

Read these practical tips on incorporating safeguarding into planning an event:

1. Identify potential safeguarding risks in the early stages of event-planning. This could be achieved by completing a risk assessment to assist in assessing and recording associated risks and mitigation measures. A human rights impact assessment should also be conducted at this stage. It is important to maintain an audit trail of actions taken.
2. Conduct a collective consultation process. Adopt a child-centred approach and engage with human rights and safeguarding experts along with potentially impacted groups – including children and adults at risk. This is a crucial step, and will better equip you to make your event child-friendly, safe, and inclusive for all.
3. Develop, adopt and implement a Safeguarding Policy. Your Policy should contain a commitment to protect children and adults at risk, promote their wellbeing, and ensure a positive experience for all. The Policy should set out expectations around preventative measures that should be undertaken (e.g. safer recruitment, a code of conduct, training requirements etc), and provide a framework for how to raise a concern and to whom. You should link your Safeguarding Policy to other relevant policies, such as whistle-blowing and disciplinary policies, and to relevant national and international legislation.
4. Designate a Safeguarding Focal Point who can support the implementation of safeguarding practices. Your Policy should be officially endorsed and overseen by staff at the highest level of the event.
5. Remember safeguarding is everyone's responsibility. You should ensure all staff and volunteers are aware of and covered by the Safeguarding Policy, receive safeguarding training, and are equipped to manage risks and recognise signs of potential safeguarding concerns.
6. Put in place a robust, accessible and transparent reporting mechanism. You should ensure that individuals can report confidentially.
7. You could publish your Safeguarding Policy so that it is available publicly, e.g. on your event's website. This would enhance your level of accountability to staff, volunteers, the local community and the media. It also sets an example of good practice for future event hosts.