

## **ROLE DESCRIPTION**

**Role:** Event Safeguarding Lead

**Issue Date:** January 2025

### **Overall Role:**

As an Event Safeguarding Lead your role is to ensure the safeguarding, welfare and wellbeing of all participants and support staff/volunteers at the event.

### **Duties and Responsibilities:**

#### **Before the event**

- Ensure there is a completed risk assessment/s for venues and all event activities. The Risk Assessment will be completed by the YST Event Lead/team who will provide you with a copy.
- Review the completed assessment/s and ensure you are satisfied that all steps have been taken to minimise risk at the event. If anything is unclear always seek clarification from the Event Lead/team.
- Ensure you have a copy of the Safeguarding Plan for the Event – this is completed by the YST Event Lead/team You may be asked for safeguarding advice and contributions to the plan.
- The Safeguarding Plan should include:
  - The purpose and objectives of the event.
  - Key personnel for the event and any external emergency contact details. Agreement to be reached before any event with the Lead or Deputy Safeguarding Officer as to the external emergency contact details you are required to hold to support you with any safeguarding/welfare issues that may arise during the event. This may include the Police, Children’s Social Care, Multi-Agency Safeguarding Hub (MASH) and/ or Local Authority Designated Officer (LADO) local to the event.
  - Clear statement that YST has a duty of care at all our events and activities which will usually begin when children and young people are signed in at registration and cease when they are signed out.
  - Clear statement as to whether YST also has loco parentis at the event. If children and young people are attending without their parent, carer, teacher, or any other chaperone YST will have loco parentis responsibility for the duration of the event.
  - Clear reporting and recording safeguarding, welfare and wellbeing concerns procedures for the event.
  - Clear information and contact details for the medical and health provision for the event.
  - Details of the Risk Assessment completed for the event and where copies are held. A copy will usually be held by you and the Event Lead/Manager.
  - Emergency evacuation procedures for the event. This should include reference to the Personalised Emergency Evacuation Plan (PEEP) for any participants with medical or other needs (if required). Please see information regarding a PEEP further down.
  - Clear information on the photography, filming and / or social media consents for the event.
  - Code of conduct/s are in place and communicated for the event.
  - Missing children and young people procedure.
  - Clear links to the YST Safeguarding Children and Young People Procedures. YST expect all staff to have read and understood the procedures.
  - Clear information on Insurance at the event.

- Clear information in relation to Data Protection at the event.
- Any other applicable advice or guidance relevant to the event being planned this could include but not be limited to changing rooms, transport, accreditation and kit.

### **During the event**

- Your sole role at the event will be as the Safeguarding Lead.
- Responsible for managing and leading on safeguarding at the event.
- You should always be present at the event and available to provide safeguarding, welfare and wellbeing advice to staff, volunteers, participants and any other organisations or partners present.
- At the event you will be expected to:
  - Manage and lead on all aspects of safeguarding including leading a Safeguarding Team if applicable to the event.
  - Be present at event briefings and ensure you are identified to all other staff, volunteers and any other supporting organisations or partners present.
  - If applicable, provide a Safeguarding Briefing before the event and communicate safeguarding and welfare messaging, as required, during the event.
  - The Safeguarding briefing should ensure all staff and volunteers know who you are and any other safeguarding team members and how and when to contact you. It should provide a reminder of key safeguarding information contained in the Event Safeguarding Plan such as the Incident Report Form and Reporting Procedures for the event.
  - Ensure staff and volunteers are aware of the Safeguarding Incident Report Form and provide advice as necessary as to when it should be completed. Please see note below.
  - Be available during the registration process for the event. Provide advice on issues such as participants not arriving with the relevant consent forms, incomplete emergency contact details, medical or additional needs information and anything else.
  - During the registration process check whether any medical, safeguarding or other information provided in advance of the event for a participant remains applicable, subject to any changes or anything else.
  - Be ready to manage arranging additional contact with parents/carers, teachers, or other chaperones to collect necessary or missing information to allow participants to take part in the event.
  - Where necessary manage the triage process for participants who have identified additional needs or the requirement for completion of the YST Personal Emergency Evacuation Process form. Completion of the form will usually be with the individual directly and could also include their parent/carer, teacher, other supervising adult and the medical professionals such as the paramedics/on-site first aid provision assigned to the event.
  - Complete observations during the event of the activities taking place. Act upon any concerns you observe, or others observe during the event.
  - Act upon any concerns raised to you during the event. Always contact your offsite Safeguarding Support or the YST Lead or Deputy Safeguarding Lead if you require support or help during the event.
  - Convene an Event Case Management Group to manage concerns

### **After the event**

- Provide all Incident Report Forms to the Lead or Deputy Safeguarding Officer.
- Provide the Event Manager and Lead or Deputy Safeguarding Officer with any insight, learning or feedback from the event to inform future events.

## **PERSON SPECIFICATION**

### **Event Safeguarding Lead**

Applicants for this position should be able to satisfy the following criteria:

- Completion of mandatory YST Safeguarding Children and Young People E Learning.
- Knowledge and experience in safeguarding children, young people, and adults at YST or in previous employment or voluntary work.
- Knowledge and experience of undertaking a safeguarding supporting role at two or more YST residential or day event or at another non YST organisation.
- Willingness to undertake further training, shadow or be mentored by experienced YST staff members (if necessary).
- Knowledge and understanding of the YST Strategy, safeguarding policies and procedures and culture of the charity.
- Excellent communication skills including the ability to accurately record and present information clearly and concisely in oral or written form.
- A passion for the safety, welfare and wellbeing of children, young people, and adults.
- Ability to be flexible and be a team player.
- Ability to deal in a helpful, friendly, and professional way with a wide range of people.
- Ability to stay calm under pressure and respond positively to challenge.
- Able to demonstrate a high level of confidentiality.

## **ADDITIONAL SUPPORTING INFORMATION**

### **Safeguarding Incident Report Form**

This form is to be completed for any incidents or concerns that arise during the event. For example, a participant become unwell during the event, they become anxious and distressed, want to go home, or disclose information during the event. This list is not exhaustive.

It is important to recognise that during the registration process participants could be identified as having medical or additional needs that have been considered and risk assessed by YST before the event. Such identified needs which have already been made known to YST in advance do not require a Safeguarding Incident Report to be completed. So, for example a participant who has been identified as having a food allergy in advance of the event would only need completion of the Incident Report Form should an incident occur during the event related to that allergy.

In contrast a participant arrives, and their teacher advises you they have a history of self-harm and anxiety which has not been made known to YST prior to the event would require an Incident Report Form to be completed. The form would be completed with the teacher, capturing the new information you have been made aware of, any strategies for monitoring and keeping that participant safe during their participation and clear contacts for reporting should YST have any concerns that the participant is struggling at the event.

### **Personal Emergency Evacuation Process (PEEP) Form**

YST has a responsibility to ensure everyone attending our events and activities can be evacuated safely in an emergency. A Personal Emergency Evacuation Plan (PEEP) will be completed with the individual and the venue (if required) for anyone in attendance who has identified that in an emergency they are unable to self-evacuate and require assistance to evacuate the venue safely.

Reasons for assistance could include, but not be limited to:

- Individuals with a disability.
- Individuals unable to use stairs.
- Individuals with a mobility, sight, hearing or cognitive impairment or condition.
- Individuals who may not fully understand evacuation rules or procedures and require extra support. For example, younger children.
- Individuals who may become confused or disorientated in an emergency.
- Individuals with a temporary condition such as a short-term injury or medical condition.
- Individuals with learning needs.
- Individuals with other needs such as delayed speech or where English is not their first language.
- This guidance and process applies to all events YST deliver, for adults and young people and would apply when young people are attending an event with a parent/guardian/teachers or other partner organisations in attendance.

The YST Event Lead to check the evacuation procedures with the venue on initial enquiry. This includes understanding what facilities the venue has available to aid evacuation so this can be communicated to all attendees. Such facilities could include (but not be limited to):

- Evacuation lifts
- Evacuation chairs often known as EVAC chairs
- Flashing beacons
- Clear and easily recognisable evacuation and fire alarm zones
- Pager systems which provide vibrating or text alerts for deaf individuals

YST Event Lead to ensure the registration process includes notification of the venue evacuation procedure and facilities and allows the individual to identify to YST that they require assistance to reach a point of safety in an emergency.

This information will be made known to individuals either before an event for example as part of the registration survey or at registration on the day.

The YST Event Lead will collate responses for any individual who has requested assistance and produce or make arrangements for a PEEP to be completed.

Any identified individuals will be subject to a triage process on arrival at the event to complete a PEEP form. This will be led by the YST Event Safeguarding Lead and / or the YST Event Lead to ensure there is an agreed plan for evacuation in conjunction with the venue (as required).

The venue evacuation process will be communicated to everyone at the event briefing by the YST Event Lead.

### **Event Case Management Group**

The Event Safeguarding Plan will identify whether an Event Case Management Group (ECMG) is required to support you in your role as the Event Safeguarding Lead.

The role of the ECMG is to manage the initial response to reported concerns about children, young people and adults at the event and determine how to respond appropriately to that concern. This could include, but not be limited to:

- Discussion and agreement on how a concern will be dealt with.
- Discuss whether the concerns should be discussed with the Lead or Deputy Safeguarding Officer.
- Acting in accordance with the Lead or Deputy Safeguarding Officer recommendations or directions (if applicable).
- Agreeing who will take responsibility for dealing with the concerns.
- Monitoring progress on all concerns raised.
- Reporting and recording all actions taken to resolve a concern.

At all residential, one day and virtual events an ECMG is required and is made up of three people. It will include you as the Event Safeguarding Lead supported by the onsite Event Lead/Director and an onsite or offsite nominated Safeguarding Officer.