



Safeguarding Policy and Procedures

Last Updated: January 2025

1. Purpose

The Newport Community Carnival and Event Association is a non-profit, volunteer-run organisation responsible for coordinating a variety of public events each year.

This document outlines our safeguarding responsibilities toward children, young people, and vulnerable adults, and the procedures we commit to follow to always ensure their safety and wellbeing.

Our policy is informed by best practices recommended by the National Council for Voluntary Organisations (NCVO) and the National Society for the Prevention of Cruelty to Children (NSPCC).

2. Safeguarding Policy

We recognise our duty of care to protect all participants and volunteers from harm. Safeguarding is central to everything we do.

Definitions:

- Child: A person who has not reached the minimum school leaving age (typically in the school year they turn 16).
- Young Person: Anyone under the age of 18.
- Vulnerable Adult: A person aged 18 or over who may be unable to protect themselves from harm due to age, mental illness, disability, or other impairments.

We believe that:

- The safety and welfare of children, young people, and vulnerable adults is paramount.
- All individuals—regardless of age, culture, disability, gender, language, race, religion, or sexual identity—have the right to protection from harm.
- Allegations or suspicions of harm or abuse will always be taken seriously and dealt with promptly and appropriately.
- Every member and volunteer must understand and accept their responsibility to follow this safeguarding policy and report any concerns immediately.



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3. Safeguarding Procedures

1. Safeguarding Officer Appointment

An appointed safeguarding officer or adviser will be named annually. Their contact details, role, and responsibilities will be shared with all members.

2. Annual Review

The Committee will review safeguarding requirements every year and update policies and procedures as needed.

3. Event Planning & Risk Assessment

Safeguarding will be a key consideration in the planning of all events and activities. The safeguarding officer will be involved in risk assessments.

4. Special Consideration Areas

We will take particular care in safeguarding when:

- Selecting or judging participants
- Involving children or vulnerable adults in carnival parades or events
- Commissioning and handling photographs or video material
- Managing records and personal data

5. Volunteer Recruitment

Safeguarding principles will apply to all volunteer recruitment processes, including Committee members.

6. Reporting Concerns

All members and volunteers must feel empowered to report any concerns—swiftly and anonymously if necessary—regarding the safety of children, young people, vulnerable adults, or any individual involved with the organisation.

7. Response to Concerns

Any suspicions of harm must be reported immediately to the safeguarding officer or to a designated Committee officer (Chair, Vice Chair, or Treasurer), who will take appropriate action, including contacting relevant authorities where necessary.