

SSCB EVENT CHECKLIST

This checklist may be used to assist the Safeguarding Coordinator, or for the Event Manager/Safety Officer or Safety Advisory Group to establish what safeguarding measures are in place and identify gaps to address

Name of event _____

Date of event _____

Organisation with overall responsibility: SCC / 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	Action required
<p>Safeguarding Risk assessment</p> <p>Has a children and vulnerable people's written risk assessment been completed?</p> <p>Who has done the risk assessment?</p> <p>Has the risk assessment been discussed with the Safety Officer/Police?</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 briefing security stewards /ambassadors/volunteers/marshals/youth workers/police)</p> <p>Have stewards/relevant staff been briefed about safeguarding procedures? Did they sign for the briefing?</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>		

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Safeguarding Item	Response/agreed action	Follow up
<p>Lost and found children and vulnerable adults</p> <p>Is there a process for lost/found people?</p> <p>Where will the lost/found people 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 and found people?</p> <p>What is the procedure for reuniting lost people with their parent/carer? Is this written into the Event Manual?</p> <p>Are wristbands available for children or vulnerable adults?</p> <p>Will all stewards / relevant event staff be briefed about the location of the L/F people point and the L/F people procedure?</p> <p>Who is responsible for briefing relevant event staff?</p> <p>Has this process been discussed with the Safety Officer/Police?</p> <p>Is the location of the L/F people point briefed to relevant staff? Is the location known to staff? Is it identifiable to the public?</p>		

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<p>First Aid</p> <p>Is the First Aid point located separate to L/F people and welfare spaces or is it combined? (if combined, are there measures in place to prevent children/vulnerable people being exposed to individuals who have been injured/intoxicated as this may distress them)?</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>Unaccompanied children and vulnerable adults</p> <p>Is there a process for responding to unaccompanied children and vulnerable adults who need specialist intervention?</p> <p>Where is the place of safety/intervention for unaccompanied children/vulnerable people located?</p> <p>Who is staffing the place of safety/intervention for children and vulnerable adults?</p> <p>What is the procedure for responding to children/vulnerable adults and is this written into the event manual?</p> <p>Which event staff be briefed about the location of the CVP point and the CVP procedure?</p> <p>Who is responsible for delivering the briefings?</p>		

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<p>Are there lead safeguarding stewards or similar in place?</p> <p>Is the location of the CVP point publicised on the site map / publicity (eg, as 'Specialist Welfare Point, so VYP know where to get help?) Will there be signage at the location?</p>		
Safeguarding Item	Response / agreed action	Follow up
<p>Age restricted activity</p> <ul style="list-style-type: none">• Admission <p>What is the admission policy?</p> <p>Is event ticket only?</p> <p>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>		

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Will there be signage throughout the area to remind adults to supervise their children at all times?

Are under 18's issued with VIP/Guest passes and if so will they be subject to age verification and security checks?

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);

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- 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/vulnerable people to access public transport?

Is there a safe pick up point for parent/carers to collect or meet children/vulnerable adults (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?

How is the pick up point secured?

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<p>Safeguarding Policy</p> <p>Is there a safeguarding policy that will be followed if a child or vulnerable person makes a disclosure or allegation about a member of staff or other, at the event?</p> <p>Does the event manual contain a copy of the safeguarding policy, or specify which organisation's safeguarding policy, must be followed?</p>		
<p>Specialist interventions</p> <p>Does the audience profile identify a requirement for specialist measures or specialist workers at the event (for example, substance misuse, sensory requirements)?</p> <p>Which agencies/measures will be deployed to respond to these needs?</p>		
<p>Other Issues</p>		