

SHEFFIELD SAFEGUARDING CHILDREN BOARD (LICENSING PROJECT)

THE ROLE OF STAFF DESIGNATED AS THE SAFEGUARDING CO-ORDINATOR AT GAMBLING PREMISES

General points

At premises that are licensed for gambling, it is good practice to assign at least one member of staff or management to take a lead on issues relating to safeguarding children and vulnerable people (a 'Safeguarding Co-ordinator'). This role must be delegated to a suitable member of staff when the lead person is on holiday, or otherwise absent from the premises. This safeguarding measure should be included in the operating policy, to evidence a commitment to the core objectives of the legislation, (it is not necessary however to include the name of the Safeguarding Co-ordinator in the operating policy). The designation of a safeguarding co-ordinator demonstrates due diligence and can be an advantage at premises where there is a high turnover of staff, to ensure consistent standards operate and provide an induction to new staff. The assignment of a Safeguarding Co-ordinator may benefit the business during busy times, ensuring that the premises management is able to prioritise its safeguarding responsibilities and therefore meet the Core Objective to protect children and vulnerable people from harm, under the Gambling Act 2005.

This person must be fit and proper to work in proximity to children and vulnerable people. Staff assigned to the role of Safeguarding Co-ordinator must be adequately checked (for example via the Disclosure and Barring Service) if they are to have 1:1 contact with children or a responsibility to supervise children and safe recruitment procedures should be followed.

The following points give an example of the type of duties that the Safeguarding Co-ordinator should undertake at gambling premises (this list is not exhaustive).

- **Ensure that policy is enforced in relation to children and vulnerable people** – for example:
 - Display notices/signage to ensure the public is aware of the policy in relation to children
 - Monitor the environment to ensure it remains appropriate for children and vulnerable people
 - Put measures in place to ensure that the adults accompanying young children supervise them at all times
 - Put measures in place to ensure that children do not use age restricted gaming machines or access adult only areas
 - Put measures in place to ensure that children or self-excluded adults are not enticed or encouraged to gamble
 - Put measures in place to ensure that CCTV/Patrols are in place to monitor activity and liaise with security staff to check activity in internal and external areas including toilets
 - Ensure that employment laws/byelaws are complied with in relation to the employment of children, obtaining work permits when necessary
 - Ensure that the necessary permits/licences are obtained for the protection of children involved in entertainment/performance and keep records of such permits/licences
 - Ensure that all staff are familiar with the Gambling Commission Code of Practice, your operating policy and premises licence conditions and check that conditions are complied with
 - Make sure that staff are trained to operate a recognised proof of age scheme and that they are aware of the laws in relation to children and vulnerable people and gambling

- Where alcohol is on sale ensure staff are aware of the laws in relation to children and alcohol
 - Ensure that written records are maintained to evidence due diligence in relation to child protection systems (e.g. consistent maintenance of a refusals log; up to date records of staff training; self exclusion records; monitoring and maintenance of an Incident book/Under 18's interventions log; (this should include a record of actions taken in response to an incident)
 - Monitor customer and staff compliance with self-exclusion systems
 - Ensure training and protocols are in place to support staff when engaging with vulnerable customers
- **Monitor the effectiveness of existing safeguarding measures and review policy when necessary** - for example:
 - Risk assessments should be undertaken in writing and these records maintained and made available to the Responsible Authorities, on request. Risk assessments should inform staff training and where necessary, action plans to improve practice/review policy. Risk assessments should be reviewed following a variation to the premises licence or a change in management.
 - Through recording systems (e.g. training records/refusals records/patrol logs) monitor staff performance to ensure that they are operating responsibly and complying with policy/licence conditions/Gambling Commission Code of Practice.
 - Identify risk areas of the premises, or specific times that pose a risk, (eg if the style and character of the premises alters and becomes dangerous or inappropriate), the safeguarding co-ordinator would ensure measures are in place to manage the risk (e.g. designate an area of the premises for family use; impose restrictions/prohibitions regarding children at those times; impose a premises ban or similar sanctions upon individuals who do not behave responsibly)
 - Advise management if CCTV or other security/monitoring methods need to be installed or improved in order to manage risk.
 - **Have a basic awareness of safeguarding issues relating to children and vulnerable adults, including the types of harm and potential risks at the premises** – for example:
 - Be aware of local safeguarding arrangements including the guidance published by the local safeguarding boards, be aware of contact numbers for the SSCB, Children & Young People's Directorate, Access and Assessment Team, South Yorkshire Police, NSPCC etc
 - Form a collaborative working relationship with the relevant agencies (for example, local safeguarding boards, youth services, social care, police).
 - Be aware of potential risks that could occur on the premises (the Sheffield Safeguarding Children Board provides a risk assessment tool, free of charge, to support staff who are responsible for ensuring that children and vulnerable people remain safe during licensable gambling activity).
 - **To train other staff to be aware of potential risks to children and vulnerable people and be able to advise staff what to do if safeguarding issues arise**

Information and advice to support designated staff is available from the SSCB Licensing Project tel. 0114 2736753.