



GUIDANCE FOR BEST PRACTICE: SAFEGUARDING CHILDREN AT EVENTS

July 2021

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Introduction

This guidance was produced in partnership with the Events Working Group of Camelford Town Council and in consultation with Cornwall and Devon Police.

Its purpose is to prioritise the safety of children and young people at the planning and operational stages of events in Camelford 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 Camelford 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.

1.0 Background

This guidance has been developed by Camelford Town Council (CTC) and Devon and Cornwall Police to provide a framework for CTC staff 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 Camelford. This guidance supports licensees to comply with The Licensing Act 2003, under which they have a legal responsibility to protect children from harm.

This does not replace existing guidance and should be used in conjunction with the following, to ensure delivery of best practice in relation to safeguarding children at licensed events:

- The Health & Safety Executive 'The Event Safety Guide'
- Cornwall Council Licencing Act 2003
- Cornwall Council Statement of Licensing Policy
- Children and Young Persons Act 1963, s.37. The Children (Performances and Activities) (England) Regulations 2014

Based on the above documentation, this guidance seeks to support and develop the risk management process in relation to children.

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.

1.1 Potential Risks to children

The Guidance Issued Under 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." (ibid. Section 7.48).

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 they are accompanied and supervised by a responsible adult. Potential risks¹ include:

- children being vulnerable to sexual or criminal predators;
- 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.

¹ SSCB 'Protecting Children and The Licensing Act 2003' information leaflet and 'Codes of Practice and Guidance Notes for the Establishment and Operation of Licensed Premises Under the Licensing Act 2003' refer

1.2 Audience

The guidance is designed for the use of CTC employees who are involved in the management of licensed events and for their partner agencies, contractors and volunteers. It may also apply to managers involved in the provision of non-licensed 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.

1.3 Contractors

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

2.0 Risk Management for the protection of children from harm

In order to promote a sense of legal and social responsibility towards child safety 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 risk assessment procedures.

It should be noted that children must be protected from potential harm during their involvement in entertainment or employment under the legislation guiding Cornwall Council Children & Young People's Directorate's 'Children in Entertainment' Policy Document and Cornwall Council Byelaws on the Employment of Children 1998. It is a statutory requirement that the necessary permits/licences are obtained from Cornwall Council's Children & Young People's Directorate 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 child safety is paramount, it should be noted that effective risk management processes also contribute to the promotion of Camelford's reputation as a town providing safe, attractive, family-friendly leisure and entertainment facilities for residents and visitors to the town.

3.0 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 Lost Child 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 otherwise ensure the child's safety.

4.0 Vetting individuals

Staff assigned to the role of 'Children's Safeguarder' must obtain DBS disclosure certificates (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.)

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.

5.0 Information and welfare in relation to children

If the children's risk assessment identifies the event as 'amber' or 'red' (see Appendix 1), the event should be attended by staff designated to act as the 'Children's Safeguarder'. All staff at events must be informed of the identity and location of the designated Children's Safeguarder so that they are easily able to contact that person should a safeguarding issue arise.

The designated **Children's Safeguarder 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.

In line with Chapter 21, HSE 'The Event Safety Guide' and in the spirit of this guidance and The Guidance Issued Under Section 182 of The Licensing Act 2003² to promote a sense of legal and social responsibility at events, it is recommended that information should be made available to adults and young people about child safety 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 (eg healthy eating advice; counselling services).

Information should also be provided (particularly for young people who are unaccompanied), such as maps highlighting meeting points, the lost children/first aid facility and the location/contact number of the Children's Safeguarder.

We invite feedback about the quality of this guidance and welcome the opportunity to improve it.

If you would like to comment about the content or effectiveness of the Guidance, or wish to make suggestions for its improvement, please let us know by sending your comments to:

Esther Greig
Town Clerk
Town Hall
Market Place
Camelford PL32 9PD

² Section 7.65

Appendix 1

RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AT EVENTS

The risk assessment process provides event managers with a structured approach towards safeguarding children and vulnerable 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, family friendly and inclusive. A written risk management plan raises awareness of potential safeguarding issues, provides event managers with a clear line of accountability for safeguarding and enables them to demonstrate due diligence in relation to equality and to the protection of children from harm (under the Licensing Act 2003, where applicable). All events should have a designated Safeguarding Co-ordinator who has a strategic responsibility for establishing risk management systems and audit processes in relation to children and vulnerable people.

This tool is to assist staff to minimize potential safeguarding risks and should be used in conjunction with existing health and safety risk assessment procedures.

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

Green indicates a family event. The audience profile would predominantly be adults with children, and a limited number of accompanied children. They may involve the provision of family activities, children's entertainment, tuition, or activities involving groups of children. The audience profile may include vulnerable adults. It is recommended that events of this type should have, as a minimum, the type of basic safeguarding measures set out in the table below. Green events are held in a small area that can be managed (e.g. park with entrance)

Amber indicates an event that is marketed to attract adults but may include families and unaccompanied children. The audience profile may include vulnerable adults. It is recommended that this type of event should have safeguarding measures that are enhanced by the function of specialist welfare staff e.g. with enhanced DBS checks. Amber events cover a large area and can be sited in City Centre.

Red events are designed to attract children and families and may attract unaccompanied children and vulnerable adults. They may involve the provision of family activities, 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 DBS checks; obtaining and authenticating written references for example, staff with supervisory responsibilities. Red events are held in a City Centre.

CTC only organises green events and so this risk assessment toolkit is based only on green events only.

Event Profile	Potential risks to children/vulnerable adults	Possible risk management options
<p>COMMUNITY Themed event in Enfield Park, Market Place, OCM Skatepark or Clease Green, aimed at families and/or adults. Alcohol may be on sale. Live music and hair braiding/face painting/henna may be available. Food stalls may be present. Sporting activities may be on offer.</p>	<ul style="list-style-type: none"> • Lost/found or unsupervised • Distressed/disorientated • Physical or verbal abuse or harm • Exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse) • Children purchasing or consuming alcohol 	<ul style="list-style-type: none"> • Controlled access to the event (via entrance to Enfield Park, Skatepark, Clease Green) • Lost/found Protocol • Designated welfare point/safe space (e.g. quiet space – provided by CTC gazebo) • Wristband scheme if applicable (e.g. Slip n slide) • Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID • Challenge 25 signage displayed • Event stewards to monitor park and/or designated drinking area/marquee. Stewards to check any bags owned by under 18s for alcohol/illegal substances/weapons. • First Aid Point with DBS checked staff (usually CTC gazebo and First Aid Services e.g. Launceston Voluntary First Aid or St John Ambulance) • All staff and volunteers to be vigilant and briefed on potential risks and safeguarding issues that may arise. • Safeguarding Coordinator assigned.