

# **Maldon Carnival Safeguarding Policy**

## **1. Policy Statement**

Maldon Carnival is committed to safeguarding and promoting the welfare of all participants, especially children, young people, and vulnerable adults. We believe that all individuals, regardless of age, disability, gender, race, religion or belief, sexual orientation, or identity, have the right to protection from abuse, harm, and exploitation.

We will take all reasonable steps to protect the welfare of those involved in Maldon Carnival activities and ensure that safeguarding is a key consideration in all planning and operations.

## **2. Scope of the Policy**

This policy applies to:

All Maldon Carnival volunteers, committee members, marshals, and contractors

All individuals representing Maldon Carnival in any capacity

All activities and events organized, sponsored, or supported by Maldon Carnival

## **3. Key Safeguarding Principles**

The welfare of children and vulnerable adults is paramount.

All individuals have the right to live free from abuse, neglect, and exploitation.

All concerns and allegations of abuse will be taken seriously and responded to promptly.

All individuals working with Maldon Carnival have a responsibility to safeguard others.

## **4. Definitions**

Child: Anyone under the age of 18.

Vulnerable Adult: A person aged 18 or over who may need community care services due to disability, age, or illness and who may be unable to take care of or protect themselves.

## **5. Roles and Responsibilities**

Safeguarding Lead

The Maldon Carnival Committee will appoint a named Safeguarding Lead.

### **The Safeguarding Lead is responsible for:**

- o Receiving and acting on safeguarding concerns
- o Ensuring all staff and volunteers are aware of their responsibilities
- o Liaising with local authorities and support services where necessary

### **All Staff and Volunteers**

Must read and understand the safeguarding policy

Must report any concerns or incidents to the Safeguarding Lead immediately

Must always act professionally and appropriately when engaging with children and vulnerable adults

## **6. Code of Conduct**

All Maldon Carnival representatives must:

Treat everyone with respect and dignity

Listen to and value individuals' contributions

Avoid being alone with a child or vulnerable adult where possible

Not engage in or tolerate any inappropriate or abusive behaviour

## **7. Recruitment and Vetting**

All volunteers and staff working directly with children or vulnerable adults must:

o Undergo an appropriate DBS (Disclosure and Barring Service) check if required

o Receive safeguarding awareness training or briefing

## **8. Managing Safeguarding Concerns**

If someone is in immediate danger, contact 999.

For non-emergency safeguarding concerns:

Report to the Maldon Carnival Safeguarding Lead

Record all relevant details including date, time, people involved, and any witnesses

Do not investigate the matter yourself – pass on the information to the appropriate authority

## **9. Confidentiality and Information Sharing**

Safeguarding concerns must be treated with sensitivity

Information will be shared on a 'need-to-know' basis only, and in line with GDPR and data protection laws

## **10. Photography and Social Media**

Consent must be obtained from parents/carers before photographing or filming children

Images should not include personal details (e.g., full names)

Any concerns about online or social media content must be reported to the Safeguarding Lead

## **11. Review of Policy**

This policy will be reviewed annually by the Maldon Carnival Committee or more frequently if required by legislation or incidents.

## **12. Contact Information**

Safeguarding Lead:

Name: Laura Hockton

Email: l.hockton@maldoncarnival.co.uk

Phone: 07887993928

Local Authority Safeguarding Contacts:

Essex Children's Social Care: 0345 603 7627  
Essex Adult Social Care: 0345 603 7630  
NSPCC Helpline: 0808 800 5000

Approved by the Maldon Carnival Committee on 07/08/2025  
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