

APPENDIX 3

The role of the Safeguarding Co-ordinator at Events

The individual assigned to act as the Safeguarding Co-ordinator must be as a minimum, at event management level, be adequately trained in the principles of risk assessment and be competent in carrying out that task¹.

The Safeguarding Coordinator is a strategic role and this person should have an overview of the risk management systems and procedures in place for the protection of children and vulnerable people from harm. The Co-ordinator acts as a single point of contact for issues relating to the welfare of children and vulnerable adults and has responsibility for the following duties:

- Complete (or assist with) a written safeguarding risk assessment prior to the event and make a record of the risk assessment
- Ensure that systems are in place to minimize risks identified in the assessment and that the systems are complied with
- Ensure all staff/stewards/enforcement officers/relevant partners involved with the planning/operation of the event are briefed so that they are aware of potential risk and understand the safeguarding risk management procedures in place
- Ensure verbal and written communication takes place between interested parties, when there are safeguarding incidents
- Ensure an audit trail is maintained in relation to incidents involving lost/found children or vulnerable people
- Ensure signage is securely and prominently displayed
- Ensure promotional material and performance content is clear so that appropriate language and material is used and that communications are responsible and do not encourage inappropriate or irresponsible behaviour
- Provide staff with contact details for the Safeguarding Coordinator and Lead Safeguarder(s) assigned to the event including radio/telephone contact arrangements
- Ensure that the necessary permits/licences have been obtained for children involved in performance/entertainment or who are employed at an event²

The role of the Safeguarding Lead(s)

Staff assigned to this role must be suitably trained and adequately briefed to be vigilant and monitor the event, in order to assist the Co-ordinator by identifying

¹ Competence includes an ability to ensure that all staff/volunteers working at the event have the necessary training, experience, expertise and other qualities to carry out the work safely and effectively and that, where necessary, specialist advice is accessible.

² SCC Guidance 'Children in Entertainment' refers – see Appendix 4

safeguarding issues at an operational level and by communicating issues to the Safeguarding Coordinator and to the Event Safety Officer / control room (if there is one). This role may be assigned to events staff who have additional functions, such as first aid staff, or stewards.

Staff with 1:1 contact or supervisory responsibilities for children must be suitably vetted. Vetting should be undertaken by obtaining written, authenticated references, obtaining DBS clearance (at enhanced level if their duties bring them into unsupervised one to one contact with children or if they have supervisory responsibilities in relation to children). Vetting should be undertaken if, for example, staff are involved in the provision of children's tuition, sport activities, some types of children's entertainment, or if this is a contractual condition of the Operating Licence Agreements.

Staff working with vulnerable adults should either be enhanced DBS checked or work in pairs if private contact is involved. [consult adult sg]