



CAMBRIDGESHIRE LSCB

# **Safeguarding children & young people at Events: Guidance for best practice**

**This Guidance is based on the Sheffield Safeguarding Children Board  
Guidance for best practice: Safeguarding children & young people at events  
(Revised May 2013)**

## Contents

Introduction	2
Background	2
Potential Risks to Children	3
Audience	3
Contractors	4
Risk Management for the protection of children from harm	4
Children who are unaccompanied, lost or unsupervised	4
Vetting individuals	4
Information and welfare in relation to children	5
Appendices <ol style="list-style-type: none"> <li>1. The role of the Children's Safeguarding Co-ordinator at Events</li> <li>2. Care Model</li> <li>3. Event Checklist</li> <li>4. Risk Assessment Tool</li> <li>5. Temporary Supervision Form</li> </ol>	6

## Introduction

This guidance was produced in consultation with LSCB partner agencies, including Cambridgeshire Constabulary.

Its purpose is to prioritise the safety of children and young people at the planning and operational stages of events in Cambridgeshire and it is intended to support and advise the people responsible for managing events. We aim to encourage the provision of a safe environment in which children and young people can learn to socialise and enjoy the diverse range of cultural, leisure and entertainment facilities Cambridgeshire has to offer. We believe that by prioritising the safety of children and taking a proactive, preventive approach towards harm, everyone may have a safe and enjoyable experience enabling our city to retain its excellent reputation for safe and exciting events.

## Background

This guidance has been developed to provide a framework for events managers and service providers, to ensure that events operate in a consistent manner that

promotes the safety of children and young people living in, or visiting Cambridgeshire. This guidance supports licensees to comply with The Licensing Act 2003, under which they have a legal responsibility to protect children from physical, psychological and moral harm.

This does not replace existing guidance and should be used in conjunction with other relevant guidance, to ensure delivery of best practice in relation to safeguarding children at events.

Individual organisations should already have their own child protection policies and procedures in place; this guidance does not replace those and must be used in conjunction with existing policies and procedures.

The term 'children' denotes all children and young people under the age of 18 years.

### Potential Risks to children

Section 182 of The Licensing Act 2003 states that “The protection of children from harm includes the protection of children from moral, psychological and physical harm, and this would include the protection of children from too early an exposure to strong language and sexual expletives, for example, in the context of film exhibitions, or where adult entertainment is provided.”

The risks to children will vary depending upon the style and character of the Event, the audience profile, the type of activities taking place, the age of the children and whether or not they are accompanied and supervised by a responsible adult.

Potential risks include:

- children being vulnerable to sexual or criminal perpetrators;
- consumption of alcohol;
- children witnessing or being involved in substance misuse;
- anti-social behaviour;
- accidental harm;
- bullying;
- children who are unaccompanied/unsupervised;
- risks in relation to children involved in employment, entertainment or performance;
- children witnessing or being involved with inappropriate or dangerous adult behaviour.

### Audience

The guidance is designed for the use of the Police, Cambridgeshire County Council (CCC), and District Council employees who are involved in the management of licensed events and for their partner agencies, contractors and volunteers. It may also be used by event managers involved in the provision of unlicensed or private events, or at high capacity venues, if the type of entertainment or activities fit into the event profiles identified in the risk assessment tool.

## **Contractors**

'Partner Providers' must be obliged by the terms of their contract to act in accordance with this guidance and Event Managers must monitor compliance.

## **Risk Management for the protection of children from harm**

In order to demonstrate a sense of legal and social responsibility towards safeguarding children and young people and in line with existing legislation, policy and guidance, a children's risk assessment must be undertaken prior to each event. There is a risk assessment tool attached to this guidance at Appendix 1 to assist the process of identifying potential risks to children and to decide the necessary type of protective control measures to be operated. This tool must be used in conjunction with existing health and safety and other relevant risk assessment procedures. It should be noted that children must be protected from potential harm during their involvement in entertainment or employment under current legislation. It is a statutory requirement that the necessary permits/licences are obtained from the Council prior to a child being employed or involved in the provision of performance or entertainment at an event. As this is a mandatory duty this is not included as an optional safeguarding measure in the risk assessment tool.

Whilst the issue of safeguarding children and young people is paramount, it should be noted that effective risk management processes also contribute to the promotion of Cambridgeshire's reputation as a place providing safe, attractive, family-friendly leisure and entertainment facilities for residents and visitors.

## **Children who are unaccompanied, lost or unsupervised**

Circumstances may arise in which children, who are without the supervision of an accompanying adult, must be temporarily supervised by event staff. In such circumstances, the protocol should be followed and written records should be retained to account for all actions taken to reunite the child with the responsible adult or to otherwise safeguard the child/young person.

## **Vetting individuals**

Staff assigned to the role of 'Children's Safeguarding Coordinator' must be adequately trained and have the necessary expertise to undertake this role. If event staff have responsibilities that bring them into private/one to one contact with children or if they have supervisory responsibilities in relation to children's activities a DBS certificate is required.

DBS checks, or other vetting procedures such as written and authenticated references, may be required for individuals if, for example, they are involved in the provision of children's tuition, sport activities, or children's entertainment, or in compliance with the Operating Licence Agreements issued by a Council.

## Information and welfare in relation to children

Events should be planned and operated in compliance with the recommendations of the Children's Safeguarding Coordinator who should undertake a written risk assessment, the outcome of which should be incorporated into the event manual, clearly setting out what risk management systems and procedures are in place and lines of accountability. The event manual should state the contact details of the Safeguarding Coordinator and clarify lines of responsibility for safeguarding at the planning and operational stages of the event. To assist the Safeguarding Coordinator to establish clear procedures and communication pathways, a sample model of care is attached to this guidance at Appendix 5. This safeguarding infrastructure may be adapted for smaller events and roles may be duplicated if appropriate.

If the children's risk assessment identifies the event as 'amber' or 'red', the event should be attended by staff designated to act as the 'Children's Safeguarder'. This role may be assigned to staff who have additional functions, such as first aid staff, stewards, youth workers or ambassadors. All staff at events must be informed of the identity and location of the Children's Safeguarders and know who the Safeguarding Coordinator is, so that they are easily able to contact that person should a safeguarding issue arise.

The designated **Children's Safeguarding Coordinator is a specialist welfare role** and staff assigned to this role must be trained in the principles of risk assessment and be competent in carrying out that task.

It is recommended that information should be made available to the public about child safeguarding issues including: flyers/signage to remind adults of their responsibilities in relation to children; responsible drinking, advice leaflets on sexual health, substance misuse or other health issues (e.g. healthy eating advice; counselling services).

Local outreach services should be promoted and information materials be provided by local agencies such as the Safeguarding Children Board, Young People's Substance Misuse Services, and Trading Standards. Information should also be provided (particularly for young people who are unaccompanied), such as public transport timetables, maps highlighting meeting points and designated family areas, the lost children/first aid facility and the location/contact number of the staff assigned to the role of Children's Safeguarder or Coordinator.

## APPENDIX 1

### The role of the Children's Safeguarding Co-ordinator at Events

The individual assigned to act as Children's Safeguarding Co-ordinator must be at event management level, be adequately trained in the principles of risk assessment and be competent in carrying out that task.

The Children's Safeguarding Coordinator is a strategic role and this person should have an overview of the risk management systems and procedures in place for the protection of children from harm. The Co-ordinator acts as a single point of contact for issues relating to children's welfare and has responsibility for the following duties:

- Complete (or assist with) the children's risk assessment prior to the event and keep a written record of the risk assessment
- Ensure that adequate systems are in place to minimize risks identified in the assessment
- Ensure an audit trail is maintained in relation to incidents involving lost children or unaccompanied vulnerable young people
- Ensure signage is securely and prominently displayed
- Ensure all staff/stewards/enforcement officers/relevant partners involved with the planning/operation of the event are briefed so that they are aware of potential risk and understand the safeguarding risk management procedures in place.
- Provide staff with contact details for the Children's Co ordinator and Lead Safeguarder(s) assigned to the event including radio/telephone contact.
- Ensure that the necessary permits/licences have been obtained for children involved in performance/entertainment or who are employed at an event<sup>2</sup>
- Ensure that the relevant events staff (promoters/presenters) are briefed so that age appropriate, family friendly language and material is used and that communications are responsible and do not encourage inappropriate or irresponsible behaviour.

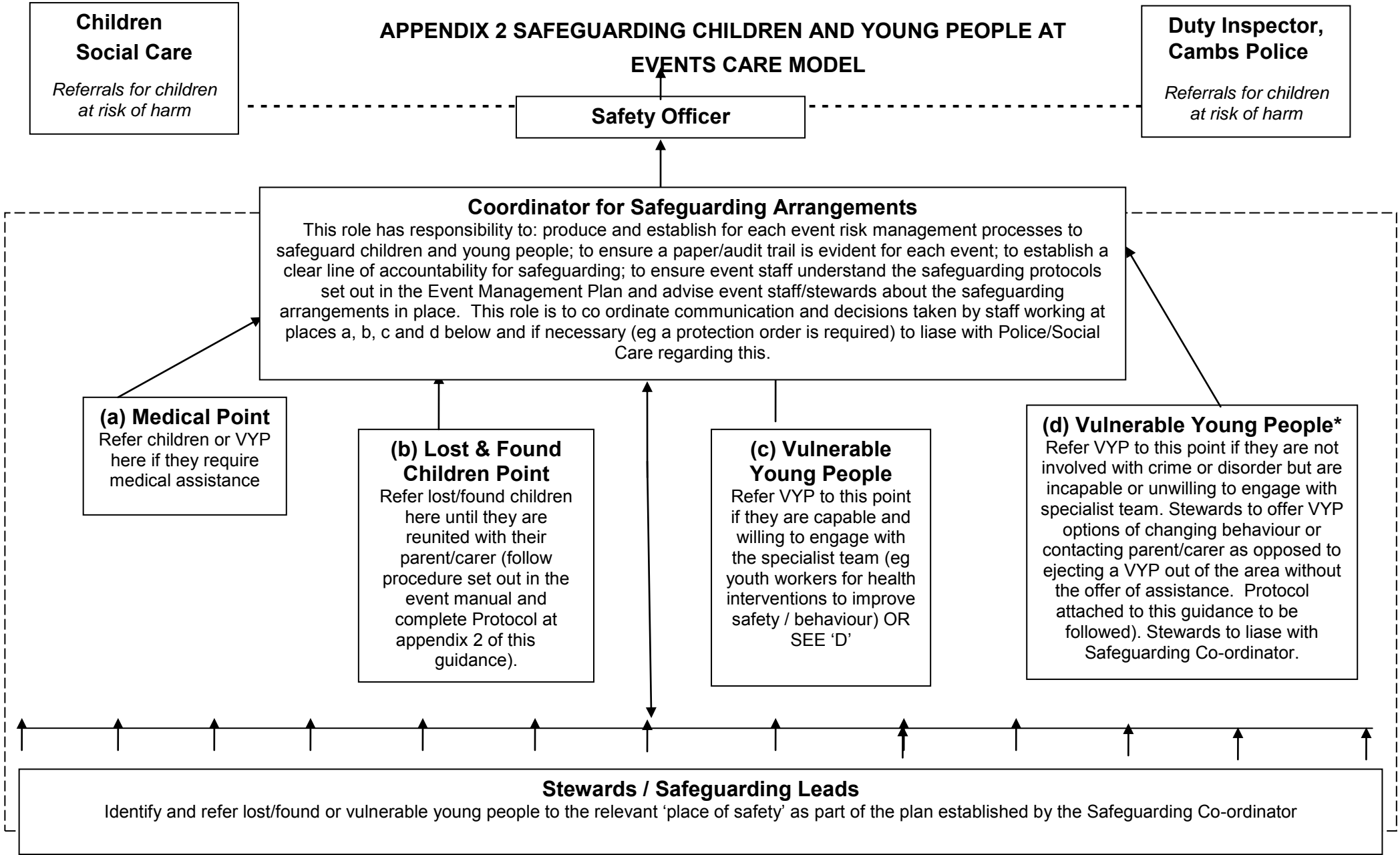
### The role of the Children's Safeguarding Lead(s)

Staff assigned to this role must be suitably trained and adequately briefed to be vigilant and monitor the event, in order to assist the Co-ordinator by identifying safeguarding issues at an operational level and communicate issues to the Safeguarding Coordinator. This role may be assigned to events staff who have additional functions, such as first aid staff, or stewards.

### Staff with 1:1 contact or supervisory responsibilities for children must be suitably vetted.

Vetting should be undertaken by obtaining written, authenticated references, obtaining DBS clearance (at enhanced level if their duties bring them into unsupervised one to one contact with children or if they have supervisory responsibilities in relation to children). Vetting should be undertaken if, for example, staff are involved in the provision of children's tuition, sport activities, some types of children's entertainment, or if this is a contractual condition of the Operating Licence Agreements.

**APPENDIX 2 SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT  
EVENTS CARE MODEL**



\*The purpose of the 'chill out' area is described in the main body of this guidance

\*\*Dotted line indicates that a safeguarding situation has escalated beyond the boundary of the event control management and now meets the criteria requiring statutory service intervention

**APPENDIX 3 EVENT CHECKLIST – SAFETY ADVISORY GROUP**

**Name of event** \_\_\_\_\_

**Date of event** \_\_\_\_\_

**Organisation with overall responsibility: Local Authority / Private Provider** \_\_\_\_\_

**Type of entertainment provided** (*live or recorded music/music policy, any showing of film/broadcast/dance/performance/plays/hot food/alcohol/sports/etc*) \_\_\_\_\_

Safeguarding Item	Response/agreed action	Follow up
<p><b>CYP Risk assessment</b></p> <p>Has a children and young people’s written risk assessment been completed?</p> <p>Who has done the risk assessment?</p> <p>Summarise the safeguarding risks identified at this event:</p> <p>Who is responsible for briefing relevant event staff about the potential safeguarding risks and how to respond? (This may include security stewards /ambassadors/volunteers/marshals/youth workers/police)</p> <p>Have stewards/relevant staff been provided with briefing cards to summarise/remind them of procedures?</p> <p>Who is the senior officer with lead responsibility for co ordinating safeguarding systems and overall accountability for safeguarding systems at the event?</p> <p>Are their details published in the event plan and stated in the hierarchy of event control?</p>		



Safeguarding Item	Response/agreed action	Follow up
<p><b>Lost Children</b></p> <p>Where will the lost children point be located?</p> <p>Who is staffing it?</p> <p>Are they suitably DBS checked or working in pairs? Are they mixed gender?</p> <p>Who is the lead for Lost Children?</p> <p>What is the procedure for reuniting lost children with their parent/carer? Is this written into the Event Manual?</p> <p>Are wristbands available for young children?</p> <p>Will all stewards / relevant event staff be briefed about the location of the LC point and the LC procedure?</p> <p>Who is responsible for briefing relevant event staff?</p> <p>Is the location of the LC point publicised on the site map / publicity? Is there signage at the location?</p>		
<p><b>First Aid</b></p> <p>Is the First Aid point located separate to LC and VYP or combined? (if combined, are there measures in place to prevent young LC being exposed to people who have been injured/intoxicated as this may distress young children)?</p> <p>Are staff enhanced DBS or working in pairs? Are they mixed gender?</p> <p>Are First Aid staff briefed to liase with the officer/team with has lead responsibility for safeguarding at the event?</p>		

Safeguarding Item	Response/agreed action	Follow up
<p data-bbox="56 167 448 199"><b>Vulnerable Young People</b></p> <p data-bbox="56 239 627 271">Is there a police led Operation in place?</p> <p data-bbox="56 311 728 343">Who is the Lead for Vulnerable Young People?</p> <p data-bbox="56 383 705 414">Where is the place of safety for VYP located?</p> <p data-bbox="56 454 683 486">Who is staffing the place of safety for VYP?</p> <p data-bbox="56 526 862 598">What is the procedure for VYP and is this written into the event manual?</p> <p data-bbox="56 638 884 710">Will all stewards / relevant event staff be briefed about the location of the VYP point and the VYP procedure?</p> <p data-bbox="56 750 728 782">Who is responsible for delivering the briefings?</p> <p data-bbox="56 821 896 965">Is the location of the VYP point publicised on the site map / publicity (eg, as <i>Young Persons Welfare Point</i>, so VYP know where to get help?) Will there be signage at the location?</p>		

Safeguarding Item	Response / agreed action	Follow up
<p><b>Age restricted activity</b></p> <ul style="list-style-type: none"> <li><b>Admission</b></li> </ul> <p>What is the admission policy?</p> <p>Is event ticket only? How are ticket sales controlled? (any unaccompanied young people expected to early-queue; is there a database/registration system with contact and post code details/credit card only payment facility; or is event open to general public as pay on door);</p> <p>What is minimum age for unaccompanied children/young people?</p> <p>What is the age verification process? (type of ID accepted; staff training and refusals records)</p> <p>Will the publicity materials/website advertise the age restrictions and that ID may be required?</p> <p>Will there be signage throughout the area to remind adults to supervise their children at all times?</p> <p>Are under 18's issued with VIP/Guest passes and if so will they be subject to age verification checks at the bar/adult areas?</p>		

**Alcohol**

Who is the Designated Premises Supervisor authorising alcohol sales?

What is the age verification policy (21 or 25?)  
(type of ID accepted; staff training and refusals records)

Is the alcohol provider displaying signage that ID may be required to purchase alcohol?

Is there a designated area for families where alcohol is being consumed? Has this been approved by the enforcement agencies? (Health Protection and Police)

**Young people employed / performing**

Are there any children under the age of 18 working or performing at the event (includes voluntary work)?

If so, have checks been made regarding:

- supervisory arrangements (inc alcohol sales),
- chaperones;
- work permit/ performance licence (if compulsory school age);
- have checks been made with Health Protection Service to ensure health and safety compliance?

**Photography / Visual Recording**

Will there be any photographing or video recording of the event including children and young people?

If so:

- Is this stated in the event publicity materials / website?
- Is signage displayed to alert parents/carers and unaccompanied young people that by entering the

area they are consenting to be included in the recording?

- Has consent been obtained in writing for any children or young people specifically recorded? (parent/carer for compulsory school age; young person for 16+).

### **Transport / Pick up points**

Does the event end in time for unaccompanied young people to access public transport?

Is there a safe pick up point for parent/carers to collect their children (is this well-lit and supervised or CCTV/patrol monitored for a period of time until dispersal)?

Is the pick up point included in the publicity materials / website?

### **Child Protection Policy**

Which organisation's child protection policy will be followed if a child or young person makes a disclosure or allegation about a member of staff or otherwise at the event?

Does the event manual specify which organisation's child protection policy must be followed?

### **Other Issues**

<p>area they are consenting to be included in the recording?</p> <ul style="list-style-type: none"><li>• Has consent been obtained in writing for any children or young people specifically recorded? (parent/carer for compulsory school age; young person for 16+).</li></ul> <h3><b>Transport / Pick up points</b></h3> <p>Does the event end in time for unaccompanied young people to access public transport?</p> <p>Is there a safe pick up point for parent/carers to collect their children (is this well-lit and supervised or CCTV/patrol monitored for a period of time until dispersal)?</p> <p>Is the pick up point included in the publicity materials / website?</p> <h3><b>Child Protection Policy</b></h3> <p>Which organisation's child protection policy will be followed if a child or young person makes a disclosure or allegation about a member of staff or otherwise at the event?</p> <p>Does the event manual specify which organisation's child protection policy must be followed?</p>		
<h3><b>Other Issues</b></h3>		

## APPENDIX 4: RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AT EVENTS

**Risk Assessment Tool**

The risk assessment process provides event managers with a structured approach towards safeguarding children and young people at events. When undertaking the risk assessment, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk and this should determine the level of safeguarding measures that are necessary to make the event safe and family friendly. A written risk management plan raises awareness of potential safeguarding issues, provides event managers with a clear line of accountability for safeguarding children and enables them to demonstrate due diligence in relation to the protection of children from harm (under the Licensing Act 2003, where applicable). All events should have a Children's Safeguarding Co-ordinator who has a strategic responsibility for establishing risk management systems and audit processes in relation to children and young people. **All events involving persons under the age of 18 years should include a written children and young people's risk assessment in the EVENT MANUAL**

This tool is to assist staff to minimize potential safeguarding risks to children and young people and should be used in conjunction with existing health and safety risk assessment procedures. It includes an example of risk management systems for different types of events, however these examples are not exhaustive and should be used only as a guide. A blank template is included to assist the event manager/ Children's Safeguarding Co-ordinator to complete their own children's risk assessment for individual events.

The following process categorises events into three types, based on the anticipated audience profile:

- **Green** indicates an adult-orientated event that is not designed to attract children. The audience profile would predominantly be adults with a limited number of accompanied children, if any, attending. It is recommended that events of this type should have, as a minimum, the type of basic safeguarding measures set out below.
  - **Amber** is an event that is marketed to attract a mixed audience, including families and unaccompanied children. It is recommended that this type of event should have safeguarding measures that are enhanced by the function of specialist child welfare staff ('Children's Safeguarding Leads'<sup>2</sup>).
  - **Red** events are designed to attract children and families and may attract unaccompanied children. They may involve the provision of children's entertainment, tuition, or activities involving one to one unsupervised contact with staff/providers, or activities involving other supervisory duties. It is recommended that this type of event should have an enhanced level of safeguarding measures including the assignment of Children's Safeguarders and vetting procedures for some individuals, eg enhanced CRB checks; obtaining and authenticating written references.
-

## GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

Event Profile	Potential risks to children	Suggested risk management options
<p><b>CONTROLLED ACCESS</b>                      Themed event aimed at adults with a specialized interest who may be accompanied by children. Alcohol may be on sale.</p>	<ul style="list-style-type: none"> <li>○ lost or unsupervised</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; no unaccompanied children (or after a specified time)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme).</li> <li>○ Challenge 21 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Minimum of 2 showground stewards + 2 stewards monitoring each bar area</li> <li>○ Signage to remind adults of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Lost children point with 2 stewards (1 male + 1 female)</li> <li>○ First Aid Point with 2 CRB checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issues arises</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Event staff in uniform and registered</li> <li>○ Safeguarding Co ordinator assigned</li> </ul>

**GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES**

Event Profile	Potential risks to children	Suggested risk management options
<p><b>OPEN ACCESS</b> Themed event aimed at adults with a specialized interest who may be accompanied by children. Alcohol may be on sale.</p>	<ul style="list-style-type: none"> <li>○ lost or unsupervised</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol all areas</li> <li>○ Police presence</li> <li>○ Wristband scheme(s)</li> <li>○ Provider staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained.</li> <li>○ Challenge 21 signage displayed</li> <li>○ Signage to remind adults of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children's access is restricted or prohibited</li> <li>○ Combined Lost Children/First Aid point with 2 stewards (1 male + 1 female)</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if safeguarding issues arise</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Safeguarding Co ordinator assigned</li> <li>○ Event staff in uniform and registered</li> </ul>



## GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

<p><b>ALL EVENTS</b></p> <p>Adult Themed events (eg events that are designed for over 18's, or that feature certain types of sub culture music that is associated with drugs/alcohol use or violence or which may attract irresponsible or dangerous adults)</p>	<ul style="list-style-type: none"> <li>○ Children gaining admission to licensed events that are exclusively intended for adults and being exposed to:~             <ul style="list-style-type: none"> <li>○ criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ purchasing or consuming alcohol</li> <li>○ unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; notices displayed regarding access to children</li> <li>○ Wristband scheme(s)</li> <li>○ Restrict or prohibit access to children</li> <li>○ Bar and security staff trained instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained</li> <li>○ Use CCTV/Stewards to monitor activity at the event</li> <li>○ Pat-down checks at point of entry to prevent smuggling substances into the event</li> <li>○ Breath checks at point of entry to detect under age alcohol use/intoxication</li> <li>○ Regular toilet checks</li> <li>○ Adequate lighting to avoid covert activities</li> <li>○ Safeguarding Co ordinator assigned</li> <li>○ Event staff in uniform and registered</li> </ul>
--	---	---

## AMBER EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

Event Profile	Potential risks to children	Suggested risk management options
<p><b>CONTROLLED ACCESS</b></p> <p>General interest event attracting all age groups. May attract unaccompanied children. May have alcohol on sale. May include live music, children’s attractions and night-time activities. Non-controlled admission. Event covers large area, may be unfenced.</p>	<ul style="list-style-type: none"> <li>○ lost or unsupervised</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; no unaccompanied children under 14 years of age (or after a specified time)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained.</li> <li>○ Challenge 21 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Minimum of 2 showground stewards + 2 stewards monitoring each bar area</li> <li>○ Signage / contractual agreements reserving the right to refuse admission (record refusals in incident book)</li> <li>○ Signage / contractual agreements reserving the right to undertake bag searches/pocket searches</li> <li>○ Signage to remind adults of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Lost children point with 2 stewards (1 male + 1 female)</li> <li>○ First Aid Point with 2 CRB checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if safeguarding issues arise</li> <li>○ Films/broadcasts to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Safeguarding Co ordinator and Lead Safeguarders assigned</li> <li>○ Event staff in uniform and registered</li> </ul>

## AMBER EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

<p><b>OPEN ACCESS</b></p> <p>General interest event attracting all age groups. May attract unaccompanied children. May have alcohol on sale. May include live music, children’s attractions and night-time activities. Non-controlled admission. Event covers large area, may be unfenced.</p>	<ul style="list-style-type: none"> <li>○ lost or unsupervised</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol and monitor all areas</li> <li>○ Police presence</li> <li>○ Wristband scheme(s)</li> <li>○ Signage to remind adults of their responsibilities</li> <li>○ Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained.</li> <li>○ Challenge 21 signage displayed</li> <li>○ Staff should be vigilant to prevent children consuming alcohol at the event</li> <li>○ Signage / contractual agreements reserving the right to refuse admission (record refusals in incident book)</li> <li>○ Signage / contractual agreements reserving the right to undertake bag searches/pocket searches</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Combined Lost Children/ First Aid Point with 2 CRB checked staff point (1 male + 1 female)</li> <li>○ All staff briefed about safeguarding systems including vigilance and how to respond if a safeguarding issue arises</li> <li>○ Safeguarding Co ordinator and Lead Safeguarders assigned</li> <li>○ Event staff in uniform and registered</li> </ul>
--	--	---

**RED EVENTS – EXAMPLES OF RISK MANAGEMENT MEASURES**

Event Profile	Potential risks to children	Suggested risk management options
<p><b>CONTROLLED ACCESS</b></p> <p>Family events primarily targeting and advertised for children. Alcohol may be on sale. May attract unaccompanied children. Includes children’s entertainment and activities involving 1:1 unsupervised contact with adults.</p>	<ul style="list-style-type: none"> <li>○ lost or unsupervised</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ accidental harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; age restrictions on unaccompanied children (or adults accompanying children after a specified time)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained.</li> <li>○ Challenge 21 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Minimum of 2 showground stewards + 2 stewards monitoring each bar area</li> <li>○ Signage to remind adults of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Lost children point with 2 stewards (1 male + 1 female)</li> <li>○ First Aid Point with 2 CRB checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if safeguarding issues arise</li> <li>○ Films/broadcasts to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Safeguarding Co ordinator and Lead Safeguarders assigned <ul style="list-style-type: none"> <li>○ Schedule children’s activities to enable realistic monitoring if limited number of Children’s Safeguarders available</li> </ul> </li> <li>○ Enhanced CRB checks/written references for staff responsible for supervising children 1:1, children’s entertainers or play/activity supervisors</li> <li>○ Event staff in uniform and registered</li> </ul>

## RED EVENTS – EXAMPLES OF RISK MANAGEMENT MEASURES

### OPEN ACCESS

Family events primarily targeting and advertised for children. May attract unaccompanied children. Includes children’s entertainment and activities involving 1:1 unsupervised contact with adults.

- lost or unsupervised
- at risk of criminal or sexual predators (environment conducive to grooming)
- accidental harm
- exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)
- Children purchasing or consuming alcohol
- Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)
- Stewards patrol and monitor all areas
- Police presence
- Wristband scheme(s)
- Signage to remind adults of their responsibilities
- Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 21 proof of age scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained
- Challenge 21 signage displayed
- Staff should be vigilant to prevent children consuming alcohol at the event
- Signage, cordons and barriers to identify and demarcate alcohol consumption areas or family areas or where children’s access is restricted or prohibited
- Films/broadcasts to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority
- Combined Lost Children/ First Aid Point with 2 CRB checked staff point (1 male + 1 female)
- All staff briefed about safeguarding systems including vigilance and how to respond if safeguarding issues arise
- Safeguarding Co ordinator and Lead Safeguarders assigned
- Schedule children’s activities to enable realistic monitoring if there is a limited number of Children’s Safeguarders available
- Enhanced CRB checks/written references for staff responsible for supervising children 1:1, children’s entertainers or play/activity supervisors
- Event staff in uniform and registered



Audience Profile	Potential risks to children and young people	Risk Rating <i>(see matrix: probability + impact = risk)</i>			Safeguarding measures operating to minimize risk	Residual risk and comment / further action required
		P	I	R		

**SAMPLE MATRIX TOOL FOR CALCULATING RISK**

<b>I M P A C T</b>	<b>Catastrophic</b>	M	H	VH	VH	VH
	<b>Significant</b>	M	H	VH	VH	VH
	<b>Moderate</b>	M	M	H	H	H
	<b>Minor</b>	L	L	M	M	M
	<b>Insignificant</b>	L	L	L	L	L
		<b>Negligible</b>	<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Probable</b>
	<b>LIKELIHOOD</b>					



**Definitions:**

**VERY HIGH** = Primary or critical risk requiring immediate action; **HIGH** = Significant risks warranting serious attention after the VH risks;

**MEDIUM** = Less significant but could still be disruptive and result in upset or have the potential for escalation should they occur;

**LOW** = Risks that are unlikely to occur and are of relatively low significance but still require monitoring as may have potential to escalate in likelihood and/or impact.

Sample description of 'Likelihood'	Sample descriptions of Risk Rating Impact
<p><b>Negligible</b> = one chance in 20,000  <b>Rare</b> = one chance in 2,000  <b>Unlikely</b> = one chance in 200  <b>Possible</b> = one chance in 20  <b>Probable</b> = one chance in 2</p>	<p><b>Insignificant:</b> low number of children/young people affected (eg single figures) with insignificant impact on physical, moral or psychological welfare of the child.</p> <p><b>Minor:</b> child/ren or young person(s) affected, treatable by positive intervention by event staff and minimal reputational risk (eg underage drinking or low level disorder)</p> <p><b>Moderate:</b> child/ren or young person(s) affected, requiring assistance from services outside of the event (eg hospital, police or social care) with disruption to the event and possible reputational damage (eg young person extremely intoxicated or influential performer who behaves irresponsibly (racism, incitement)</p> <p><b>Significant:</b> child/ren or young person(s) affected, resulting in significant physical, psychological or moral harm; serious impact on the event and significant reputational damage (eg child/young person raped, or stabbed, or sexually exploited)</p> <p><b>Catastrophic:</b> child/ren or young person(s) affected, suffering serious or fatal physical, psychological or moral harm and catastrophic effect on event including reputational damage (eg child/ren or young person(s) abducted or murdered or assassinated)</p>

# APPENDIX 5: SAMPLE PROTOCOL

## CHILD UNDER TEMPORARY SUPERVISION OF EVENT STAFF

**Name of Event:**

**Location:**

**Date of Event:**

**Time:**

**Name of Child:**

**Age/DOB:**

**Name of Parent/Guardian:**

**Telephone No:**

**Home address:**

**Has the child got a mobile phone? Yes / No**

**Have you checked for an Emergency Contact Number? Yes / No**

**Description of Child's Appearance: :**

**Male/Female:**

**Approx. age:**

**Approx. height:**

**Ethnicity:**

**Hair colour and length:**

**Clothing:**

**Distinguishing features:**

**Time and circumstances under which the child was received under staff supervision:**

(include information about why the child requires assistance and any information you have gathered eg are they intoxicated/distressed/behaving in a way that causes risk/what are their intentions/plans for the evening/travel arrangements to/from venue, are they alone/with friends etc)

**SAMPLE PROTOCOL  
RECORD OF ACTIONS TAKEN**

Name of person completing this form: \_\_\_\_\_

Job title/position: \_\_\_\_\_

**(Please circle actions/options taken)**

1. **Child returned to parent/carer** Time discharged: \_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_

2. **Contacted parent/carer by telephone**  
Response of parent/actions agreed \_\_\_\_\_

3. **Unable to contact parent/carer** *(as a guide, one hour should be the maximum time before notifying the police or social services)*  
or

4. **Request Ambulance and discharged  
child to hospital<sup>1</sup>** Time discharged: \_\_\_\_\_  
or

5. **Request local police assistance** Time requested: \_\_\_\_\_

Name of Police Officer: \_\_\_\_\_

**OR, if no local police response and the vulnerable child remains under your supervision**

6. **Notify Police HQ (insert tel no) and contact Childrens Social Care Services (insert tel no)<sup>2</sup>  
to request assistance**

Name of Police Officer: \_\_\_\_\_ Name of Social Worker: \_\_\_\_\_

Time requested: \_\_\_\_\_

7. **Child collected by Police Officer/  
Social Care Services Officer** Name of Officer \_\_\_\_\_

Signature of Officer \_\_\_\_\_

7. **If no response after 1 hour, by Childrens Social Care Service or the Police, child escorted by  
appropriate staff to nearest police station as follows:**

Name(s) of escort(s) \_\_\_\_\_

Address of police station: \_\_\_\_\_

Signature of Escort : \_\_\_\_\_ Signature of Police Officer: \_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_

<sup>1</sup> ONLY in cases where the child requires medical attention eg, due to intoxication or ill health, or physical harm

<sup>2</sup> Event manager/lead for safeguarding should contact Social Care Services in addition to Police to notify them of the situation and that their service may be required if Police issue a Police Protection Order