

WELLS CARNIVAL LTD
SAFEGUARDING POLICY
Keeping Children and Adults at Risk Safe at Wells Carnival Events

1. Our Commitment

Wells Carnival has been at the heart of our community for generations, bringing people together to celebrate and enjoy everything our town has to offer.

The Wells Carnival Committee is committed to providing a safe, welcoming and inclusive environment for everyone attending or participating in Carnival events. While parents and carers remain responsible for supervising their own children, safeguarding is everyone's responsibility. Every member of the Wells Carnival Committee and every volunteer has an important role in helping to keep children and adults at risk safe.

The welfare of children and adults at risk will always be our paramount consideration. This policy aims to provide practical guidance to volunteers and committee members so they know what to do if they have a concern.

2. Purpose of this Policy

This policy sets out how the Wells Carnival Committee will:

- promote a safe and welcoming environment
- reduce the risk of harm wherever reasonably possible
- respond appropriately to safeguarding concerns
- support volunteers in understanding their safeguarding responsibilities
- ensure concerns are reported promptly and appropriately.

This policy should be read alongside the Wells Carnival operational procedures, including the Lost Child Procedure and safeguarding recording forms held within the Purple Box File.

3. Who This Policy Applies To

This policy applies to:

- all members of the Wells Carnival Committee
- all Carnival volunteers
- anyone volunteering on behalf of Wells Carnival Ltd

It also applies to:

- children and young people under the age of 18
 - adults at risk who may require additional support because of age, disability, illness or other circumstances.
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4. Our Safeguarding Principles

The Wells Carnival Committee believes that:

- every child has the right to feel safe
- every adult at risk should be treated with dignity and respect
- safeguarding is everyone's responsibility
- all concerns should be taken seriously
- it is always better to report a concern than ignore it
- volunteers should never investigate concerns themselves
- concerns should always be shared with a Designated Safeguarding Lead (DSL).

If someone is in immediate danger, volunteers should contact the emergency services

by calling **999** before informing a Designated Safeguarding Lead.

5. Roles and Responsibilities

The Wells Carnival Committee will:

- promote a culture where safeguarding is taken seriously
- appoint a minimum of two Designated Safeguarding Leads (DSLs)
- ensure volunteers receive an annual safeguarding briefing
- maintain safeguarding documentation within the Purple Box
- review this policy annually
- work with statutory agencies where necessary.

Designated Safeguarding Leads (DSLs)

The Committee will appoint at least two Designated Safeguarding Leads each year. Their names and contact details will be made available to all volunteers before Carnival Week and displayed at the Merchandise Tent/Event Control.

The DSLs are responsible for:

- receiving safeguarding concerns
- making decisions about referrals
- maintaining safeguarding records
- seeking advice from Children's Services or Police where appropriate.

2026 Elisa Bray, Lucy Wines, Mel Jagger.

All Volunteers

Every volunteer is responsible for:

- helping create a safe environment
- remaining alert to safeguarding concerns
- reporting concerns immediately
- following this policy
- acting in the best interests of children and adults at risk.

Volunteers should never assume someone else has already reported a concern.

6. Volunteer Code of Conduct

To protect both members of the public and volunteers, everyone representing Wells Carnival should:

- ✓ Be friendly, welcoming and professional.
- ✓ Treat everyone with dignity and respect.
- ✓ Work in open, public areas wherever possible.
- ✓ Avoid being alone with a child or adult at risk.
- ✓ If assistance is required, ask another volunteer to remain present wherever practicable.
- ✓ Never take a child away from the event or to another location unless following the agreed Lost Child Procedure.
- ✓ Avoid unnecessary physical contact.
- ✓ Never use inappropriate language or behaviour.
- ✓ Never exchange personal contact details with children.
- ✓ Never communicate with children through social media.
- ✓ Report any safeguarding concern immediately.

Volunteers should always consider how their actions may be perceived by others and avoid situations that could place themselves or others at unnecessary risk.

7. Creating a Safe Environment

The Wells Carnival Committee recognises that Carnival events are busy, exciting occasions attended by people of all ages.

To help keep everyone safe:

- parents and carers remain responsible for supervising their children
- volunteers should remain vigilant throughout their duties
- concerns should be reported immediately rather than dealt with alone
- safeguarding information should only be shared on a need-to-know basis.

The Committee encourages a culture where volunteers feel confident to ask questions, seek advice and report concerns without fear of criticism.

8. Responding to a Safeguarding Concern

A safeguarding concern may arise if a volunteer:

- sees something that causes concern
- is told something by a child or adult at risk
- notices behaviour that seems unusual or inappropriate
- becomes concerned about the behaviour of another volunteer or member of the public.

Volunteers are **not expected to investigate** safeguarding concerns. Their responsibility is to recognise a concern, respond appropriately and report it promptly.

If you are unsure whether something is a safeguarding concern, speak to a Designated Safeguarding Lead (DSL). It is always better to share a concern than ignore it.

9. If a Child or Adult at Risk Makes a Disclosure

Although it is unlikely that volunteers will receive a disclosure during Carnival events, it is important that everyone knows how to respond.

If someone tells you something that concerns you:

DO

- Stay calm.
- Listen carefully without interrupting.
- Take what they say seriously.
- Reassure them that they have done the right thing by telling you.
- Explain that you cannot keep the information a secret and that you will need to share it with a Designated Safeguarding Lead to help keep them safe.
- Report the concern to a DSL as soon as possible.
- Make a factual written record as soon as you can.

DO NOT

- Ask leading questions.
- Investigate what has happened.
- Promise confidentiality.
- Express shock or disbelief.
- Confront anyone who may be involved.
- Discuss the disclosure with anyone other than the Designated Safeguarding Lead unless instructed to do so.

Where possible, remain in a public place and, if appropriate, ask another committee member or volunteer to remain nearby while maintaining the privacy and dignity of the individual.

10. Lost Children

If a child is found separated from their parent or carer:

- Stay with the child in a safe, public location.
- Inform a Designated Safeguarding Lead or member of the Wells Carnival Committee immediately.
- Follow the Wells Carnival Lost Child Procedure.
- Use the documentation provided in the Purple Box.
- Do **not** make announcements over the public address system naming the child.
- Do not allow the child to leave with anyone until the agreed procedure has been completed.

The safety and welfare of the child must remain the priority throughout.

11. Concerns About a Volunteer or Committee Member

Safeguarding applies to everyone.

If you are concerned about the behaviour of:

- another volunteer
- a member of the Wells Carnival Committee
- a contractor
- or anyone working on behalf of Wells Carnival,

you must report your concerns immediately to a Designated Safeguarding Lead.

If your concern relates to one of the Designated Safeguarding Leads, you should report it directly to the Chair of the Wells Carnival Committee.

All concerns will be taken seriously and managed sensitively and confidentially. Where appropriate, advice will be sought from Norfolk Children's Services, the Police or other relevant agencies.

The welfare of the child or adult at risk will always take precedence.

12. Photography and Video Recording

The Wells Carnival Committee recognises that Carnival events are public occasions where photography and filming are commonplace.

Official Carnival photographers will be clearly identifiable.

Volunteers should:

- avoid placing themselves in one-to-one situations when taking photographs
- never ask children to move away from parents or carers for photographs
- ensure images are taken respectfully
- report any concerns regarding inappropriate photography to a member of the Committee.

Anyone who does not wish to be photographed should make this known to the official photographer where reasonably practicable.

13. Record Keeping and Confidentiality

Any safeguarding concern should be reported to a Designated Safeguarding Lead as soon as possible.

Where appropriate, a factual written record should be completed using the safeguarding documentation held within the Purple Box.

Records should:

- be factual
- be signed and dated
- avoid personal opinions
- be completed as soon as possible after the incident.

Safeguarding information will only be shared on a **need-to-know basis** and stored

securely in accordance with data protection legislation.

14. Emergency Situations

If a child or adult at risk requires urgent medical assistance:

- contact the Carnival First Aid Team immediately
- if necessary call [999](#)
- inform a Designated Safeguarding Lead as soon as practicable.

If anyone is believed to be at immediate risk of harm, the Police should be contacted without delay.

15. Safeguarding Contacts

Each year the Wells Carnival Committee will appoint a minimum of two Designated Safeguarding Leads.

The names and contact details of the DSLs will be:

- provided during the volunteer briefing
- displayed within the Merchandise Tent/Event Control
- available to Committee members throughout Carnival Week.

In an emergency, volunteers should always contact the emergency services by calling **999**.

For safeguarding advice, Norfolk Children's Services can be contacted via Norfolk County Council.

16. Policy Review

This policy will be reviewed annually by the Wells Carnival Committee prior to Carnival Week or sooner if:

- safeguarding guidance changes
 - legislation changes
 - an incident identifies the need for amendment
 - operational procedures change.
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Our Safeguarding Commitment

The Wells Carnival Committee is committed to providing a safe, welcoming and inclusive environment for everyone attending or participating in Carnival events. Safeguarding is everyone's responsibility.

We will:

- listen
- act on concerns
- support our volunteers
- work with statutory agencies where appropriate
- continually review our practice to help ensure Wells Carnival remains a safe and an enjoyable event for everyone.

Approved by: Wells Carnival Committee – P Weston & F Marshall

Approved on: July 2026

Review Date: Annually prior to Carnival Week – next due July 2027