

## **APPENDIX 7**

### **Responding to disclosures made at Events**

Stewards or other people working at events may be involved in situations when a child or vulnerable person makes a disclosure that they have been harmed. For example, a steward finds a child/vulnerable person who says that s/he has been sexually assaulted. It is important that staff are aware of the event safeguarding policy (the Event Safeguarding Co ordinator is responsible for ensuring there is a policy in place and that measures are in place to communicate and implement it) and it is essential that evidence is preserved. The following is an example of how event staff should respond to a disclosure:

- The Steward/staff should inform event control/Silver Command immediately (if present) or if not present, the Safeguarding Coordinator and remain with the victim until the police arrive.
- The Safeguarding Co ordinator or event control/Silver Command ((if present) should open an event incident log and record actions taken by event staff.
- The victim should not be allowed to wash, change their clothing, eat or drink anything.
- A record should be made as soon as possible of the details disclosed, however event staff **MUST NOT** question the victim further about the incident.
- If the disclosure refers to a crime scene (for example a particular location at the event, or a room), event control/Silver Command should endeavour to secure it if possible, or be able to point out the location to police officers.
- If the victim has significant injuries that need immediate hospital treatment, an ambulance should be arranged to transport them to hospital. A supervisor should update the ambulance crew of the disclosure made and a record made of the ambulance crew details which should be passed to the police.