**SAFEGUARDING CHECKLIST FOR CLUBS AT EVENTS**

***[INSERT NAME OF CLUB]***

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| **TASK** | **DESCRIPTION** | **Please tick** |
| **Welfare Plan** | Outline of the safeguarding standards for your event and your plan for implementing them |  |
| **Recruitment Guidelines** | Safe recruitment processes for all staff and volunteers involved in your event |  |
| **Codes of Conduct** | Clear guidelines about the expected behaviour of adults, children and young people |  |
| **Registration and Consent** | Process for registering participants and ensuring appropriate information and consents are provided |  |
| **Event Coordinator** | Person with overall responsibility for your event |  |
| **Event Welfare Officer** | Person with lead responsibility for safeguarding for your event |  |
| **Reporting Procedures** | Clear processes for responding to and reporting concerns arising at your event |  |
| **Contact Details** | Relevant contact details for the event |  |
| **Additional vulnerabilities** | A plan that recognises 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) |  |

**Safeguarding principles at events – children and young persons**

As part of our approach to professional event organisation, we ask that when assessing the risks of any activities being planned that you give special attention to the welfare and safety of children and young people (i.e. all those under 18 years old) this should be a paramount consideration.

a) Treat all children and young people with respect and value their views and wishes.

b) Always seek written parental consent before children are involved in or attend an event.

c) If the person is under 16, please ensure that parents or carers or other responsible adults attend the event with the child or young person.

d) If the young person is between the ages of 16-18, they may take part in certain events with parental consent.

e) At any event ensure that staff and volunteers are not left alone with a child/young person outside of the sight and hearing of other people.

f) Do not engage in social media with a child/young person outside of the event or activity

g) Only keep the minimum amount of information needed about the child/young person and ensure you comply with data protection in storing and using the information.

h) Always obtain parental/carer consent to photos/film of young children by using the approved documentation held by the person responsible for communications.

i) Where possible, seek references and DBS on people and organisations who provide services at your events.

j) Always report any concerns you may have about a child or young person to the Welfare Officer.

k) Always report any allegations made about you to the Welfare Officer

l) Seek advice from the Welfare Officer if you require any further clarification or assistance.

**GUIDELINES - ICE SKATING EVENTS AND COMPETITIONS**

This guidance outlines what event coordinators should be considering in respect to Safeguarding and Protecting children and adults at events and competitions. Many of the events and competitions held at the Club are for participants belonging to clubs affiliated to NISA or hold membership themselves with NISA. However, there is still a need for organisers to ensure they have demonstrated a “duty of care”. Consider that there may be people attending events that are not members of NISA or a club and are unaware of policies and procedures.

**Event safeguarding statement**

The event organisers should adopt the NISA Safeguarding Children and Young People Policy and publish a statement or policy confirming their adoption of, or commitment to Safeguarding and Protecting children and adults at risk. This must be easily available to participants, volunteer helpers and clubs and may be sent out with entry forms or available on the event website. The Statement might read:

*The Organisers of [event] believe that the welfare and wellbeing of all children and adults at risk is paramount. All participants, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.*

**Event Coordinator**

The event coordinator’s core responsibilities with respect to safeguarding are to

* Promote the Event Welfare Plan
* Recruit an Event Welfare Officer
* Aim for best practice, but at least ensure that minimum standards are met in terms of recruitment, selection and training of staff.

**Event organiser responsibilities**

* The Event Organiser is responsible for ensuring that all reasonable steps have been taken to provide a safeguarding environment for children and adults at risk.
* To ensure that the child and adults at risk protection policies and procedures are in place.
* To ensure there is an Event Welfare Plan and manage the implementation of the Plan with the Event Welfare Officer.
* To ensure that minimum standards are met as identified in the Welfare Plan – in particular with respect to selection and vetting of all event staff/volunteers and appropriate safeguarding training for all event staff/volunteers.
* Ensure that all event staff understand and adhere to the Welfare Plan. To meet these responsibilities the Event Organiser is responsible for ensuring:
* The appointment of an Event Welfare Officer who has the appropriate training to support their role
* Appropriate recruitment and screening procedures for all event staff/volunteers are undertaken, where required
* A risk assessment of the site/facilities has been undertaken prior to the event and any issues reported with appropriate measures identified
* That Codes of Conduct are in place and that all participants and event staff/volunteers have agreed to abide to the code of conduct that is relevant to them
* Participants at the event have an identified person acting in “loco parentis” for the participants at the event.

**Welfare Plan**

The purpose of the welfare plan is to promote and ensure the wellbeing of children and adults, assess the risk in taking part in ice skating events and competitions and to minimise the risks and to maximise their enjoyment and wellbeing.

The plan will also ensure that all those responsible for the welfare of children and adults at risk:

* Understand their safeguarding role and responsibilities
* Are suitably recruited, selected and trained to fulfil these
* Understand the procedures for responding to concerns about children and adults at risk
* Are able to act on these appropriately and effectively

Areas for consideration when creating an Event Welfare Plan:

**Contact details** - There should be a clear, brief notice at a point where participants are most likely to see it, giving a contact number or location for the following with a brief explanation of the event reporting procedures for such concerns. Parents should also receive relevant contact details before the event. If the Event Welfare Officer is not well known, then it is good practice to have a picture of them with their contact details:

**Reporting structure** - Ensure there is a clear process in place for any welfare concerns raised. The first point of contact should be the event welfare officer. They should ensure that the correct reporting procedure is followed based on NISA guidelines.

**Code of Conduct** - All participants and individuals attending the event abide by the rules of the event and by good sportsmanship. Clear codes of conduct should be published - this might be the NISA code of conduct or one adapted for the event.

**Appropriate Medical provision** - Should be available whilst the event is being run. In an emergency, you can always contact 999. This could be made available on the same poster as the welfare officer details or in the event programme.

**Missing participants** - Appropriate procedures should be thought through and communicated and the relevant form completed.

**Disclosure Checks** - Where staff and volunteers have unsupervised contact with children the event organisers must consider who needs to complete a DBS check. These decisions including reasons for not vetting an individual should be documented.

**Policies** - You should ensure that all staff and volunteers at the event are aware of the NISA Safeguarding Children and Young people policy.

**Photography** - The event organisers should consider the advice given in the Photography and filming policy and brief volunteers on how to respond to any inappropriate photography they may witness. For professional photographers you should consider registration and issue an identification badge or tag.

**Event Welfare Officer**

Each event should have a nominated person to undertake the role of Event Welfare Officer. In many cases this will be the Club’s Welfare Officer. They are responsible for;

* Child and adults at risk welfare
* Providing the Event Welfare Plan
* Child and adults at risk safety at the event
* Duty of care to participants and to all involved in the Club
* Event welfare plan check list

**Vulnerability**

It is important to recognise that deaf or disabled children or adults at risk are more vulnerable to all types of abuse than other participants. Reasons for this include:

* Increased likelihood of social isolation
* Fewer outside contacts than children or adults without a disability.
* Dependency on others for practical assistance in daily living, including intimate care
* Impaired capacity to resist, avoid or understand abuse
* Speech and language communication needs may make it difficult to tell others what is happening.
* Limited access to someone to disclose to
* Their particular vulnerability to bullying.

Key steps to safeguard and protect disabled people Everyone who will be responsible for or in contact with disabled children and young people and adults at risk should appreciate and understand their increased vulnerability and additional needs. Consider:

* Use of language and appropriate communication methods, including signers or interpreters when appropriate
* Access to sports (and non-sport) facilities, transport and accommodation
* Adaptations needed to coaching practices, equipment and activity
* Increased supervision ratios during all parts of the event, including any specialist support required, e.g. chaperones
* Relevant training, information or other learning opportunities and support for staff and volunteers
* What information is required about the participant’s impairment or disability, or any medication they may require
* How the participant will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.

**Additional considerations include**:

* Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
* Is information about all aspects of the event provided in an appropriate and accessible format for disabled participants?
* Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for people with a range of mobility impairments?
* Have issues of privacy been addressed when carers need to assist with a participant’s personal care in a public changing area?
* Do venue changing facilities and toilets have all the required adaptations and equipment, e.g. for athletes with a spinal injury?
* The following documents are templates to support this guidance
* Event Organiser Responsibilities
* Missing children and young people procedure and flow chart
* Lost/found child form

**Missing children and young people procedure**

If a child goes missing during an event apply the following procedure:

* Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out
* Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched
* If the child cannot be found after a good search of the immediate surroundings, contact the child’s parents to advise them of the concern and reassure them that everything is being done to locate the child
* Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police
* If appropriate report the concern to the police if the search is unsuccessful
* Follow police guidance if further action is recommended and maintain close contact with the police.
* Report the incident to the designated safeguarding officer
* Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.