

# RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

## APPENDIX 1: Risk Assessment Tool

The risk assessment process provides event managers with a structured approach towards safeguarding children and vulnerable people at events. When undertaking the risk assessment, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk and this should determine the level of safeguarding measures that are necessary to make the event safe, family friendly and inclusive. A written risk management plan raises awareness of potential safeguarding issues, provides event managers with a clear line of accountability for safeguarding and enables them to demonstrate due diligence in relation to equality and to the protection of children from harm (under the Licensing Act 2003, where applicable). All events should have a designated Safeguarding Co-ordinator who has a strategic responsibility for establishing risk management systems and audit processes in relation to children and vulnerable people (see Appendix 3). **All events involving children and vulnerable people should include a written children and young people's risk assessment in the EVENT MANUAL.**

This tool is to assist staff to minimize potential safeguarding risks and should be used in conjunction with 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 be used only as a guide. A blank template is included to assist the event manager/ Safety Officer/ designated Safeguarding Co-ordinator to complete their own safeguarding risk assessment for individual events.

The following process categorises events into three types, based on the anticipated audience profile:

- **Green** indicates an adult-orientated event that is not designed to attract children. The audience profile would predominantly be adults with a limited number of accompanied children, if any, attending. The audience profile may include vulnerable adults. It is recommended that events of this type should have, as a minimum, the type of basic safeguarding measures set out below.
- **Amber** is an event that is marketed to attract a mixed audience, including families and unaccompanied children. It is recommended that this type of event should have safeguarding measures that are enhanced by the function of specialist welfare staff ('Safeguarding Leads'<sup>2</sup>).
- **Red** events are designed to attract children and families and may attract unaccompanied children and vulnerable adults. They may involve the provision of family activities, children's entertainment, tuition, or activities involving one to one unsupervised contact with staff/providers, or activities involving other supervisory duties. It is recommended that this type of event should have an enhanced level of safeguarding measures including the assignment of Children's Safeguarders and vetting procedures for some individuals, eg enhanced DBS checks; obtaining and authenticating written references for example, staff with supervisory responsibilities.

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<sup>2</sup> See Appendix 3 for a description of this role

## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

### GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

Event Profile	Potential risks to children/vulnerable adults	Possible risk management options
<p><b>COMMUNITY</b> Themed event aimed at adults with a specialized interest who may be accompanied by children. Alcohol may be on sale.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; no unaccompanied children (or after a specified time)</li> <li>○ Lost /found person protocol</li> <li>○ Designated welfare point/safe space<sup>3</sup></li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme).</li> <li>○ Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ First Aid Point with DBS checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issues arises</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Event staff in uniform and registered</li> <li>○ Safeguarding Coordinator assigned</li> </ul>

<sup>3</sup> Eg quiet space/sensory area

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**GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES**

Event Profile	Potential risks to children/vulnerable adults	Suggested risk management options
<p><b>CITY CENTRE</b> Themed event aimed at adults with a specialized interest who may be accompanied by children. Alcohol may be on sale.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol all areas</li> <li>○ Police presence</li> <li>○ City Centre Ambassadors briefed including designated safeguarding leads</li> <li>○ Lost/found person protocol</li> <li>○ Designated welfare point/safe space</li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme).</li> <li>○ Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ First Aid Point with DBS checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issues arises</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Event staff in uniform and registered</li> <li>○ Safeguarding Coordinator assigned</li> </ul>

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### GREEN EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

<p><b>COMMUNITY OR CITY CENTRE</b></p> <p>Adult Themed events (eg events that are designed for over 18's, for example that feature sexual content or types of music associated with drugs/alcohol use or violence or which may attract irresponsible or dangerous adults)</p>	<ul style="list-style-type: none"> <li>○ Children gaining admission to licensed events that are exclusively intended for adults and being exposed to:~             <ul style="list-style-type: none"> <li>○ criminal or sexual predators (environment conducive to grooming)</li> <li>○ dangerous or inappropriate behaviour (eg strong or offensive language, violence, substance misuse)</li> <li>○ purchasing or consuming alcohol</li> <li>○ unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul> </li> <li>○ Vulnerable adults becoming distressed/disorientated</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: area fenced off; admission charges; notices displayed regarding age restrictions</li> <li>○ Prohibit access to under 18's</li> <li>○ Advisory information about the content/style of the event in advertising/promotional materials</li> <li>○ Bar and security staff trained instructed to operate Challenge 25 age verification scheme and to accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS scheme); refusals log maintained</li> <li>○ Safe refusal/ejection policy (see Appendix 2)</li> <li>○ Designated welfare point/safe space</li> </ul>
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## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

### AMBER EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

Event Profile	Potential risks to children/vulnerable adults	Possible risk management options
<p style="color: #FFD700;"><b>COMMUNITY</b></p> <p>General interest event attracting all age groups. May attract unaccompanied children. May have alcohol on sale. May include live music, children’s attractions and night-time activities. Non-controlled admission. Event covers large area, may be unfenced.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Controlled access to the event: for example, area fenced off; admission charges; no unaccompanied children under 14 years of age (or after a specified time)</li> <li>○ Lost/found person protocol</li> <li>○ Designated welfare point/safe space</li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme).</li> <li>○ Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ First Aid Point with DBS checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issues arises</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Safeguarding Co ordinator and Lead Safeguarders assigned</li> <li>○ Event staff in uniform and registered</li> </ul>

## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

### AMBER EVENTS – EXAMPLES OF RISK AND RISK MANAGEMENT MEASURES

<p style="color: #FFD700; margin: 0;"><b>CITY CENTRE</b></p> <p style="margin: 0;">General interest event attracting all age groups. May attract unaccompanied children. May have alcohol on sale. May include live music, children’s attractions and night-time activities. Non-controlled admission. Event covers large area, may be unfenced.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol all areas</li> <li>○ Police presence</li> <li>○ City Centre Ambassadors briefed including designated safeguarding leads</li> <li>○ Lost/found person protocol</li> <li>○ Designated welfare point/safe space</li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Wristband scheme(s)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme).</li> <li>○ Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ First Aid Point with DBS checked staff</li> <li>○ All staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issues arises</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Event staff in uniform and registered</li> <li>○ Safeguarding Coordinator assigned</li> </ul>
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RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

**RED EVENTS – EXAMPLES OF RISK MANAGEMENT MEASURES**

Event Profile	Potential risks to children/vulnerable adults	Possible risk management options
<p><b>COMMUNITY</b></p> <p>Family events primarily targeting and advertised for children. Alcohol may be on sale. May attract unaccompanied children. Includes children’s entertainment and activities involving 1:1 unsupervised contact with adults.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol all areas</li> <li>○ Lost/found person protocol</li> <li>○ Wristband scheme(s)</li> <li>○ Designated welfare point/safe space</li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Safe ejection policy (see Appendix 2)</li> <li>○ Monitored pick up/meeting point (cctv/stewards/lighting)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme). Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Presenter and performance content family friendly</li> <li>○ All staff briefed about risk and how to respond if safeguarding issues arise</li> <li>○ Schedule children’s activities to enable realistic monitoring</li> <li>○ Enhanced DBS checks/written references for staff responsible for supervising children 1:1, children’s entertainers or play/activity supervisors</li> <li>○ Event staff in uniform and registered</li> <li>○ Safeguarding Leads and Safeguarding Coordinator assigned</li> </ul>

## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

### RED EVENTS – EXAMPLES OF RISK MANAGEMENT MEASURES

<p><b style="color: red;">CITY CENTRE</b></p> <p>Family events primarily targeting and advertised for children. May attract unaccompanied children. Includes children’s entertainment and activities involving 1:1 unsupervised contact with adults. Event may be unticketed/unfenced.</p>	<ul style="list-style-type: none"> <li>○ Lost/found or unsupervised</li> <li>○ Distressed/disorientated</li> <li>○ at risk of criminal or sexual predators (environment conducive to grooming)</li> <li>○ physical or verbal abuse or harm</li> <li>○ exposure to dangerous or inappropriate behaviour (eg strong or offensive language, violence, bullying, substance misuse)</li> <li>○ Children purchasing or consuming alcohol</li> <li>○ Children exposed to unsuitable entertainment (eg adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>	<ul style="list-style-type: none"> <li>○ Stewards patrol and monitor all areas</li> <li>○ Police presence (if necessary)</li> <li>○ City Centre Ambassadors briefed including safeguarding leads</li> <li>○ Lost/found person protocol</li> <li>○ Wristband scheme(s)</li> <li>○ Designated welfare point/safe space</li> <li>○ Designated welfare stewards (safeguarding leads)</li> <li>○ Safe ejection policy (see Appendix 2)</li> <li>○ Monitored pick up/meeting point (cctv/stewards/lighting)</li> <li>○ Bar staff trained to operate Challenge 25 proof of age scheme, refusals recording, and acceptable types of ID (eg passport, photo driving licence, identification approved by the PASS scheme).</li> <li>○ Challenge 25 signage displayed</li> <li>○ Stewards will monitor car parks, fairground / playground areas, designated or general drinking areas</li> <li>○ Signage to remind adults/carers of their responsibilities</li> <li>○ Signage, cordons and barriers to identify and demarcate alcohol consumption areas or family areas or where children’s access is restricted or prohibited</li> <li>○ Films/broadcasts exhibited to adhere to restrictions set out by the British Board of Film Classification (BBFC) or in compliance with restrictions imposed by the Licensing Authority</li> <li>○ Presenter and performance content family friendly</li> <li>○ All staff briefed about risk and how to respond if safeguarding issues arise</li> <li>○ Schedule children’s activities to enable realistic monitoring</li> <li>○ Enhanced DBS checks/written references for staff responsible for supervising children 1:1, children’s entertainers or play/activity supervisors             <ul style="list-style-type: none"> <li>○ Event staff in uniform and registered</li> </ul> </li> <li>○ Safeguarding Leads and Safeguarding Coordinator assigned</li> </ul>
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## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

Audience Profile	Potential risks to children and vulnerable people	Risk Rating <i>(see matrix: probability + impact = risk)</i>			Safeguarding measures operating to minimize risk	Residual risk and comment / further action required
		P	I	R		

RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

**SAMPLE MATRIX TOOL FOR CALCULATING RISK**

<b>I M P A C T</b>	<b>Catastrophic</b>	M	H	VH	VH	VH
	<b>Significant</b>	M	H	VH	VH	VH
	<b>Moderate</b>	M	M	H	H	H
	<b>Minor</b>	L	L	M	M	M
	<b>Insignificant</b>	L	L	L	L	L
		<b>Negligible</b>	<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Probable</b>
	<b>LIKELIHOOD</b>					

## RISK ASSESSMENT TOOL SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE AT EVENTS

**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
<p><b>Negligible</b> = one chance in 20,000  <b>Rare</b> = one chance in 2,000  <b>Unlikely</b> = one chance in 200  <b>Possible</b> = one chance in 20  <b>Probable</b> = one chance in 2</p>	<p><b>Insignificant:</b> low number of children/vulnerable people affected (eg single figures) with insignificant impact on physical, moral or psychological welfare of the child/vulnerable person.</p> <p><b>Minor:</b> child/ren or vulnerable person(s) affected, treatable by positive intervention by event staff and minimal reputational risk (eg underage drinking, disorientated/distressed, or low level disorder)</p> <p><b>Moderate:</b> child/ren or vulnerable person(s) affected, requiring assistance from services outside of the event (eg hospital, police or social care) with disruption to the event and possible reputational damage (eg young person extremely intoxicated or influential performer who behaves irresponsibly (racism, incitement)</p> <p><b>Significant:</b> child/ren or vulnerable person(s) affected, resulting in significant physical, psychological or moral harm; serious impact on the event and significant reputational damage (eg child/vulnerable person raped, or stabbed, or sexually exploited)</p> <p><b>Catastrophic:</b> child/ren or vulnerable person(s) affected, suffering serious or fatal physical, psychological or moral harm and catastrophic effect on event including reputational damage (eg child/ren or vulnerable person(s) abducted or murdered or assassinated)</p>