



ABERDOUR FESTIVAL SAFEGUARDING POLICY

FOR CHILDREN AND VULNERABLE ADULTS

Updated December 2025
(Next Review: December 2026)

Aberdour Festival - Child Protection & Safeguarding Policy

1. Purpose of this Policy

Aberdour Festival is committed to ensuring the safety, wellbeing and rights of all children, young people and vulnerable adults involved in festival activities.

This policy applies to all committee members, volunteers and anyone acting on behalf of the festival and reflects relevant Scottish legislation and guidance.

2. Safeguarding Principles

- Safeguarding is everyone's responsibility
 - All concerns will be taken seriously and acted on promptly
 - We will work with parents, carers and external agencies
 - The views and wishes of children and adults at risk will be respected
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3. Definition: Vulnerable Adults / Adults at Risk

An adult at risk is a person aged 16 or over who:

- Is unable to safeguard their own wellbeing, rights or interests, *and*
- Is at risk of harm, *and*
- Is more vulnerable due to disability, illness, mental disorder or infirmity

(Defined in the *Adult Support and Protection (Scotland) Act 2007*)

4. Responsibilities

All committee members and volunteers must:

- Hold a valid PVG certificate appropriate to their role at the Aberdour Festival
- Be alert to safeguarding risks
- Report concerns immediately
- Complete annual safeguarding training
- Follow this policy and the agreed procedures at all times

5. Designated Safeguarding Lead (DSL)

The festival will appoint a DSL who will:

- Provide advice and support
 - Co-ordinate responses to concerns
 - Liaise with external agencies when required
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6. Recognising Abuse or Harm

Possible indicators include:

- Unexplained injuries
- Sudden behavioural changes
- Fear of specific people or places
- Signs of neglect
- Disclosure of harm

(See Appendix 1 for further guidance.)

7. Responding to Concerns

Concerns may arise through disclosure, observation, reports from others, or witnessing an incident.

If you are concerned:

- Notify the DSL immediately
- Do not investigate or promise confidentiality
- Record essential facts only (what, when, where, who)

All suspected or alleged harm must be reported Social Work Services.

If you feel there is immediate danger call Police Scotland on 999.

Useful contact Numbers:

- Fife Council Social Work (Children & Adults): 03451 551503
- Out-of-Hours Social Work: 03451 550099
- Police (non-emergency): 101
- Emergency: 999

8. Recording and Reporting

Concerns must be recorded promptly and factually using:

- Safeguarding Chronology Form (Appendix 2)
- Safeguarding Concern Report Form (Appendix 3)

The DSL will support referrals to Social Work, Police Scotland or other agencies as appropriate.

9. Monitoring and Review

The Festival Chairperson is responsible for ensuring:

- All personnel are trained and familiar with this policy
 - The policy is reviewed annually
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10. Legislation & Guidance

- National Guidance for Child Protection in Scotland (2023)
- Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Children and Young People (Scotland) Act 2014
- Getting It Right For Every Child (GIRFEC)

Appendix 1: Indicators of Abuse

This list of indicators is not exhaustive and is not mutually exclusive

Neglect: Children • Persistent hunger • Tiredness • Poor hygiene • Inadequate clothing • Untreated medical issues • Lack of supervision • Developmental delays • Low self-esteem • Poor social relationships Vulnerable Adults • Malnutrition, dehydration • Poor hygiene • Untreated medical needs • Unsafe living conditions	Emotional Abuse: <i>Emotional abuse is often difficult to detect and can occur by itself, or in conjunction with other forms of abuse. It may occur when an individual is physically well cared for.</i> Children • Withdrawal; anxiety ; aggression • Delays in emotional or speech development • Low self-esteem • Fear of making mistakes • Poor growth, weight loss, lethargy, poor skin tone Vulnerable Adults • Withdrawal, anxiety, low confidence • Intimidation; distress around specific individuals <i>Financial Abuse</i> • Unexplained loss of money or possessions • Restricted access to own funds
Physical Abuse: Children • Unexplained or repeated injuries • Inconsistent explanations for injuries • Bruises in unusual locations • Fear of adults • Avoidance of physical contact • Aggression • Failure to thrive Vulnerable Adults • Unexplained injuries • Fear of physical contact • Signs of restraint • Deterioration in health	Sexual Abuse: Children • Pain, itching or injury in genital area • Bruising on thighs/buttocks • Stained underclothes • Inappropriate sexual behaviour or language • Anxiety around certain individuals • Regression Vulnerable Adults • Genital injuries or infections • Difficulty walking or sitting • Sudden changes in sexual behavior or language

Note: Always consider the wider context. Indicators may have other explanations, but all concerns should be recorded and reported according to safeguarding procedures.

Appendix 2: Safeguarding Chronology Form

(For use in both Child Protection and Vulnerable Adult Concerns)

Name of Child / Vulnerable Adult:..... DOB..... Age:.....

Main Carer(s) / Key Support Person(s):.....

Chronology Start Date:..... Key Person / Volunteer:.....

Date	Details of concern / observation / disclosure / discussion	Actions Taken / People Consulted (e.g., Safeguarding Lead, Agencies)	Name & Signature

Appendix 3: Safeguarding Concern Report Form

(For use in relation to children and/or vulnerable adults)

- ☐ I have a concern that abuse or neglect may be occurring
- ☐ I was involved in an incident with a child/vulnerable adult
- ☐ I witnessed an incident involving a child/vulnerable adult
- ☐ I received an allegation of abuse
- ☐ A child/vulnerable adult has disclosed abuse or neglect to me

Reporter's Details

Name:.....

Role/Position:.....

Contact details:.....

Person's Details

Name of Child / Vulnerable Adult:.....

DOB..... Age:.....

Address:.....

Capacity in which the person is known to you:.....

Main Carer(s) / Key Support Person(s):.....

Is the person known to Social Work / Adult Services? Yes ☐ No ☐ Unknown ☐

If yes, please provide name and contact details of Social Worker / Care Manager (if known):

.....

Is the person's main carer/supporter aware of this referral? Yes ☐ No ☐

If no, please explain why:.....

Nature of Concern / Incident

Record what happened – where, when and who was involved. Use the person’s own words where applicable.

Actions Taken (tick all that apply)

- ☐ Concern recorded in the Safeguarding Chronology
- ☐ Safeguarding Concern Report Form completed
- ☐ No referral made – reasons recorded
- ☐ Referral made to external agency (specify which)

Signatures

Reporter:.....	Date:.....
Designated Safeguarding Lead (DSL):.....	Date:.....
Festival Chairperson:.....	Date:.....