

## Appendix A<sub>v3</sub>

### **Guidance for Event Planning – Safeguarding Children and Vulnerable Adults**

For Council-funded or sponsored events at which children are taking part or attending, a sufficient child safeguarding policy and safeguarding procedures are mandatory requirements and are a condition of Council funding or sponsorship.

The policy and procedures should include details of how children are to be protected:

- In respect of **all** relevant matters below, and
- Include details of what the event organiser would do in the situation of a concern being raised.

The event organiser should also have a separate policy and procedures with relevant measures to protect vulnerable adults.

- ***Lost Children and Vulnerable Adults***

A procedure for lost children and vulnerable adults should be included.

Any facility must be managed by qualified staff or appropriate staff, who have recently undergone appropriate checks on suitability.

Guidance from the NSPCC should also be sought as to the relevant legislation relating to people working with children. For larger events, you may want to discuss your facility with your security manager and police officer in charge.

#### **Useful Information**

Useful information to help event organisers to comply with the above requirements can be found at the following links:

[Writing safeguarding policies and procedures | NSPCC Learning](#)

[Procedures for missing children at sports events](#)

- ***Age-restricted products, including alcohol***

In respect of the sale of age related products, including alcohol – a Challenge 25 policy should be in place at the event as well as a plan to deal with a potential situation in which an underage person is purchasing products or where an underage person is purchasing or consuming alcohol.

Such products include but are not limited to alcohol, tobacco, vapes, fireworks and sex articles.

The policy and procedures must include details of measures in place to ensure that age-restricted products are only sold to individuals of or above the relevant age.

Age-restricted products are items for which there is a *statutory minimum age* for purchase or use. These restrictions are based on the potential for:

- Physical or emotional harm
- Risk of crime or disorder
- Long-term health consequences
- *Regulated Entertainment*

Regulated entertainment may include live music, recorded music, performance of a play or performance of dance and must comply with any regulated entertainment requirements, including any applicable licence conditions. The content of the show should be assessed against any conditions attached to the regulated entertainment, and consideration should be given to whether children ought to be accompanied by an adult.

In addition, the event procedure should include details of any additional safeguarding measures to protect children.

If a film is to be shown, the British Board of Film Classification should be displayed and, for any film with a classification other than U (universal), procedures should be in place to ensure the viewing audience complies with the relevant requirements (e.g. PG, 12A, 12, 15,18).

Further information can be found at this link: [British Board of Film Classification \(BBFC\) | BBFC](#)

- ***Sale of sex articles and/or provision of sexual entertainment***

If children are to attend the event, the organiser should ensure that, if any sex articles are to be sold at the event and/or if there is to be any live performance or display of nudity, a procedure must be in place to ensure that children are not exposed to the articles or the performance and, in addition to these measures, that neither reaches the threshold at which the Local Government (Miscellaneous Provisions) Act 1982 would apply and a licence would be required.

- ***Performance by children***

If children are performing in the event, child performance licence requirements must be observed.

The law requires children of compulsory school age to be licensed by the Council if involved in performances of all kinds, including:

- in licensed premises
- where a charge is made, for admission or otherwise
- any broadcast performance
- performances which are recorded by any means and intended for public exhibition

The application must be applied for by:

- the person responsible for the organisation of, or the engaging of the child in, the activity; or
- the person responsible for the production of the performance in which the child is to take part

The application must be returned to the Education Welfare Service, Child Licensing Team, at least 21 days before the event.

If less than 21 days' notice is given, the licence may be refused.

- ***Complaints Procedure***

There must be a complaints procedure in place that is clear, accessible and well-managed.

## **Reporting**

If the organiser or a member of the public has concerns about a child's welfare, or feel that they may be being abused or neglected, please call the Integrated Access and Referral Team (iART) or the Emergency Duty Team (EDT) for help and advice. Alternatively you can call the police.

Telephone: i-ART - 0300 123 7047

The team can be contacted 8.30am to 5pm from Monday to Thursday and 8.30am - 4.30pm on Friday.

If you have an urgent concern outside these hours, or over a bank holiday, please call the **Emergency Duty Team (out of hours) on 01244 977277\***.

- Email: [i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk)

[Report a concern about a child | Cheshire West and Chester Council](#)