutinising comprehensive information from applicants, taking up and satisfactorily resolving any discrepancies or anomalies in the information;
- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- Verifying the successful applicant's identity;
- Verifying that the successful applicant has any academic or vocational qualifications claimed;
- Check their employment history and other experience since leaving secondary school and establish the reason for any time gap, which is unaccounted for;
- Verifying that s/he has the health and physical capacity for the job;
- Making mandatory a check of the Disclosure and Barring Service (DBS) Children's Barred List and, where appropriate, an Enhanced Disclosure as it is important not to rely solely on criminal record and the Disclosure and Barring Service Barred List checks to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only identify individuals who have been convicted, or have come to the attention of the police, or who have been listed. Many individuals who are unsuited to working with children will not have any previous convictions, and will not appear on the Barred List

5.2.3 These will be kept wholly confidential in all but the following circumstances:

- The DBS disclosure relates to the designated officer for Child Protection. In which case the disclosure shall be forwarded for the attention of a further designated manager of *Liverpool Irish Festival*.
- The designated officer for Child Protection deems it necessary for further advice to be sought in order to make an appropriate decision. In this situation he/she shall consult with another designated director and/or seek advice from an appropriate source of external expertise.
- **5.2.4** All DBS disclosures will be kept securely for a maximum of six months and will then be destroyed.

5.3 Volunteers

5.3.1 Volunteers are defined in Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 as:

"A person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives."

5.3.2 Volunteers may be seen as safe and trustworthy people. While some will not be left alone with children; others may have regular and extensive contact with children and regularly left alone. Whilst it is necessary to ensure adequate checks are made but these check may not be at the same level as for employees.

5.3.2 These factors should be considered before deciding what checks should be made:

- The duration, frequency and nature of the contact with children;
- The level of supervision provided;
- What the organisation already knows about the volunteer, including formal and informal information from other staff and volunteers;
- Whether anyone is aware of any behaviour at any time by the volunteer, that has given cause for concern;
- Whether the volunteer is in paid employment or other voluntary work from whom references can be sought;
- Any other available relevant information.

5.3.3 Using the above information, along with professional judgement, managers will need to decide whether a [DBS Disclosure](#) is required. However, it should be noted that under no circumstances should a volunteer who has not provided an Enhanced DBS Disclosure be left unsupervised with children. Other levels of check are still available, however all roles requiring a check of the Children's Barred List will need to be conducted at an enhanced level.

5.4 Education and Training

5.4.1 All Festival staff should have a basic awareness of Child Protection issues. This includes:

- Being alert to the possibility of child abuse and neglect, i.e. the definition, prevalence, identifying features in a child or adult, legal parameters and social consequences;
- Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances;
- Knowing who in the organization to raise concerns with,
- Being competent in taking the appropriate immediate or emergency action, and
- Knowing how to make a referral to Social Services and/or the Police.

5.4.2 There will be opportunities within the organisation to develop and maintain the necessary skills and understanding how to safeguard children. The opportunities shall include:

- An induction process for all employees, board members, officers, students and volunteers which includes: familiarisation with the Child Protection Policy and procedures; opportunities to learn about the nature of abuse, the effects of abuse and how to recognise and respond to concerns about child abuse.
- Employees, board members, officers, students and volunteers who will have direct contact with children must be fully trained on the organisation's behaviour protocols and guidelines and must be clear on who to contact in the event of any concerns.
- Employees, board members, managers, students and volunteers who have access to personal information about children must be trained to fully understand what is meant by acceptable and unacceptable sharing of information regarding children.

5.5 Management Structure

5.5.1 There will be a specific management process adopted in order to implement the child protection policy and procedures. The structure shall include:

- A designated person, ordinarily the Festival Director, who is responsible for the implementation of the child protection policy (see 6.4 and 6.6). This role reflects the nature and structure of the organisation and the person will have sufficient seniority and support to carry out the role.
- Ongoing supervision, monitoring and support of individuals working directly with children, or with direct access to information on children which is integrated into the regular schedule of the supervisor/line manager.
- Regular, formal staff evaluations.
- The disclosure of personal information about children, including legal cases, should be limited to those employees, contractors, managers, and volunteers who need to know.
- The Festival's management must take responsibility to assure itself that the organisation's Safeguarding Children Policy is being implemented.
- The organisation will have open lines of communication wherein understanding abuse and listening and responding to concerns are the main priority. It will create a positive atmosphere of support and encouragement for those who feel it necessary to report concerns.

5.6 Behaviour Protocols

5.6.1 *LIF* has a Code of Conduct (see Appendix 1) designed to protect any child from abuse. The Code will reflect the Behaviour Guidelines (Appendix 2), which focus on appropriate and expected standards of behaviour of adults towards children, and also of children towards other children.

5.6.2 The Code will be made available to all organisation representatives. The key principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

5.6.3 The Code of Conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration.

5.7 Communications about Children

5.7.1 Children and young people are human beings, each with their own history, problems, needs and hopes. They are not objects of concern, but individual children who are subjects of human rights.

5.7.2 These Communication Guidelines are designed to control confidential information regarding children and to prevent the presentation of degrading images of children through the organisation's publications and website.

5.7.3 Every child has a right to be accurately represented through both words and images. The organisation's portrayal of each child must not be manipulated or sensationalized in any way. Children must be presented as human beings with their own identity and dignity preserved.

5.7.4 *LIF* personnel will avoid:

- Language and images that could possibly degrade, victimise or shame children;
- Making generalisations that do not accurately reflect the nature of the situation;
- Discrimination of any kind;
- Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible).
- In images, children should be appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative.
- Personal and physical information that could be used to identify the location of a child and cause them to be put at risk should not be used on the organisation's website or in any other form of communication for general or public purposes.

5.7.5 *LIF* will:

- Always ask permission from the child / children themselves before taking photographs except under exceptional circumstances, based on the child / children's best interests, where this might not be possible or desirable.
- Make all efforts to acquire informed consent from either the child/child's guardian/parent before any image or reference to a child is used in public communications (e.g. fundraising, publicity, reports).
- Ensure that individuals or organisations wanting to use *Liverpool Irish Festival's* resources such as photographs, must sign an agreement that the materials will be used appropriately and in accordance with the Safeguarding Children Policy. The agreement will also state the failure to do so will result in the immediate termination of permission to use the materials and possible legal action.
- Ensure that records and documents that contain personal information about individual children should only be available to people with a specific 'need to know' and should not be openly available to anyone else.
- Ensure that records about individual children should be stored within a secure system.

6. Reporting and Reaction Protocol

6.1 There will be a process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the Safeguarding Children Policy. This process will be available to, and understood by, all employees, board members, managers, students and volunteers.

6.2 The guiding principle is that the best interest of the child and the desire to secure the best outcomes for the child should always lead decisions regarding what action should be taken in response to concerns.

6.3 There is a standardised system for reporting incidents, concerns and referrals (Appendix 4). Records should be signed and dated and must be kept securely in a locked place to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant people. The transfer of information – verbally, through the mail, electronically, or other – should be done in a way that maintains confidentiality.

6.4 All staff, managers and volunteers must act immediately and report any suspicions, allegations or incidents to the designated person in accordance with *Liverpool Irish Festival's* reporting procedure. The designated person is currently the *Liverpool Irish Festival* Director. The manager may in turn seek guidance on further action from local social services and the police.

6.5 Any suspicion, allegation or incident has to be recorded and reported to the designated person as soon as possible. If the manager views that harm, or risk of harm, is suspected, she must inform the local Children's Integrated Services office. In situations where a criminal offence is suspected or has been committed, the police should be notified immediately.

6.6 In the absence of the Festival Director, the Festival Board Chair is to be informed and consulted.

6.7 In the absence of either of these *Liverpool Irish Festival* managers, concerns must be reported to the Children's Integrated Services department.

6.8 Relevant contact details for child protection services, the local children's services department and police is to be accessible to *Liverpool Irish Festival* representatives.

6.9 The organisation must take appropriate steps within its power to protect the child / children in question from further harm.

6.10 The *Liverpool Irish Festival* will ensure that there are arrangements for providing supervision and support to staff, managers and volunteers during and following an incident or allegation.

7. General Guidelines for reporting concerns

7.1 If you know any information about the maltreatment of a child, it is your responsibility to tell someone. If your concerns arise from immediate significant harm to a child, act without delay, as inaction may place the child in further danger.

7.2 In certain situations *LIF* will have to report concerns to the appropriate external organisation. This will usually happen as a result of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.

7.4 The responsibility for investigating allegations of child abuse rests with the Police, the Children's Integrated Services Department or the NSPCC. *LIF*'s designated child protection person will usually seek the advice of the Social Services, Police in deciding whether a formal referral to Social Services is necessary. If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded. The decision not to report in such circumstances should be unanimously approved by the relevant management personnel.

8. Allegations from a child

8.1 When a child informs you that he/she is uncomfortable or concerned with a specific person's (adult or child) behaviour towards them or another child, the following steps must be taken:

- Reassure them that they were right to report the behaviour.
- Listen carefully and calmly to them and ask questions to clarify the allegation so that you will be able to later report the incident correctly.
- During the conversation, try not to repeat the same questions to the child, as this gives the child the impression that they did not give correct information the first time and they are not fully believed.
- Do not promise secrecy to the child. Inform the child that you must report the incident or inappropriate behaviour as it is in their best interest.
- Take proper steps to ensure the physical safety and psychological wellbeing of the child. This may include referring them for medical treatment or further supportive care.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Do not permit personal doubt to prevent you from reporting the allegation to the appropriate supervisor.
- Let the child know what you are going to do next and that you will let them know what happens.
- Document the details of the allegation as soon as possible.

9. Misconduct

9.1 If an allegation of a violation of the policies, guidelines, principles or practice of child protection/safeguarding children is made against a named employee or agent of *LIF*, they should be suspended from all activity and association with the Festival pending the outcome of an independent investigation. Paid staff will continue to receive full pay during this time.

9.2 Depending on the outcome of the independent investigation: If it comes to light that anyone associated with *LIF* has committed acts in relation to children – whether within or outside the context of the Festival's work – which are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, the organisation will take immediate disciplinary action and any other action which may be appropriate to the circumstances.

9.3 Such action may involve:

- Employees – disciplinary action / dismissal
- Volunteers, students and board members –terminating the relationship with the organisation
- Partners – withdrawal of funding / support
- Contractors – termination of contract.

9.4 Depending on the nature, circumstances and location of the case, the *Liverpool Irish Festival* will also involve authorities such as the police to ensure the protection of children and criminal prosecution where this is appropriate.

10. Complaints from children, young people and families who use *LIF* services

10.1 *LIF* recognises that making a complaint is not easy for many people, for all sorts of reasons. We are working to create a culture where comments of all kinds, whether positive and negative, are welcomed and valued.

10.2 Complaints from service users are handled as outlined in *LIF*'s complaints procedure, which is based on these important principles:

- Accessibility: resolving any problems as close as possible to the point of service delivery
- The procedure will be simple to understand and use
- Addressing all the points at issue and making an effective response. This will be:
 - a speedy response with established time limits for action and keeping people informed about the progress of the complaint
 - a personal, rather than a bureaucratic response - for example, listening to and understanding the complaint, rather than asking the person to put it in writing
- A full and fair investigation involving confidentiality recording, and learning from, the complaint so that services can be improved.

11. Implementation and Monitoring

The Festival Board will oversee the implementation of these procedures, monitor their application in practice and support their implementation.

The Board will ensure that the procedures continue to reflect the current recommendations of external agencies that specialise in safeguarding and child, and adult, protection. It will ensure that the procedures are disseminated and applied by staff and volunteers.

This policy will be reviewed in line with the review of the entire Policy Pack.

SAFEGUARDING POLICY AND PROCEDURE APPENDICES

Appendix 1: Code of Conduct

1.1 All *LIF* staff must abide by this Code of Conduct. *LIF* believes that its employees, and all those whom it may employ, or all those over whom it has any authority and influence, must demonstrate behaviour that is not simply consistent with protocols and legislation, but also with an appropriate set of personal and professional standards. Staff and volunteers must never:

- hit or physically assault or abuse children
- develop physical/sexual relationships with children
- develop relationships with children, which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse.
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/children with whom they are working to stay overnight at their home unsupervised
- sleep in the same room or bed as a child with whom they are working
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- discriminate against, show differential treatment, or favour particular children to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

1.1.1 It is important for all staff and others in contact with children to:

- be aware of situations which may present risks and manage these
- plan and organise the work and the workplace so as to minimise risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- talk to children about their contact with staff or others and encourage them to raise any concerns
- empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

1.1.2 In general it is inappropriate to:

- spend excessive time alone with children away from others
- take children to your home, especially where they will be alone with you.

Appendix 2: Behaviour Guidelines

2.1 Reducing risk situations

2.1 Try to:

- avoid placing yourself in a compromising or vulnerable position
- immediately record the details of any situation which occurs which may be misinterpreted
- meet and work with children in areas where there are other people
- Try not to be alone with a single child including in the following situations: in a car; overnight; or the home of a child.
- do not show favouritism or spend excessive amounts of time with one child.

2.2 Sexual behaviour:

Do not

- engage in or allow sexually provocative games with children to take place
- kiss, hug, rub, or touch a child in an inappropriate or culturally insensitive way
- sleep in the same bed as a child
- do things of a personal nature that a child could do for him/herself, for example dressing and bathing.
- encourage any suggestions of a sexual relationship with a child.

2.3 Physical behaviour:

Do:

- wait for appropriate physical contact, such as holding hands, to be initiated by the child (for example in play). Do not initiate this yourself unless there is a safety reason (for example crossing a road).

2.4 Psychosocial behaviour

Do:

- Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.

Do not:

- use language that will mentally or emotionally harm any child
- suggest inappropriate behaviour or relations or any kind

- act in any way that intends to embarrass, shame, humiliate, or degrade a child
- show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

2.5 Peer abuse

Do:

- be aware of the potential for peer abuse (abuse by other children or young people)
- develop special ways to protect younger and more vulnerable children
- avoid placing children in high-risk situations (for example unsupervised mixing of older and younger children).

Do not

- allow children to engage in sexually provocative games with each other.

2.6 Physical environment:

Do:

- develop clear rules about physical safety issues relative to the environment of a project
- (for example - projects based near water, heavy road traffic, railway lines)

Appendix 3: Recognizing Signs of Abuse

3.1 Recognising indications of potential abuse is complex and there is no simple checklist to allow easy recognition. There are potential warning signs that can alert an observer but they should be observed and assessed with care. It should not be automatically assumed that abuse is occurring, and talking to the child may reveal something quite innocent. It is important, however, not to dismiss significant changes in behaviour, fears, worries, and physical indicators that a child is exhibiting. Do not ignore these signs, but remember it is not *LIF*'s staff's role to investigate. Report any concerns to the designated child protection contact in the organisation.

3.2 Possible signs of physical abuse and/or neglect

- | | |
|--|---|
| <ul style="list-style-type: none"> • bruises, burns, sprains, dislocations, bites, cuts • improbable excuses given to explain or refusal to discuss injuries • poor personal hygiene • constant tiredness • inappropriate clothing, e.g. summer clothes in winter • fear of returning home | <ul style="list-style-type: none"> • showing wariness or distrust of adults • low self-esteem • self-destructive tendencies • poor social relationships • being aggressive towards others • begging or stealing food or money • being very passive and compliant • drug or alcohol abuse • chronic running away. |
|--|---|

3.3 Possible signs of emotional abuse and/or sexual abuse

- | | |
|---|---|
| <ul style="list-style-type: none"> • physical, mental and emotional development is delayed • age inappropriate sexualised behaviour • high anxiety • physical indicators (general and in genital and anal areas) • showing delayed speech or sudden speech disorders • behavioural indicators (general and sexual) which must be interpreted with | <p>regard to the individual child's level of functioning and development stage</p> <ul style="list-style-type: none"> • fear of new situations • low self-esteem • inappropriate emotional responses to painful situations • extremes of passivity or aggression • drug or alcohol abuse • chronic running away • compulsive stealing. |
|---|---|

3.4 Possible signs of concern regarding adult behaviour

- a person in whose presence a child or children becomes unusually distressed or agitated can be a cause for concern
- a member of staff, volunteer, or parent asks a child to lie about anything (especially if it is about meeting that child)
- any person who persistently fails to follow the organisation's code of conduct/behavioural protocols (detailed in the safeguarding policy) is a cause for concern, particularly if reasons are evasive
- private (i.e. outside of work) meetings between a child and a member of staff or volunteer are a cause for concern
- parent or carer shows little concern for the child.
- parent/carer denies the existence of—or blames the child for—the child's problems in school or at home.
- parent/carer sees the child as entirely bad, worthless, blameworthy or burdensome.

Appendix 4: Reporting a Child Protection Concern

Any suspicion, allegation or incident of abuse must be recorded in as much detail as possible and be reported to the Director of Chair as quickly as possible.

Staff must log the concern and inform the local social services department by telephone, immediately, where the harm or risk of harm to the child is suspected.

In the cases where a criminal offence has been committed or is suspected of having been committed, then the police should also be notified immediately.

In emergencies 999 otherwise Merseyside Police on +44 (0) 151 709 6010

In cases which are not so urgent or severe or where no criminal offence is suspected, then it may be helpful to gather some preliminary information from appropriate Festival records. A referral must still be made to the appropriate social services department by telephone within 24 hours.

If the person reporting the matter cannot contact the Director within two hours of the concern coming to their notice, then that person must inform the Festival Board Chair and seek advice regarding contacting social services. If the person reporting the matter cannot contact either manager then they must report the concern themselves on the following numbers.

Children's Services Careline (24 hours) +44 (0) 151 233 3700

Give as much information as possible. Make a full record of what has been said, heard and/or seen as soon as possible. Also make it clear to Social Services or the Police that this may be a Child Protection referral. Confidentiality should be maintained on strictly 'need to know' basis and relevant documents stored in secure location.

The member of staff or volunteer must then ensure that they brief the Director as soon as possible thereafter.

Appendix 5: Reporting a child/young person as missing

If you suspect that one of the young people we work with has gone missing it must be recorded in as much detail as possible and reported to the Director or Chair to seek advice regarding contacting social services. If you cannot contact either manager then you must report the concern directly to Social Services on the following numbers:

Duty Social Worker in Children's Integrated Services/Child Protection +44 (0) 151 233 3029

Or the Emergency Duty Team (if out of normal working hours) +44 (0) 151 233 3800

The police should then be contacted to report the young person missing. In emergencies phone 999, otherwise phone Merseyside Police on +44 (0) 151 709 6010.

The police will require the following information about the young person: Name, address, date of birth, date last seen, description, possible reasons for going missing, any particular concerns or issues, and the demeanour of young person

The police will then arrange a time to call out and speak to you and to gather further information relevant to their enquiry.

If there are uncertainties about any of the above procedure please discuss with the Director, Chair or Children's Integrated Services as soon as possible.

Appendix 6 Safeguarding Adults

'Safeguarding Adults' encompasses all work which enables an adult "who is or may be eligible for community care services" to retain independence, wellbeing and choice and to access their human right to live a life that is free from abuse and neglect. The *Liverpool Irish Festival* acknowledges that adults have the right to live a life free from abuse and exploitation. It is committed to uphold that right; and will exercise 'zero-tolerance' of abuse wherever it occurs. We will aim to create and maintain an environment which aims to ensure, as far as possible, that adults who take part in activities or avail of the organisation's services are kept free from abuse and exploitation.

An adult in this context is any person aged 18 years or over who may be 'vulnerable' if they receive a health, personal or social care service from a professional. In these circumstances he or she is, or may be, unable to take care of him or herself or may be unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness.

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that of children and young people under 18. 'Working Together to Safeguard Children 2015' only applies to children and young people until they reach the age of 18. Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by Local Safeguarding Children Boards or their procedures. Government guidance in relation to adults was contained in the document 'No Secrets'⁶ and the previous 'Protection of Vulnerable Adults (POVA) guidance' (now 'Adult's List guidance').

Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication – 'Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work'⁷. However, it is important to be aware that following amendments to the Safeguarding Vulnerable Groups Act 2006, by the Protection of Freedoms Act 2012, adults are no longer deemed vulnerable because of their personal attributes, characteristics or abilities.

The definition of abuse of adults is contained in 'No Secrets' (para. 2.5). Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

⁶ No Secrets: guidance on protecting vulnerable adults in care, Department of Health, 2010:www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care

⁷ Safeguarding adults: a national framework of standards for good practice and outcomes in adult protection work, Association of Directors of Social Services, 2005:<http://ix.iriss.org.uk/content/safeguarding-adults-national-framework-standards-good-practice-and-outcomes-adult-protection>

Within this context abuse can take the form of:

- physical abuse –including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions;
- sexual abuse –including sexual assault or acts to which the adult did not, or could not, consent;
- psychological abuse –including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services;
- financial or material abuse –including exploitation and pressure in connection to wills, property, inheritance or financial transactions;
- neglect or acts of omission –including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services' and
- discriminatory abuse –including racist, sexist and other forms of harassment.

LIF does not investigate issues of concern in relation to vulnerable adults. Local authorities and the police hold the lead responsibility for responding to allegations of abuse in relation to adults, and in coordinating the local interagency framework for safeguarding adults. We will bring to the attention of the local authority social services and the police any concerns in relation to safeguarding or allegations of abuse identified through any part of our work. The Liverpool Safeguarding Adults Board publishes its Inter-agency Safeguarding Adults Procedures (2013)⁸.

Reporting a concern or an incident follows a similar procedure to that set out in Appendix 4 of this policy. Any suspicion, allegation or incident of abuse should be reported to the Liverpool City Council Quality Assurance & Adult Safeguarding Unit on **+44 (0) 151 233 4235/8121/2855/2717**

Much of this policy specifically addresses the safeguarding of children, but is equally relevant to adults and should be read as such. In particular, the paragraphs in relation to the Personnel Recruitment Procedures and to Volunteers apply equally to safeguarding adults.

HEALTH AND SAFETY POLICY

Statement of Intent

LIF will aim to provide a safe and healthy workplace and work environment for all employees, members, volunteers, and participants in organised activities. To that end we are committed to the removal of potential hazards where possible and to the setting up of procedures for dealing with unavoidable hazards and any resulting incidents that occur.

LIF also has responsibility to protect the health and safety of service users - and other people - who may be affected by their activities, especially volunteers and participants in organised activities.

In order that *LIF* meets these responsibilities particular attention will be given to ensure

- a safe place of work with safe access
- healthy work environment
- safe arrangements for use, handling and storage of articles and substances
- company members have enough information, instruction, training and supervision to avoid hazards and are able to contribute to their own health and safety.

Overall responsibility for health and safety lies with the health and safety officer. *LIF* will ensure that there is at least one member of the company trained in First Aid available on site whenever practicable. However, the

⁸ <http://liverpool.gov.uk/media/102189/safeguarding-policy-february-2013.pdf>

Health and Safety at Work Act 1974 imposes duties on all employees to take care of their own safety and that of other staff. Below are a set of rules that staff and volunteers should make themselves familiar with.

In particular staff and volunteers have a duty to

- work safely without endangering the health of themselves, their colleagues, their clients and the general public
- adhere to the safety policies laid down by *LIF* and conform to all instructions given by those with a responsibility for health and safety
- report all accidents and hazardous situations and complete the accident book immediately. This applies to staff, company members, volunteers and visitors
- wear appropriate safety clothing and use appropriate safety devices where these are provided for use at work
- study and be aware of the venue's fire regulations and procedure
- meet other statutory obligations including Section 8 of the Health and Safety at Work Act 1974, which states "no person shall intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

This statement of intent will be issued to all staff, volunteers and visitors to *LIF*. It will be reviewed on a regular basis.

Risk Assessment

LIF has a duty to conduct risk assessments in order to implement the Management of Health and Safety at Work Regulations 1992. Risk assessments should be carried out for all the functions of *LIF* and these should be documented and approved by a 'competent person'. *LIF* will then action any recommended preventative and protective measures identified in the risk assessment

When carrying out risk assessments *LIF* has a duty to consider

- competent person, workforce, clients, trainees, volunteers and visitors
- hazards and risks
- elimination and control measures
- maintenance of control measures
- health surveillance
- information, instruction, training and supervision
- recording assessments
- reviewing when necessary.

More specifically *LIF* will undertake risk assessments for

- hazardous wiring
- hazardous substances
- VDUs
- fire
- electricity
- reporting accidents and injuries
- workplace conditions
- provision and use of equipment.

Accidents and First Aid

All accidents and incidents that happen at *LIF* will need to be reported. This refers to any situation that had the potential to or actually resulted in injury to a person or persons, cause serious damage to property or the apparent misappropriation of property.

LIF will keep an accident book and all accidents should be recorded there.

This policy will be reviewed and revised in accordance with changes in legislation as and when required.

GOLDEN RULES FOR HEALTH AND SAFETY

Look after each other, health and safety is a team game

Health and safety is about people; it's about practical steps to protect people from real harm and suffering and it's about engendering a culture whereby, at *LIF*, we look after each other.

Think before you start work – know the risks

Understanding what can harm you is half the battle. Your manager is required to undertake a risk assessment of your workplace to determine this and should be briefing you on the steps you should take to be safe. Circumstances can change so always think about potential risks before you start work. It's important to remember that health and safety is about risk management not risk aversion; it's about taking sensible precautions not bureaucratic back covering; and fundamentally it's about saving lives not stopping people living. For more information on risk assessments, *Cardiff University* has some useful tips www.cardiff.ac.uk/osheu/toolkit/raindex.html

Act safely – follow safe working procedures

Always follow the safety procedure or local rules of the venue you are in. If you feel they are in appropriate, not working or absent tell your manager.

Keep your workplace clear and tidy

Good housekeeping is important; keeping workplaces clear and tidy can prevent many of the more common hazards such as slip, trips fall accidents, fires, etc. Check floors regularly for trip hazards and clear up spillages immediately.

Wear correct safety clothing properly at all times

If safety clothing such as lab coat, eye protection, gloves, respirator, etc., has been designated for your work please wear it and ensure you understand how to use it correctly; it could save a nasty injury.

Report ALL accidents and near misses

Research has shown that, on average, for every major injury at work there are up to 200 non-injury accidents (near misses). This pattern is sometimes portrayed as an iceberg with the injuries as the visible tip of the iceberg and the near misses hidden under the surface.

Each of these near misses is a potential learning opportunity that could help *LIF* prevent more serious accidents. Staff and students have a very important role in reporting both accidents and near misses to *LIF*. Please remember that if you are ever involved in an accident or near miss you could prevent a more serious accident to a friend, colleague or anyone else by spending the few minutes it takes to report.

Only undertake work for which you are trained and competent

Always ensure you are competent and have the correct training before undertaking work. If you are in any doubt stop work and speak with your manager. Risk assessments should identify tasks for which training or instruction is required.

Use the correct equipment for the task

Never be tempted to use the wrong equipment for the job. Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available. You should check the machinery is suitable for the work, thinking about how and where it will be used. Ensure that any required checks and maintenance have been carried out and that you are competent to use the equipment.

Stop any work that becomes unsafe

If you have any doubts on whether the work you are doing or your workplace is safe, stop work and inform your line manager. You have the legal right to stop work if you feel you are in serious and imminent danger. Also if you see anyone else working unsafely you should report this to your manager. Incidents can also be reported through the accident reporting procedure.

Complacency kills – don't cut corners

Please don't be tempted to cut corners, one day your luck may run out and either you will be hurt or you may be responsible for injuring someone else. Please obey the law, follow *LIF* policy and procedures and be vigilant; stop unsafe acts or non-compliant situations.

FORMS

DECLARATION OF ELIGIBILITY FORM

Personal details

Please provide your full name and title(s); address post code and telephone number in the box below:

By completing this form, you are declaring that you are eligible to serve as a Trustee for the *Liverpool Irish Festival*, a charity (registered number: 04800736) and that you are eligible and do declare that you

- are willing to act as a trustee
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by us or the High Court due to misconduct or mismanagement
- are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups Act 2006 .

You also declare that:

- the information you provide is true, complete and correct
- you understand that it's an offence under section 60(1) (b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds will be held in its name in an account in England or Wales
- you will comply with your responsibilities as trustees set out in the *Charity Commission's* guidance '[The essential trustee \(CC3\)](#)'.

Please write your name, signature and today's date below:

DECLARATION OF INTERESTS FORM

As a member of the *Liverpool Irish Festival* Trustee Board I have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</i>
What is your current employment? Do you have any previous employment in which you continue to have a financial interest?	
Please list your appointments (voluntary or otherwise) e.g., trusteeships, local authority membership, tribunals etc	
Please cite your membership of any professional bodies, special interest groups or mutual support organisations	
Do you hold investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests that could cause concerns?	
Please cite any substantial gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months	
Do you use - or care for a user - of the organisation's services?	
Do you have any contractual relationship with the charity or its subsidiary and/or any other conflicts that are not covered by the above?	
Are you a member of any funding bodies/grant making trusts?	

Trustee statement

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Please write your name, signature and today's date below: