

Derbyshire Local Resilience Forum

DERBYSHIRE PREPARED



Child and vulnerable adult protection policy template - smaller events

October 2016

Introduction

Event organisers have a responsibility to ensure people attending and participating in their event are safe including children and vulnerable adults.

It's important that people of all ages feel safe in the surrounding environment and know where to go if they feel at risk from harm or need help.

This policy template sets out simple steps to ensure appropriate and proportional protection of children and vulnerable adults at smaller scale events. For bigger events attended by large numbers of people or running over a protracted period a more comprehensive and wider reaching policy will be required.

On completion of the document, it is recommended that the policy is thoroughly read through, and perhaps checked by a person who has not seen it before.

If there are any queries on the use of this plan, please contact the Derbyshire Events Safety Advisory Group, via Emergency Planning at Derbyshire County Council:

Tel: 01629 538364

Email: emergency.planning@derbyshire.gov.uk

Policy for the protection of children and vulnerable adults

Event name

Event date and times

Owned by:

Version:

Date submitted:

Review date:

Contents

- 1. Introduction**
- 2. Planning for the event**
- 3. Making parents/carers aware of their responsibilities**
- 4. Lost child procedure**
- 5. Child or vulnerable adult with a drunken person**
- 6. Inappropriate behaviour including photography**
- 7. Other policies**
- 8. Appendices**

1. Introduction

Event organisers have a responsibility to ensure people attending and participating in their event are safe including children and vulnerable adults.

It's important that people of all ages feel safe in the surrounding environment and know where to go if they feel at risk from harm or need help.

This policy sets out simple steps to ensure appropriate and proportional protection of children and vulnerable adults at this event.

2. Planning for the event

- a) Prior to adoption of this policy a risk assessment to identify the risks to children and vulnerable adults posed by the activities taking place will be undertaken.
- b) A **lost children** point will be identified and clearly marked. A member of the event staff who is DBS checked will be at that location throughout the event.
- c) Any children's activity will be sited so as to control access for children and accompanying adults only. There should be clear demarcation between the activity area and viewing by the general public to restrict unsupervised contact with children.
- d) Entertainment that has a minimum age restriction (intended for adults only) will be identified and controlled so as to prevent access to children and vulnerable adults.
- e) All those with responsibility for children's' activities are DBS checked.

3. Making parents/carers aware of their responsibilities

- a) In the event publicity material, leading up to the event, we advise all parents/carers that they are responsible for the children in their care and that children must be supervised at all times.
- b) Upon entry to the event signs are also on display reminding parents/carers of their duty to look after their children.
- c) Consider adopting the Derbyshire Constabulary scheme where parents/carers photograph their child/vulnerable adult against the entrance banner to show to staff should they become separated. This will clearly show what the child/vulnerable adult looked like and what they were wearing. This can be arranged via the local Police Safer Neighbourhood Scheme.

4. Lost child procedure

- a) When an adult becomes aware that they have lost a child/vulnerable adult in their care they should go to the lost children point.
- b) Event staff will arrange for an announcement through the PA system. The name and details of the child will NOT be broadcast (see protocol below).
- c) If a child gets lost, they will be taken by stewards to the lost children point.
- d) Announcements from the stage should be made according to the following protocol:
 - Make a public announcement stating only that a lost child has been found and where they can be collected.
 - Do not give the child's name or a description of them.
 - When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.
 - You must ask for identification if you are not sure that the person is who they say they are or if the child's behaviour or attitude gives you any reason to doubt this.
 - If you are not sure, you should contact the police for advice.
 - If the child is obviously upset, you should contact the police immediately.
- e) What to do if you can't find the adult who is responsible for the child.
 - If the responsible adult fails to appear within 15 minutes of the first announcement (or a similar set time based on the size of the venue), you should contact the police immediately.

5. Child or vulnerable adult with a drunken person

In the event of finding a drunken person in charge of a child or a vulnerable adult the following steps should be taken:

- a) Those concerned about the welfare and safety of a child or a vulnerable adult found in the care of a drunken adult should assess, without intervention, whether there are other family members available to look after the child.
- b) The child protection officer, the chair of the event committee and the designated premises supervisor (if there is one) for the event should be made aware of the situation along with any SIA trained staff on duty. They will assess whether an intervention is necessary and if so whether the police should be called.
- c) An intervention should not be attempted without the presence of the SIA staff or a person who is trained to handle confrontational situations.
- d) If an intervention is necessary the child should be taken to the lost child point where they will be safe and looked after by DBS checked staff.
- e) If possible other members of the child's family should be contacted and requested to collect the child to look after them.
- f) In extreme circumstances including those in which no family member is available to look after the child, it may be necessary to contact the social care services out of hours emergency duty team via Call Derbyshire on 01629 533190.

6. Inappropriate behaviour including photography

Inappropriate behaviour is subjective but might include:

- photography specifically of children without permission of a responsible adult
- close physical contact
- inappropriate levels of clothing
- aggressive, abusive, threatening or violent behaviour.

In the event of finding a person behaving in an inappropriate manner towards a child or a vulnerable adult the following steps should be taken:

- a) The child protection officer, the chair of the event committee and the designated premises supervisor (if there is one) for the event should be made aware of the situation along with any SIA trained staff on duty. They will assess whether an intervention is necessary and if so whether the police should be called.
- b) An intervention should not be attempted without the presence of the SIA staff or a person who is trained to handle confrontational situations.
- c) In the first instance the person should be politely told that their behaviour might be considered inappropriate and asked to stop or modify what they are doing.
- d) If they do not agree to this or continue then the matter should be immediately referred to the police.

7. Other policies

This policy is specifically aimed at the protection of children and vulnerable adults from risk of harm and deals with scenarios specific to them. Other relevant policies are:

- the health and safety policy
- fire risk assessments
- health and safety risk assessment

This child protection policy was adopted on <enter date> and will be reviewed annually.

8. Appendices

Attach here:

- site plan
- risk assessment