

Safeguarding template

Checklist for Events

For event organisers to verify they have checked safeguarding measures at an event that takes place where children or adults at risk are participating. This is not an exhaustive list and should be used in conjunction with the organisation's safeguarding policy and event safeguarding plan and assessment.

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

Areas to consider

	Actioned	Document reference
Safeguarding plan	<input type="radio"/>	
Recruitment guidelines	<input type="radio"/>	
Codes of conduct	<input type="radio"/>	
Registration and consent	<input type="radio"/>	
Event manager/coordinator	<input type="radio"/>	
Event safeguarding lead	<input type="radio"/>	
Reporting procedures	<input type="radio"/>	
Advice and support	<input type="radio"/>	
Additional vulnerabilities	<input type="radio"/>	
Travel and overnight stays	<input type="radio"/>	

Safeguarding Plan

Outline of the safeguarding standards for your event and your plan for implementing them. This will include links to your Safeguarding Policy details of your Safeguarding Officer and links to organisations who will offer advice and support.

Recruitment guidelines

Safe recruitment process for all staff and volunteers involved in your event. This will include writing appropriate job descriptions for staff and volunteers at the event. Selection processes such as referencing, interviewing and checking qualifications. Completing criminal record checks (if appropriate) and self-declaration forms.

Codes of conduct

Clear guidelines about the expected behaviour of adults, children and young people. This may include guidelines on social media use.

Registration and consent

Process for registering participants and ensuring appropriate information and consents are provided, making sure children and young people are included. You may like to consider emergency contacts, medical information, photography and video consent. You will need to make it clear who is responsible for supervision of children and young people at the event.

Checklist for Events

Event manager/coordinator

This person will need to be able to risk assess the venue and event, co-ordinate other members of staff and helpers, produce a safeguarding event plan and be ultimately responsible for the safeguarding measures.

Event safeguarding lead

This person will need to be able to implement the safeguarding event plan, respond to any concerns at the event, promote the safeguarding policy to staff and volunteers and ensure participants are aware of who they can talk to.

Reporting procedures

Using the appropriate safeguarding policy there must be a clear process for responding to and reporting concerns arising at your event. You will need to supply reporting forms, advice on missing children and whistleblowing.

Advice and support

Access to safeguarding information, advice and guidance. In the safeguarding event plan there should be local contact information for the police, children's social care and any other appropriate contact e.g. national safeguarding lead. Supporting guidance documents and where support can be found should also be included.

Additional vulnerabilities

An event safeguarding plan must recognise and address the needs of all participants, including those who have additional vulnerabilities.

Travel and overnight stays

A plan and guidance for travel and/or overnight stays (if required). Please consider extra planning required, documentation that you will need to take with you, additional insurance cover, type of transport, supervision requirements and emergency procedures.

Supporting resources and links

Available on the BHS website using this link:

<http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

- Welfare plan for events template
- Codes of conduct
- E-safety advice
- Consent forms
- Reporting guidance and forms
- Support for all factsheet

Criminal record checking guidance <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/criminal-record-checks>

Child Protection in Sport Unit and NSPCC please use this link

<https://thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions/>

- Safe sports event, activities and competitions document
- Safe sports event management tool
- Away trips and hosting <https://thecpsu.org.uk/resource-library/best-practice/away-trips-and-hosting/>
- Additional vulnerability and support planning <https://thecpsu.org.uk/resource-library/best-practice/additional-vulnerability-and-support-planning/>

Information taken from CPSU Safe Sports events, activities and competitions

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