



Burghfield Santas Safeguarding Policy

Purpose

The Burghfield Santas community event is a one-off gathering that depends on the active participation of volunteers in various roles. This Safeguarding Policy ensures the safety and well-being of all participants, including volunteers, attendees, children, vulnerable adults, and those with disabilities. The policy is designed in accordance with UK safeguarding laws and guidelines, including the Children Act 1989, the Care Act 2014, and relevant best practice standards.

References

The following references and guidance documents were used in the production of the Burghfield Santas Ad-Hoc Volunteer Policy Document:

<i>Children Act 1989</i> The Children Act provides the legal framework for the protection of children in the UK.	Children Act 1989
<i>Care Act 2014</i> The Care Act outlines the legal duties for local authorities and care providers to protect vulnerable adults.	Care Act 2014
<i>Challenge 25 Guidance</i> The Challenge 25 initiative is designed to help retailers of age-restricted products like alcohol to prevent underage sales. The guidance outlines how to implement the policy effectively, including conducting age verification checks.	Challenge 25 Guidance
<i>Volunteer Safeguarding and Child Protection</i> Guidelines for safeguarding and protecting volunteers, particularly those under 18 or considered vulnerable, in line with UK legislation and best practices.	NSPCC Child Protection and Safeguarding
<i>Working Together to Safeguard Children 2018</i> This statutory guidance provides a framework for the safeguarding and protection of children	Working Together to Safeguard Children 2018
<i>UK Equality Act 2010</i> The Equality Act 2010 is the key piece of legislation in the UK protecting people from discrimination in the workplace and in wider society, including ensuring accessibility and accommodations for individuals with disabilities.	Equality Act 2010
<i>Safeguarding Vulnerable Groups Act 2006</i> This Act establishes the framework for the protection of vulnerable adults and children.	Safeguarding Vulnerable Groups Act 2006

Change Control

Ver.	Description	Modified by	Date	Next review
0.a	First Draft for review	Glyn Townsend	30/08/2024	n/a
0.b	Second draft with feedback	Glyn Townsend	02/09/2024	5/9/2025
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1. Introduction

The Burghfield Santas events are generally considered as ad-hoc community events featuring roles such as bar staff, ticket desk staff, and event or safety marshals. Given the temporary nature of the event and the diverse range of participants, including children and vulnerable adults, it is essential that all volunteers and staff adhere to safeguarding principles to protect everyone involved.

2. Safeguarding Principles

Our safeguarding policy is built on the following key principles:

Protection of All Participants:

Ensuring the safety and well-being of all attendees, especially children and vulnerable adults.

Inclusivity:

Providing a safe and inclusive environment for everyone, regardless of age, disability, race, gender, or background.

Prevention:

Taking proactive steps to prevent harm or abuse from occurring at the event.

Responsibility:

Ensuring all volunteers understand their roles and responsibilities in safeguarding others.

Transparency:

Clear communication of safeguarding procedures to all volunteers and participants.

3. Safeguarding Roles and Responsibilities

Event Organisers

Overall Responsibility:

Event organisers hold the ultimate responsibility for safeguarding at the event, ensuring that policies are implemented, and all volunteers are aware of safeguarding practices.

Designated Safeguarding Officer (DSO):

A Designated Safeguarding Officer will be appointed for the event to handle any safeguarding concerns, incidents, or reports. The DSO is responsible for liaising with local authorities if necessary. The DSO will also ensure that no volunteers are placed in 1:1 contact situations with children, or other vulnerable individuals identified to us.

Volunteers

Awareness:

All volunteers must be aware of the safeguarding policy and understand how to identify and report safeguarding concerns.

Training:

Volunteers will receive a briefing on safeguarding before the event, including how to interact appropriately with children, vulnerable adults, and those with disabilities.

Role-Specific Responsibilities:

Volunteers may have additional safeguarding responsibilities based on their roles:

Bar Staff:

Ensure that alcohol is served responsibly, particularly around vulnerable adults. Volunteers must be vigilant about underage drinking and must adhere to Challenge 25 guidelines.

Ticket Desk Staff:

Responsible for verifying ages before issuing wristbands for alcohol purchase, ensuring that age verification is conducted respectfully and appropriately.

Event and Safety Marshals:

Monitor the event for any safeguarding concerns, including identifying vulnerable individuals who may need assistance or protection.

4. Safeguarding Vulnerable Groups

Children (Under 18)

Parental Consent:*Volunteers*

Volunteers under 18 must have written parental consent to participate in the event. All volunteering activities will be supervised by a responsible adult. In the event of volunteers under the age of 16, they must remain under the supervision of a parent or guardian throughout their shift.

Attendees

Parents are responsible for the supervision of their children at all times. This is communicated to all attendees before and during the event

Lost Child Process*Wristbands*

Attendee parents of younger children will have the option to write their contact details on a wristband provided by the event. This is encouraged to facilitate quick reunification if a child becomes lost.

Identification:

If a child is found without a parent, volunteers will calmly escort the child to the ticket desk, which serves as the designated safe area.

Supervision:

At the ticket desk, the child will be kept in an open, public area. Two or more adult volunteers must always be present to ensure no 1:1 contact occurs.

Communication:

Efforts will be made to contact the parent using the information on the child's wristband, or announcements may be made over the event's PA system.

Reunification:

Parents or guardians will be asked to provide proof of identity, if possible, before the child is handed over. This is to ensure the child's safety.

Best Practices for Announcements:

1. **Avoid Personal Details:**
Do not mention the child's name, age, or detailed physical description to prevent misuse of the information by others.
2. **Use General Language:**
Refer to the child as "a young person" or "a child" rather than using specific identifiers like gender or clothing unless absolutely necessary
3. **Location-Based Information:**
Announce where the child is currently located (e.g., ticket desk) and where the parent should go to reunite with the child.
4. **Reassure the Child:**
Ensure that the child is being looked after and that they are safe. Announce that the child is being cared for to reassure parents
5. **Repeat the announcement at regular intervals if the child is not quickly reunited with their parent or guardian.**
6. **Ensure Discretion:**
If the child is upset or anxious, have a volunteer calmly assist them while waiting, ensuring the child is in view of the public and not in a 1:1 situation.

*Suggested Script for PA Announcement:**First Announcement:*

"Attention, please. We have a young child who is currently waiting at the ticket desk. If you are missing a child, please make your way to the ticket desk, where our staff will assist you. The child is safe and being cared for. Thank you."

Follow-Up Announcement (if needed):

"May I have your attention, please? We still have a young child waiting at the ticket desk. If you are missing a child, please come to the ticket desk as soon as possible. Our team is ensuring the child is safe. Thank you for your cooperation."

Final Announcement (once the child is reunited):

"Thank you for your attention earlier. The young child at the ticket desk has been safely reunited with their family. Thank you for your cooperation."

Frequency:

If the parent/guardian does not come forward promptly, repeat the announcement every 5-10 minutes until the child is reunited with their parent or guardian.

By following these best practices and using a carefully worded script, the announcement can help ensure that the child is safely reunited with their parent or guardian while maintaining their privacy and safety.

Vulnerable Adults

Identification and Support:

Volunteers and marshals should be aware of the signs that someone may be a vulnerable adult, including those with disabilities, mental health issues, or those who appear to be under the influence of drugs or alcohol. Volunteers should offer assistance as needed and report any concerns to the DSO.

Respect and Dignity:

All interactions with vulnerable adults should be conducted with respect, ensuring their dignity and autonomy are upheld.

Individuals with Disabilities

Accessibility:

The event site will be made as accessible as possible. Volunteers should be prepared to assist those with mobility issues or visual impairments and ensure that all areas of the event are navigable.

Carers

Attendees requiring the support of a carer will be able to apply for a free entry ticket on presentation of a valid DLA/PIP, or valid carers card from the Carers Partnership

Communication:

Volunteers should communicate clearly and respectfully with individuals with disabilities, ensuring they understand and can participate fully in the event.

5. Reporting and Responding to Safeguarding Concerns

Recognising Abuse

Abuse can take many forms, including physical, emotional, sexual, financial, or neglect. Volunteers should be trained to recognize the signs of abuse, such as unexplained injuries, withdrawal, fearfulness, or sudden changes in behaviour.

Reporting Procedures

Immediate Reporting:

Any safeguarding concerns should be reported immediately to the Designated Safeguarding Officer. If the DSO is unavailable, concerns should be reported to the event organisers or local authorities.

Confidentiality:

All reports of safeguarding concerns will be handled with confidentiality. Information will only be shared with those who need to know to protect the individual and to comply with legal requirements.

Emergency Response:

If a child or vulnerable adult is in immediate danger, volunteers should contact emergency services (999) and then report the incident to the DSO.

Record Keeping**Documentation:**

The DSO will maintain records of all safeguarding concerns, incidents, and actions taken. These records will be stored securely and only accessible to those involved in safeguarding management.

Incident Follow-Up:

The DSO will follow up on all safeguarding incidents to ensure that appropriate actions have been taken and that the individual is safe and supported.

6. Safeguarding Training and Induction

Pre-Event Training:

Volunteers will receive a briefing on safeguarding before the event, including how to interact appropriately with children, vulnerable adults, and those with disabilities.

Ongoing Support:

The DSO and event organisers will be available throughout the event to provide ongoing support and guidance to volunteers.

7. Safeguarding Policy Review

Post-Event Review:

After the event, the safeguarding policy will be reviewed to assess its effectiveness. Feedback from volunteers, participants, and any safeguarding incidents will be used to improve future safeguarding practices.

Continuous Improvement:

The policy will be updated as needed to reflect changes in legislation, best practices, or feedback from previous events.

8. Contact Information

For further information or to raise any safeguarding concerns, please contact:

Designated Safeguarding Officer: Ian Morrin, safeguarding@burghfieldsantas.org.uk

Event Organisers: Admin@burghfieldsantas.org.uk

Emergency Services:999