



**THE AYLSHAM AGRICULTURAL SHOW
ASSOCIATION LIMITED**

SAFEGUARDING POLICY

Revised February 2024

The Aylsham Agricultural Show Association Limited (AASA) acknowledges a duty of care to safeguard and promote the welfare of children and vulnerable adults at the Annual Show and at related events and meetings, and also to ensure the safety and well-being of the AASA Council Members, Honorary Life Vice Presidents, Show Members, Officials and Stewards, Volunteers and Temporary Staff, and all Show Day Visitors and Exhibitors.

The AASA is committed to ensuring that safeguarding procedures and practice are correctly adhered to, taking into account relevant government and other guidance.

The AASA acknowledges that all children and vulnerable adults have the right to be safe from abuse. Their welfare and interests is paramount in all circumstances. The aim is that all individuals will have a positive and enjoyable experience at the Show regardless of age, gender, ethnicity, disability, sexuality, religion/beliefs or socio-economic background.

There is an appointed and designated Safeguarding Officer from the Show Council, and he will appoint his own deputies (all volunteers). The responsibility for all commitments, including those as follows, rests with the Show Executive Committee in conjunction with the designated Safeguarding Officer and the deputies.

- 1) All policies will be reviewed annually as a minimum, with any interim regulatory changes amended and acted upon as appropriate.**
- 2) Ensure and keep a register that all relevant Council Members, Officials, Stewards, Contractors and Temporary Staff have been DBS checked. If on Show Day, a non DBS checked person has to assist a child or vulnerable adult, there must be at least one other adult with them before taking the necessary action as per the Stewards Guide.**
- 3) Ensure that this Policy Statement is posted on the Show Website and Social Media pages, and updated as necessary.**

- 4) **Ensure all volunteer groups helping on Show Day are aware of this Policy Statement and have a designated Leader for the AASA to liaise with.**
- 5) **Ensure that all Exhibitor Applications and Competition Entry Applications are sent details of the AASA Booking Terms and Conditions Guidelines which will include a link to view this Policy Statement.**
- 6) **The Safeguarding Officer and/or his Deputies will attend an Executive/Trustees Meeting as and when required, and discuss any relevant issues and actions to be taken.**
- 7) **Safeguarding is the responsibility of all, and anybody witnessing an incident or with any concerns, should report this to the Safeguarding Officer - Emails:
healthandsafety@theaylshamshow.co.uk or
eventadmin@theaylshamshow.co.uk
and/or to Social Services and the Police. The AASA will record the incident and take action as appropriate, and respond to this and also notify and submit documentation to legally required Statutory Services and Regulatory Authorities.**

All Council Members, Officials, Stewards and Other Volunteers will receive a copy of the Policy Statement annually, and before Show Day itself. The Stewards Guide, referring to this Policy will also be sent or emailed before Show Day to all relevant Officials, Stewards and Volunteers. There may also be a Stewards Meeting on the Showground prior to the Show itself to discuss this and Other Policies, including procedures for Lost Children and Vulnerable Adults on Show Day. Any relevant training courses will be considered as appropriate.

This will remind everybody of their ongoing responsibilities, and anybody who fails to comply with any part of this policy Statement or procedures may be liable to dismissal from the Show Council or as a Steward/Volunteer, and exclusion from the Showground itself.