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| Safety Advisory Group |
| **Safeguarding Risk Assessment Tool and Guidance for Events** |
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| Version date 9 July 2020 |

**Introduction**

This risk assessment process is voluntary, but as an event organiser you will be asked about your safeguarding arrangements by the local Safeguarding Advisory Group. A robust risk assessment will help you to demonstrate that you have thought about the likely issues and will show how you plan to deal with them.

The risk assessment process is designed to provide you with a structured approach to safeguarding children, young people and adults at risk from harm at your events. When undertaking this risk assessment you should consider the audience profile, the hazards/risks identified and the likelihood of that risk occurring along with the consequences of the risk. This will determine the level of safeguarding measures to be implemented to ensure the event is as safe as possible for all those who attend. A written risk management plan raises the awareness of potential safeguarding issues, provides you with a clear line of accountability for safeguarding and enables you to demonstrate due diligence in relation to the protection of children, young people and adults at risk from harm. We recommend that all events, however large or small, have a Safeguarding Co-ordinator who has the strategic responsibility for establishing risk management systems and audit process in relation to those attending the event. The risk assessment and resultant management plan should be included in the event manual.

The tool has been developed to assist organisers to minimize the potential safeguarding risks to children, young people and adults at risk from harm, it can be used in conjunction with any 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 only be used as a guide. Every event is unique and therefore it is important the risk assessment is undertaken for each event. It should also be revised throughout the event to ensure new or developing risks are considered. A blank template is included to assist the event manager/safeguarding co-ordinator to complete the risk assessment for individual events.

There is a great deal of detail in this document and you will need to decide what is relevant to your event, but you should consider all items, and make your response proportionate and manageable. This tool should be seen as an enabler; it is not designed to stop organisers running event but to make sure they are as safe as is practicable.

Events can be large or small and risk does not necessarily correlate to the size of the event but certain items will necessarily increase the risk level, e.g. the sale or provision of alcohol. These can all be managed with careful consideration.

Everyone involved in the organisation and delivery of an event has a responsibility to safeguard those around them, not just those attending but those working at, or helping with, the event. Everyone can make a difference whatever their role and responsibility. However, they also have a responsibility to keep themselves safe and should not put themselves at risk. A clearly described protocol for dealing with incidents will reduce the risk to all those involved and ensure there is an appropriate and proportionate response to such incidents.

The document contains the following sections:

1. Guidance about the basic types of events and examples of risk and risk management measures – this list is not exhaustive but it does give some simple guidance and is designed to promote thought about likely risks.
2. Risk Assessment Part One - A section to be completed which gives an overall picture of the event
3. Risk Assessment Part Two – The detailed safeguarding risk assessment – this should be considered alongside the health and safety risk assessment as there may be some overlap. Extra boxes can be added as required.
4. Sample safeguarding policy

**Guidance about events – types and risks**

The following process categorises events into three types, based on the anticipated audience profile and suggests some likely areas of risk and possible risk management options. These are examples only, event organisers need to consider the likely risks for their event based on audience, local issues etc:

* **Category 1** – an event targeted at adults and not designed to attract children. The audience profile would be either exclusively or predominantly adults, there may be a few accompanied children. For this event consideration should be given to safeguarding measures for those children who may be there and also for any adults at risk of harm and those adults with particular vulnerabilities.
* **Category 2** – an event designed to attract a mixed audience, including families and possibly unaccompanied children. It is recommended that for this event there are specialist child welfare staff as well as measures for safeguarding children, young people and adults.
* **Category 3** – designed to attract families and may attract unaccompanied children. There may be the provision of activities for children involving one to one unsupervised contact with staff/providers, or activities which involve staff in other supervisory duties. It is recommended that there is an enhanced level of safeguarding measures, including a higher level of safeguarding staff and vetting procedures for some individuals e.g. enhanced DBS checks and/or written references.

**Event profile and venues**: consider the type of venue being used and the ability of the organiser to control access, egress and security. Events may be organised by the local community, charities or commercial organisations.

* **Town or city centre** – No defined boundary, multiple access and egress points, open access, no tickets required e.g. farmers markets, switching on of Christmas lights, parades, carnivals, etc
* **Town or city centre** – multiple access and egress points but controlled access, may be ticketed, and barriers/boundaries in place e.g. food shows, outdoor cinemas
* **Town or city centre** – event in a clearly defined venue, may be a building, limited access and egress points and access strictly controlled
* **Parks or Rural (public or private)** – Easy access, controlled points of access and egress but not completely sealed. Visitors may require transport (either public or their own) to access the venue e.g. craft shows, agricultural shows, sports events etc
* **Parks or Rural (public or private)** – strictly boundaried area with limited access and egress points, (completely fenced off or in a building) access strictly controlled e.g. concerts

**Category 1** events – Examples of risk and risk management measures

| **Event Profile and Audience** | **Potential Risks to children and adults** | **Suggested Risk management options** |
| --- | --- | --- |
| COMMUNITY  Themed event aimed at adults with a particular interest, children may be present but will only be able to access the event with an accompanying adult. Alcohol may be on sale.  Drugs/substances may be present onsite | * Lost or unsupervised children * At risk of criminal or sexual predators (environment may be conducive to grooming) * Accidental harm * Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds * Under 18s may be able to access alcohol or other substances | * Safeguarding policy is communicated to all staff. * Ticket purchase – consider guidance/conditions for under 18s attending * Controlled access to the event, admission charges, no unaccompanied (or accompanied) children after specified time * Communication to all those who need to know about people who are barred from attending or re-entering the site following eviction or those barred from buying alcohol * Wristband schemes * Bar staff trained about law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) * Challenge 25 signage displayed * Stewards will monitor identified areas of the site * Event staff to be clearly identifiable * Event staff registered with event management team * Event staff trained in signs of abuse including modern slavery, child sexual exploitation * Signage to remind adults of their responsibilities * Cordon off particular areas to limit/control access * Lost children procedure including process for reuniting children with parent/carer to be clearly defined and communicated to site staff * First Aid point with DBS checked staff and a system in place to ensure they work in mixed gender pairs. * Consider provision of welfare staff as well as first aiders. * Record all incidents/accidents and use data to inform risk assessment * All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises * Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification * Provision of drinking water * Clear policy on photography or video recording of the event and children who are there, which is stated in the event publicity materials and website and signage or announcement at the event. * Consent is obtained in writing for any childrens or young people to be specifically recorded. |
| COMMUNITY OR CITY/TOWN CENTRE  These are adult themed events – designed for over 18s but may feature certain types of sub culture music that is associated with drugs/substance/alcohol use or violence which may attract irresponsible or dangerous adults. | As above | As above, plus:   * Use of CCTV/stewards to monitor activity – attention to areas of risk on site * Pat down and bag checks at point of entry * Breath checks at point of entry to detect under age alcohol use * Regular checks of toilet areas * Adequate lighting to avoid covert activities * Place of safety identified with DBS checked staff |

**Category 2** events – Examples of risk and risk management measures – use this section to help you to identify the areas of risk you need to consider for your event.

| **Event Profile and Audience** | **Potential Risks to children and adults** | **Suggested Risk management options** |
| --- | --- | --- |
| COMMUNITY  General interest event attracting all age groups. May attract unaccompanied children. May include live music, children’s activities and night time/overnight activities.  Alcohol may be on sale or available  Admission may be uncontrolled or loosely controlled  Site may cover large area or be unfenced, or multiple sites  Those attending may be able to leave the site and re-enter later | * Lost or unsupervised children * At risk of criminal or sexual predators (environment may be conducive to grooming) * Accidental harm * Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds * Under 18s may be able to purchase or consume alcohol | * Safeguarding policy is communicated to all staff. * Ticket purchase – consider guidance/conditions for under 18s attending * Controlled access to the event, admission charges, no unaccompanied (or accompanied) children after specified time * Communication to all those who need to know about people who are barred from attending or re-entering the site following eviction or those barred from buying alcohol * Pat down and bag checks at point of entry * Breath checks at point of entry to detect under age alcohol use * Signage/contractual agreements reserving the right to refuse admission (record refusals in an incident book) * Area fenced off * Adequate lighting to avoid covert activities * Wristband schemes * Bar staff trained about law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) * Bar staff to be vigilant about underage drinking * Challenge 25 signage displayed * Stewards will monitor identified areas of the site * Use of CCTV/stewards to monitor activity – particular attention to areas of risk on site * Regular checks of toilet areas * Event staff to be clearly identifiable * Event staff registered with event management team * Event staff trained in signs of abuse including modern slavery, child sexual exploitation * Signage to remind adults of their responsibilities * Cordon off areas to limit/control access * Lost children procedure including process for reuniting children with parent/carer to be clearly defined and communicated to site staff * First Aid point with DBS checked staff and a system in place to ensure they work in mixed gender pairs. * Consider provision of welfare staff as well as first aiders * Record all incidents/accidents and use data to inform risk assessment * All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises * Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification * Provision of drinking water * Place of safety identified with DBS checked staff * Safe transport and pick up points have been considered including finish time to allow for unaccompanied young people to access public transport. Information in included in publicity material, website and at the event * External hazards have been considered that may pose problems for those leaving or who have been asked to leave such as river/canal, busy road, lack of lighting, remote. |
| City Centre | As above | As above plus:   * Involvement of security staff |

**Category 3** events – Examples of risk and risk management measures

| **Event Profile and Audience** | **Potential Risks to children and adults** | **Suggested Risk management options** |
| --- | --- | --- |
| Community or City Centre  Family events primarily targeting and advertised for children.  May attract unaccompanied children  Includes children’s entertainment and activities and may involve 1:1 unsupervised contact with adults  Alcohol may be on sale to adults attending the event | * Lost or unsupervised children * At risk of criminal or sexual predators (environment may be conducive to grooming) * Accidental harm * Exposure to dangerous or inappropriate behaviour (may include strong or offensive language, violence, potential substance misuse, sexualised entertainment or references, material containing violent/aggressive images or sounds * Under 18s may be able to purchase or consume alcohol | * Safeguarding policy is communicated to all staff. * Controlled access to the event, admission charges * Age restrictions on unaccompanied children or requirement for adults to accompany children after a specified time * Wristband scheme * Signage/contractual agreements reserving the right to refuse admission (record refusals in an incident book) * Communication to all those who need to know about people who are barred from attending or re-entering the site following eviction or those barred from buying alcohol * Area fenced off * Signage, cordons and barriers to identify and demark alcohol consumption areas or family areas or where children’s access is restricted or prohibited * Adequate lighting to avoid covert activities * Bar staff trained about law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and accept only legitimate proof (e.g. passport, photo driving licence, photo student card or id approved by PASS scheme) * Bar staff to be vigilant about underage drinking * Challenge 25 signage displayed * Stewards will monitor identified areas of the site * Use of CCTV/stewards to monitor activity – particular attention to areas of risk on site * Regular checks of toilet areas * Event staff to be clearly identifiable * Event staff registered with event management team * Event staff trained in signs of abuse including modern slavery, child sexual exploitation * Enhanced DBS checks/written references for staff responsible for supervising children or activities, children’s entertainers or play/activity providers * Signage to remind adults of their responsibilities * Lost children procedure including process for reuniting children with parent/carer to be clearly defined and communicated to site staff * First Aid point with DBS checked staff and a system in place to ensure they work in mixed gender pairs. * Consider provision of welfare staff as well as first aiders * Record all incidents/accidents and use data to inform risk assessment * All staff to be vigilant and briefed of potential risks and response procedures if a safeguarding issue arises * Any entertainment to adhere to licensing requirements - local and national – including British Board of Film Classification * Try to schedule activities to aid realistic monitoring by safeguarding staff * Provision of drinking water * Place of safety identified with DBS checked staff * Safe transport and pick up points have been considered including finish time to allow for unaccompanied young people to access public transport. Information in included in publicity material, website and at the event * External hazards have been considered that may pose problems for those leaving or who have been asked to leave such as river/canal, busy road, lack of lighting, remote. |

**RISK ASSESSMENT PART ONE – General Information about event. Please complete this section with as much detail as you can.**

|  |  |
| --- | --- |
| **Name of event:** | **Date (s) of event, including timings:**  If more than one day, can people stay onsite overnight?  **YES / NO** |
| **Organisation(s) with overall responsibility**: | **Name of person completing this form**: |
| **Location of event, address including post-code/map reference** | **Is the event located on one site or multiple sites?**  **Can people leave the site and re-enter?** |
| **Name of person with the lead responsibility for safeguarding and for co-ordinating safeguarding systems:** | **Contact details for at least one person who is organising the event to include name, role for the event, address, email and telephone contacts**. |
| **Type of event including entertainment provided. Give a brief summary (e.g. live or recorded music) films, dance, alcohol to be provided or for purchase, food, sports, etc** | |
| **Target audience for the event: Describe the likely audience e.g. children only, children and adults, families, adults only** | **Size of event:**  **Up to 499**  **500 – 999**  **1000 – 4999**  **5000 +** |
| **How do people gain access to the event? Is it ticketed, pay in advance or pay on the day open access?** | |
| **Any other information which needs to be considered in the safeguarding risk assessment.** | |

**RISK ASSESSMENT PART TWO**

**Event Name:**

**Location: Date of event:**

**Risk Assessor’s Name: Role:**

**Signature: Date of Risk Assessment:**

| **Potential risks to children, young people and adults** | **Risk Rating**  **Probability + Impact + Risk**  **(P I R)** | | | **Safeguarding measures operating to minimise risk** | **Residual risk and comment/further action required** |
| --- | --- | --- | --- | --- | --- |
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**SAMPLE MATRIX TOOL FOR CALCULATING RISK**

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| --- | --- | --- | --- | --- | --- | --- |
| **IMPACT** | **Catastrophic** | **M** | **H** | **VH** | **VH** | **VH** |
| **Significant** | **M** | **H** | **VH** | **VH** | **VH** |
| **Moderate** | **M** | **M** | **H** | **H** | **H** |
| **Minor** | **L** | **L** | **M** | **M** | **M** |
| **Insignificant** | **L** | **L** | **L** | **L** | **L** |
|  | **Negligible** | **Rare** | **Unlikely** | **Possible** | **Probable** |
|  | **LIKELIHOOD** | | | | |

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

**Sample Safeguarding Policy**

For a simple event this may be a short document but the more complex it becomes the more detail will be required. Consideration should be given as to how this will be circulated and understood by all those who need to know about it. This is just a framework to assist organisers in putting the policy together.

**Title of event, dates etc**

**Overview of Policy**

Who is it for

Who will receive it

How will it be displayed/circulated

**Aims and Objectives or Purpose**

Protection of children and adults

Provision of a set of principles to which everyone will operate

**Audience demographic**

**Condition of entry to the event**

**Legal issues**

Licences etc

**Roles and Responsibilities**

Event Organiser

Safeguarding Lead and team (if appropriate)

Recruitment, Induction, Management and Training of all staff/contractors/volunteers

Agencies involved

Code of conduct

**Summary of Safeguarding measures (headlines only)**

Pre and during the event

Footprint of event

Provision or not of alcohol

Drugs

Age appropriate content

Welfare provision for:

Adults

Children – including procedures for lost and found children

Managing disclosures

Managing allegations against staff/contractors/volunteers

Exclusion from site/activities – procedures and recording

Information sharing, recording and reporting

**Post event**

Evaluation of safeguarding arrangements (What went well? What difficulties occurred? What could be done better next time?)

**Links to other documents**

**Useful contacts:**

Contacts for emergencies/issues on site and offsite

Safeguarding Lead and other officers/team

Children and Adult Services

Health agencies, hospitals etc

Local Authority Designated Officer