



Sidmouth Science Festival

Safeguarding Policy for Children and Adults at Risk

All Sidmouth Science Festival Volunteers and Participants have a responsibility towards ensuring Children and Adults at Risk are always safe.

1. Purpose of the Policy

The Sidmouth Science Festival (SSF) is committed to safeguarding the welfare of all children and adults at risk involved in our activities. This policy outlines our approach to ensuring their safety and protection from harm, in line with relevant legislation and best practices.

2. Scope

This policy applies to all individuals involved in the Sidmouth Science Festival, including volunteers and participants. It covers all activities and events organised by the festival.

3. Definitions

- Children: Persons under the age of 18, as defined by The Children Act 1989.
- Adults at risk: An adult who has care and support needs, is experiencing or is at risk of abuse or neglect and is unable to protect themselves from that abuse or neglect, as a result of their care needs, as defined by The Care Act 2014.

4. Legal Framework

This policy is based on the following legislation and guidance:

- The Children Act 1989 and 2004
- The Care Act 2014
- The Mental Capacity Act 2005
- Working Together to Safeguard Children 2018.

5. Code of Conduct

All volunteers and participants are expected to adhere to the following code of conduct:

- Treat all children and adults at risk with respect and dignity
- Always work in an open environment, avoiding private or unobserved situations
- Put the welfare of each child or adult at risk first

- Maintain appropriate boundaries and avoid any inappropriate physical or verbal contact
- Use appropriate language and behaviour, avoiding discriminatory or offensive remarks
- Encourage a culture of honesty and openness, where concerns can be raised without fear of reprisal.

6. Safeguarding Practices

- Training: Sidmouth Science Festival Event/Venue Leads* will receive safeguarding training to ensure they understand their responsibilities and the procedures to follow in case of concerns. Event/Venue Leads will brief other volunteers on the need to be vigilant of the need to ensure the welfare of children and adults at risk during the festival, and to report any concerns to the Event/Venue Leads or Safeguarding Lead without delay
- Supervision (1): Ensure there is always more than one adult present during activities with children and adults at risk, or that activities are within sight or hearing of other adults
- Supervision (2): Signage at Festival events will remind attendees that children and adults at risk should be accompanied by parents, guardians or carers
- Reporting Incidents/concerns: Any incident or concern regarding the welfare of a child or adult at risk must be reported to the designated Safeguarding Lead without delay
- DBS Checks: Volunteers at the Sidmouth Science Festival will not require a Disclosure and Barring Service (DBS) check, considering children and adults at risk being required to be supervised by parents, guardians or carers, and not being left alone with others.

*Sidmouth Science Festival Event/Venue Leads – defined as the festival volunteer primarily coordinating activities at each event. Where multiple venues are used for an event, e.g. Super Science Saturday, this will be a volunteer at each venue.

7. Responding to Incidents and Concerns

If a child or adult at risk discloses abuse or neglect, or if there are signs of abuse or neglect, the following steps should be taken:

- React calmly and listen carefully
- Reassure the individual that they were right to tell and that they are not to blame
- Keep questions to a minimum and avoid asking for explicit details
- Do not promise confidentiality, as the information may need to be shared with appropriate authorities
- Inform the individual what you will do next
- Inform the SSF Event Lead and subsequently the Safeguarding Lead without delay

- Make written record of the disclosure or concern as soon as possible. The Sidmouth Science Festival Safeguarding Incident Report (SIR, Appendix A.) should, ideally used to capture initial information. Copies of the SIR, the Incident Reporting Process (Appendix B) and this Policy will be held at each event venue.

8. Record Keeping

All safeguarding concerns must be recorded in writing, including the following information, ideally using the Safeguarding Incident Report:

- The date and time of the incident or disclosure
- Name and contact details of those raising concerns, including if the concerns are theirs or those of others
- The name of the person to whom the concern was reported
- The names of all parties involved, including any witnesses
- An account of what was said or done
- Any action taken and any further action required.

9. Confidentiality and Information Sharing

Any information recorded should be treated as confidential and only shared with those deemed necessary for safeguarding purposes in line with the UK General Data Protection Regulations (GDPR). Confidential information captured by forms or recorded must not be shared by unsecured methods such as messaging apps and securely stored. Parents or carers should be informed of concerns unless it is not in the best interests of the child or adult at risk. If there is any doubt concerning how to manage confidential information, advice should be sought from the Sidmouth Science Festival Safeguarding Lead.

10. Review and Update

This policy will be reviewed, and updated if required, to ensure it remains current and effective. Reviews and or updates will be at least annual, before the end of September each year, and indicated at least by change of version number of this document.

11. Key Contacts

- Designated Sidmouth Science Festival Safeguarding Lead: David Bramley, Sidmouth Science Festival Chair.
- Local Authority Safeguarding Teams:

Children:

Devon County Council (Children and Families)

0345 155 1071

mashsecure@devon.gov.uk

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www.devon.gov.uk/educationandfamilies

Adults:

Torbay and Devon Safeguarding Adults Partnership

0345 1551 007

- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111
- Police: 999
- info@sidmouthsciencefestival.org

Appendix A. Sidmouth Science Festival Safeguarding Incident Report. 1 October 2025 V1.0

Appendix B. Sidmouth Science Festival Safeguarding Incident Reporting Process. 1 October V1.0