



Safety Advisory Group

Safeguarding Risk Assessment Tool and Guidance for Events

Safeguarding Risk Assessment Tool and Guidance for Events

9-12-2018

EVENT SAFEGUARDING CHECKLIST – SAFETY ADVISORY GROUP

Introduction

This risk assessment process is voluntary, but event organisers will be asked about their safeguarding arrangements by the local Safeguarding Advisory Group. A robust risk assessment will enable them to demonstrate they have thought about the likely issues and will show how they plan to deal with them.

The risk assessment process is designed to provide event managers with a structured approach to safeguarding children, young people and adults at risk from harm at their events. When undertaking this risk assessment consideration should be given to the audience profile, the hazards/risks identified and the likelihood of that risk occurring along with the consequences of the risk. This will determine the level of safeguarding measures to be implemented to ensure the event is as safe as possible for all those who attend. A written risk management plan raises the awareness of potential safeguarding issues, provides the event managers with a clear line of accountability for safeguarding and enables them to demonstrate due diligence in relation to the protection of children, young people and adults at risk from harm. It is recommended that all events, however large or small, have a Safeguarding Co-ordinator who has the strategic responsibility for establishing risk management systems and audit process in relation to those attending the event. The risk assessment and resultant management plan should be included in the event manual.

The tool has been developed to assist organisers to minimize the potential safeguarding risks to children, young people and adults at risk from harm, it can be used in conjunction with any 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 only be used as a guide. Every event is unique and therefore it is important the risk assessment is undertaken for each event. It should also be revised throughout the event to ensure new or developing risks are considered. A blank template is included to assist the event manager/safeguarding co-ordinator to complete the risk assessment for individual events.

There is a great deal of detail in this document and organisers should decide what is relevant to their event and what is not, but all items should be considered, and the response should be documented and should always be proportionate and manageable. This tool should be seen as an enabler; it is not designed to stop organisers running event but to make sure they are as safe as is practicable.

Events can be large or small and risk does not necessarily correlate to the size of the event but certain items will necessarily increase the risk level, e.g. the sale or provision of alcohol. These can all be managed with careful consideration.

Everyone involved in the organisation and delivery of an event has a responsibility to safeguard those around them, not just those attending but those working at, or helping with, the event. Everyone can make a difference whatever their role and responsibility. However, they also have a responsibility to keep themselves safe and should not put themselves at risk. A clearly described protocol for dealing with incidents will reduce the risk to all those involved and ensure there is an appropriate and proportionate response to such incidents.

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The document contains the following sections:

1. Guidance about the basic types of events and examples of risk and risk management measures – this list is not exhaustive but it does give some simple guidance and is designed to promote thought about likely risks.
2. Risk Assessment Part One - A section to be completed which gives an overall picture of the event
3. Risk Assessment Part Two - A checklist for the safeguarding issues which need to be considered in the detailed risk assessment
4. Risk Assessment Part Three – The detailed safeguarding risk assessment – this should be considered alongside the health and safety risk assessment as there may be some overlap. Extra boxes can be added as required.
5. Sample safeguarding policy

Guidance about events – types and risks

The following process categorises events into three types, based on the anticipated audience profile and suggests some likely areas of risk and possible risk management options. These are examples only, event organisers need to consider the likely risks for their event based on audience, local issues etc:

- **Category 1** – an event targeted at adults and not designed to attract children. The audience profile would be either exclusively or predominantly adults, there may be a few accompanied children. For this event consideration should be given to safeguarding measures for those children who may be there and also for any adults at risk of harm and those adults with particular vulnerabilities.
- **Category 2** – an event designed to attract a mixed audience, including families and possibly unaccompanied children. It is recommended that for this event there are specialist child welfare staff as well as measures for safeguarding children, young people and adults.
- **Category 3** – designed to attract children and families and may attract unaccompanied children. There may be the provision of activities for children involving one to one unsupervised contact with staff/providers, or activities which involve staff in other supervisory duties. For this kind of event it is recommended that there is an enhanced level of safeguarding measures, including a higher level of safeguarding staff and vetting procedures for some individuals e.g. enhanced DBS checks and/or written references.

Event profile and venues: consider the type of venue being used and the ability of the organiser to control access, egress and security. Events may be organised by the local community, charities or commercial organisations.

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- **Town or city centre** – No defined boundary, multiple access and egress points, open access, no tickets required – e.g. farmers markets, switching on of Christmas lights, parades, carnivals, etc
- **Town or city centre** – multiple access and egress points but controlled access, may be ticketed, and barriers/boundaries in place e.g. food shows, outdoor cinemas
- **Town or city centre** – event in a clearly defined venue, may be a building, limited access and egress points and access strictly controlled
- **Parks or Rural (public or private)** – Easy access, controlled points of access and egress but not completely sealed. Visitors may require transport (either public or their own) to access the venue e.g. craft shows, agricultural shows, sports events etc
- **Parks or Rural (public or private)** – strictly boundaried area with limited access and egress points, (completely fenced off or in a building) access strictly controlled e.g. concerts

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Category 1 events – Examples of risk and risk management measures

Event Profile and Audience	Potential Risks to children and adults	Suggested Risk management options
<p>COMMUNITY</p> <p>Themed event aimed at adults with a particular interest, children may be present but will only be able to access the event with an accompanying adult. Alcohol may be on sale.</p> <p>Drugs/substances may be present onsite</p>	<ul style="list-style-type: none"> o Lost or unsupervised children o At risk of criminal or sexual predators (environment may be conducive to grooming) o Accidental harm o Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds o Under 18s may be able to access alcohol or other substances 	<ul style="list-style-type: none"> • Ticket purchase – consider guidance/conditions for under 18s attending • Controlled access to the event, admission charges, no unaccompanied (or accompanied) children after specified time • Wristband schemes • Bar staff trained about law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) • Challenge 25 signage displayed • Stewards will monitor identified areas of the site • Event staff to be clearly identifiable • Event staff registered with event management team • Event staff trained in signs of abuse including modern slavery, child sexual exploitation • Signage to remind adults of their responsibilities

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Event Profile and Audience	Potential Risks to children and adults	Suggested Risk management options
<p>COMMUNITY OR CITY/TOWN CENTRE</p> <p>These are adult themed events – designed for over 18s but may feature certain types of sub culture music that is associated with drugs/substance/alcohol use or violence which may attract irresponsible or dangerous adults.</p>	<p>As above</p>	<ul style="list-style-type: none"> • Cordon off particular areas to limit/control access • Lost children procedure to be clearly defined and communicated to site staff • First Aid point with DBS checked staff • Consider provision of welfare staff as well as first aiders • Record all incidents/accidents and use data to inform risk assessment • All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises • Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification • Provision of drinking water
<p>As above</p>	<p>As above, plus:</p> <ul style="list-style-type: none"> • Use of CCTV/stewards to monitor activity – attention to areas of risk on site • Pat down and bag checks at point of entry • Breath checks at point of entry to detect under age alcohol use • Regular checks of toilet areas • Adequate lighting to avoid covert activities 	<p>As above, plus:</p> <ul style="list-style-type: none"> • Use of CCTV/stewards to monitor activity – attention to areas of risk on site • Pat down and bag checks at point of entry • Breath checks at point of entry to detect under age alcohol use • Regular checks of toilet areas • Adequate lighting to avoid covert activities

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Category 2 events – Examples of risk and risk management measures – use this section to help you to identify the areas of risk you need to consider for your event.

Event Profile and Audience	Potential Risks to children and adults	Suggested Risk management options
<p>COMMUNITY</p> <p>General interest event attracting all age groups. May attract unaccompanied children. May include live music, children's activities and night time/overnight activities.</p> <p>Alcohol may be on sale or available</p> <p>Admission may be uncontrolled or loosely controlled</p> <p>Site may cover large area or be unfenced, or multiple sites</p> <p>Those attending may be able to leave the site and re-enter later</p>	<ul style="list-style-type: none"> o Lost or unsupervised children o At risk of criminal or sexual predators (environment may be conducive to grooming) o Accidental harm o Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds) o Under 18s may be able to purchase or consume alcohol 	<ul style="list-style-type: none"> • Ticket purchase – consider guidance/conditions for under 18s attending • Controlled access to the event, admission charges, no unaccompanied (or accompanied) children after specified time • Pat down and bag checks at point of entry • Breath checks at point of entry to detect under age alcohol use • Signage/contractual agreements reserving the right to refuse admission (record refusals in an incident book) • Area fenced off • Adequate lighting to avoid covert activities • Wristband schemes • Bar staff trained about law in relation to children and alcohol and instructed to operate • Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) • Bar staff to be vigilant about underage drinking • Challenge 25 signage displayed • Stewards will monitor identified areas of the site

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		<ul style="list-style-type: none"> • Use of CCTV/stewards to monitor activity – particular attention to areas of risk on site • Regular checks of toilet areas • Event staff to be clearly identifiable • Event staff registered with event management team • Event staff trained in signs of abuse including modern slavery, child sexual exploitation • Signage to remind adults of their responsibilities • Cordon off areas to limit/control access • Lost children procedure to be clearly defined and communicated to site staff • First Aid point with DBS checked staff • Consider provision of welfare staff as well as first aiders • Record all incidents/accidents and use data to inform risk assessment • All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises • Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification • Provision of drinking water
<p>City Centre</p>	<p>As above</p>	<p>As above plus:</p> <ul style="list-style-type: none"> • Involvement of security staff

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Category 3 events – Examples of risk and risk management measures

Event Profile and Audience	Potential Risks to children and adults	Suggested Risk management options
<p>Community or City Centre</p> <p>Family events primarily targeting and advertised for children.</p> <p>May attract unaccompanied children</p> <p>Includes children's entertainment and activities and may involve 1:1 unsupervised contact with adults</p> <p>Alcohol may be on sale to adults attending the event</p>	<ul style="list-style-type: none"> o Lost or unsupervised children o At risk of criminal or sexual predators (environment may be conducive to grooming) o Accidental harm o Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds o Under 18s may be able to purchase or consume alcohol 	<ul style="list-style-type: none"> • Controlled access to the event, admission charges • Age restrictions on unaccompanied children or requirement for adults to accompany children after a specified time • Wristband scheme • Signage/contractual agreements reserving the right to refuse admission (record refusals in an incident book) • Area fenced off • Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children's access is restricted or prohibited • Adequate lighting to avoid covert activities • Bar staff trained about law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) • Bar staff to be vigilant about underage drinking • Challenge 25 signage displayed • Stewards will monitor identified areas of the site • Use of CCTV/stewards to monitor activity – particular attention to areas of risk on site

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- Regular checks of toilet areas
- Event staff to be clearly identifiable
- Event staff registered with event management team
- Event staff trained in signs of abuse including modern slavery, child sexual exploitation
- Enhanced DBS checks/written references for staff responsible for supervising children or activities, children’s entertainers or play/activity providers
- Signage to remind adults of their responsibilities
- Lost children procedure to be clearly defined and communicated to site staff
- First Aid point with DBS checked staff
- Consider provision of welfare staff as well as first aiders
- Record all incidents/accidents and use data to inform risk assessment
- All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises
- Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification
- Try to schedule activities to aid realistic monitoring by safeguarding staff
- Provision of drinking water

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RISK ASSESSMENT PART ONE – General Information about event. Please complete this section with as much detail as you can.

Name of event:	Date (s) of event, including timings: If more than one day, can people stay onsite overnight? YES / NO
Organisation(s) with overall responsibility:	Name of person completing this form:
Location of event, address including post-code/map reference	Is the event located on one site or multiple sites? Can people leave the site and re-enter?
Name of person with the lead responsibility for safeguarding and for co-ordinating safeguarding systems:	Contact details for at least one person who is organising the event to include name, role for the event, address, email and telephone contacts.

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	<p>Type of event including entertainment provided. Give a brief summary (e.g. live or recorded music) films, dance, alcohol to be provided or for purchase, food, sports, etc</p>
<p>Target audience for the event: Describe the likely audience e.g. children only, children and adults, families, adults only</p>	<p>Size of event:</p> <p>Up to 499</p> <p>500 – 999</p> <p>1000 – 4999</p> <p>5000 +</p>
<p>How do people gain access to the event? Is it ticketed, pay in advance or pay on the day open access?</p>	
<p>Any other information which needs to be considered in the safeguarding risk assessment.</p>	

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RISK ASSESSMENT PART TWO – Event checklist – use this checklist to identify the areas of risk assessment on which you need to focus. – Some areas of this risk assessment may not relate to your particular event but please consider all of them carefully to ensure you do not miss anything. You may identify areas which are not covered, please add those.

Safeguarding Item	Response/agreed action	Follow up
<p>Children and young people and adults at risk of harm risk assessment</p> <p>Has a safeguarding risk assessment been completed?</p> <p>Who carried out the risk assessment?</p> <p>Summarise the safeguarding risks identified or refer to risk assessment document.</p> <p>Who is responsible for briefing relevant event staff about the potential safeguarding risks and how to respond (this may include security stewards, volunteers, marshals, bar/food staff etc)?</p> <p>Who is the lead for safeguarding for the event and for co-ordinating systems and who has overall safeguarding accountability?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Are their details published in the event plan and stated in the hierarchy of event control?</p> <p>Is there a system in place for recording incidents?</p>		
<p>Lost Children</p> <p>Where is the lost children point located?</p> <p>Who is the lead for lost children?</p> <p>Who else is responsible for looking after lost children?</p> <p>Is this person (people) DBS checked, system in place to ensure they work in pairs, mixed gender? Will there be DBS checked staff available throughout the event?</p> <p>What is the procedure for reuniting lost children with their parent/carer? Is this written in the event manual? How are</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>parents/carers informed, is it well signed and publicised in event literature?</p> <p>Will stewards and other event staff be briefed on location of lost children point and also on the procedure?</p> <p>Who carries out the briefing?</p> <p>First Aid</p> <p>Where is the First Aid point located? If it is located near the Lost Children point think about distress caused to children/young people point witnessing people who are injured/intoxicated.</p> <p>Are staff enhanced DBS? Working in pairs? Mixed gender? Where DBS checks are required will there be people with DBS checks available at all times when the event is running?</p> <p>Are First Aid staff briefed to liaise with safeguarding lead or team?</p> <p>Are First Aid staff trained in safeguarding?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Welfare Provision</p> <p>Is the welfare provision available for adults and young people under the age of 18?</p> <p>Are staff/volunteers working in this provision DBS checked and will there be DBS checked staff available at all times?</p> <p>What is the process for reporting concerns to statutory agencies and who will do this?</p> <p>Consider using the Herbert Protocol if vulnerable adults are likely to attend the event.</p>		
<p>Vulnerable Young People and Adults</p> <p>Is there some kind of recognised programme in place to identify those who are vulnerable and provide somewhere for them to go to seek assistance?</p> <p>Who is the lead (s) for vulnerable young people or adults?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Is there a place of safety identified?</p> <p>Who is staffing it? Are they DBS checked? Is there a DBS checked adult on every shift?</p> <p>What is the procedure for vulnerable young people and adults? Is it clearly explained in event literature and the event manual?</p> <p>Is there clear signage at the location?</p> <p>Will all stewards and other relevant staff be briefed about it?</p> <p>Who is responsible for delivering the briefings?</p>		
<p>Age restricted activity</p> <p>Admission</p> <p>What is the admission policy?</p> <p>Is the event ticket only?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>How are tickets controlled? Are bookings all recorded with contact, post-code/credit card payments?</p> <p>Is it tickets in advance, or purchase on the day (or a mixture)?</p> <p>What is the minimum age for unaccompanied children?</p> <p>What is the age verification process? (types of id accepted and refusals records, staff training)</p> <p>Will the publicity materials advertise the age restrictions and that ID may be required?</p> <p>Will there be signage to remind parents to supervise their children?</p> <p>VIP/Guest areas – are under 18s issued with ID and subject to age verification checks at bar/adult areas? If people are either barred from attending or re-entering the site following eviction how will this be communicated to all those who need to know.</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Alcohol and substances</p> <p>Who is the designated premises supervisor authorising alcohol sales?</p> <p>What is the age verification process (types of ID, staff training and recording of refusals)?</p> <p>Will Challenge 25 be used and promoted at the event?</p> <p>Are you operating 'Ask for Angela' at your bars?</p> <p>Is there a designated area for families where alcohol is being consumed? Has this been approved by the enforcement agencies?</p> <p>If people are barred from purchasing/receiving alcohol how will this be recorded, and bar staff advised (a book kept by the bar may be useful here).</p> <p>What is the risk of drugs or other substances being brought onto the site?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>What are the most likely substances to be found on the site?</p> <p>What provision is made for those who may suffer ill effects from either alcohol or drugs and other substances?</p> <p><i>Young people employed/performing</i></p> <p>Are there any children under the age of 18 working or performing at the event (including volunteering)?</p> <p>If so have checks been made regarding:</p> <ul style="list-style-type: none"> • Supervisory arrangements (including alcohol sales) • Chaperones • Work permit/performance licence (check local authority website for guidance on employment and performing) • Have checks been made with health protection service to ensure health and safety compliance <p><i>Photography/Visual Recording</i></p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Will there be any photographing or video recording of the event including children and young people?</p> <p>If so:</p> <ul style="list-style-type: none"> • 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 to be specifically recorded? 		
<p>Transport/Pick up points</p> <p>Does the event end in time for any unaccompanied young people to access public transport?</p> <p>Is there a safe pick-up point for the collection of people (well lit, CCTV/patrol monitored)?</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Are there any particular risks such as river/canal, busy road, lack of lighting, remote, which may pose particular problems to those who are either leaving the site of their own free will or have been asked to leave?</p>		
<p>Is the pick-up point included in the publicity materials/website?</p>		
<p>Adults at risk of harm</p>		
<p>Are there any identified groups of adults who may be at specific risk of harm?</p>		
<p>Safeguarding Policy</p>		
<p>Which organisation’s safeguarding policy will be followed if a child or young person or adult makes a disclosure or allegation about a member of staff or otherwise at an event?</p>		
<p>Does the event manual specify which policy must be followed?</p>		
<p>Safeguarding Training</p>		

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Safeguarding Item	Response/agreed action	Follow up
<p>What safeguarding training will be provided to organisers, staff and volunteers. Level, content and time allowed for training should all be considered. Note: training will be available in how to use this risk assessment, event organisers should ask their Safeguarding Advisory Group for details.</p>		
<p>Other Issues</p>		

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RISK ASSESSMENT PART THREE

Event Name:

Location:

Date of event:

Risk Assessor's Name:

Role:

Signature:

Date of Risk Assessment:

Potential risks to children, young people and adults	Risk Rating Probability + Impact + Risk (PIR)	Risk Rating Probability + Impact + Risk (PIR)	Safeguarding measures operating to minimise risk	Residual risk and comment/further action required

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Potential risks to children, young people and adults	Risk Rating Probability + Impact + Risk (P I R)	Safeguarding measures operating to minimise risk	Residual risk and comment/further action required

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RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND ADULTS AT EVENTS

SAMPLE MATRIX TOOL FOR CALCULATING RISK

		IMPACT					LIKELIHOOD				
		Catastrophic	M	H	VH	VH	VH				
	Significant	M	H	VH	VH	VH					
	Moderate	M	M	H	H	H					
	Minor	L	L	M	M	M					
	Insignificant	L	L	L	L	L					
		Negligible	Rare	Unlikely	Possible	Probable					

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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
Negligible = one chance in 20,000	Insignificant: low number of children/young people/adults affected (e.g. single figures) with insignificant impact on physical, moral or psychological welfare of the individual.
Rare = one chance in 2,000	Minor: child/ren, young person(s) or adult(s) affected, treatable by positive intervention by event staff and minimal reputational risk (e.g. moderate underage drinking or low-level disorder)
Unlikely = one chance in 200	Moderate: child/ren, young person(s) or adult(s) affected, requiring assistance from services outside of the event (e.g. hospital, police or social care) with disruption to the event and possible reputational damage (e.g. young person extremely intoxicated or influential performer who behaves irresponsibly (racism, incitement)
Possible = one chance in 20	
Probable = one chance in 2	Significant: child/ren, young person(s) or adult(s) affected, resulting in significant physical, psychological or moral harm; serious impact on the event and significant reputational damage (e.g. individual raped, or stabbed, or sexually exploited)

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	Catastrophic: child/ren, young person(s) or adult(s) affected, suffering serious or fatal physical, psychological or moral harm and catastrophic effect on event including reputational damage (e.g. individual abducted or murdered or other fatality)
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Sample Safeguarding Policy

For a simple event this may be a short document but the more complex it becomes the more detail will be required. Consideration should be given as to how this will be circulated and understood by all those who need to know about it. This is just a framework to assist organisers in putting the policy together.

Title of event, dates etc

Overview of Policy

Who is it for

Who will receive it

How will it be displayed/circulated

Aims and Objectives or Purpose

Protection of children and adults

Provision of a set of principles to which everyone will operate

Audience demographic

Condition of entry to the event

Legal issues

Licences etc

Roles and Responsibilities

Event Organiser

Safeguarding Lead and team (if appropriate)

Recruitment, Induction, Management and Training of all staff/contractors/volunteers

Agencies involved

Code of conduct

Summary of Safeguarding measures (headlines only)

Pre and during the event

Footprint of event

Provision or not of alcohol

Drugs

Age appropriate content

Welfare provision for:

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Adults

Children – including procedures for lost and found children

Managing disclosures

Managing allegations against staff/contractors/volunteers

Exclusion from site/activities – procedures and recording

Information sharing, recording and reporting

Post event

Evaluation of safeguarding arrangements (What went well? What difficulties occurred? What could be done better next time?)

Links to other documents

Useful contacts:

Contacts for emergencies/issues on site and offsite

Safeguarding Lead and other officers/team

Children and Adult Services

Health agencies, hospitals etc

Local Authority Designated Officer