



# HRGB Safeguarding Procedures

## Safeguarding 1

### Preparing for an event

#### Simple guide for event organisers

1. Make sure you have names and contact details of participants.
2. Make sure the name of the Event Safeguarding Lead is in the event information.

#### More detail

At HRGB-organised events where children and young people\* are participating, a named Event Safeguarding Lead should be identified by the Event Organiser. Her / his name and information about how to contact her / him should be made available to participants, either in pre-event information or on the day or both.

The Event Organiser should have a record of who is responsible for each of the young people attending the event. This may be, for example, the Team Leader who has booked them into the event, or a teacher, parent or a Society member acting in loco parentis. The Event Organiser should also ensure that they have a list of participants' names and teams in case contact needs to be made with any participants after the event. This list should be kept for a year and then be destroyed. (N.B. This is also be important in the case of fire or other emergency; Emergency Services attending a venue will ask for a complete list of occupants / participant.)

Consider having "HRGB Guest" lanyards for non-members attending an event. These would help to raise awareness that we are alert to safeguarding issues.

## Safeguarding 2

### What might happen at an event and what should you do?

#### Simple guide for all members

- Most events will come and go without any issues at all, so don't feel that you have to be always on the look-out for issues.
- If you do see or hear something which makes you concerned that anyone, especially a young person, is unsafe in any way, you need to tell someone about it.
- Choose a person to tell who can do something constructive about the problem then, with them, and with the agreement of the young person if possible, decide what to do next (See section 3).
- Always act in the best interest of the young person.

#### Simple guide for event organisers and event safeguarding leads

- If someone at your event tells you that they are worried that a young person is not safe, listen, discuss with each other, discuss with the young person if possible, then decide what to do next (See section 3 below).
- Always act in the best interest of the young person.

#### More detail

Safeguarding and Child Protection issues at Society events are rare and it's very unlikely that a young person will feel unsafe because of the event itself. If a young person is presenting symptoms of stress or anxiety at an HRGB event this is probably because of other events happening in their lives.

**There are several possible situations in which a Society member might feel that something is not appropriate**, including:-

1. if they overhear any conversation or reported conversation which makes them concerned that a young person is unsafe in any way, e.g.

- Any form of abuse, including verbal, physical, sexual, emotional abuse and neglect;
- Bullying, including cyberbullying and initiation rituals (for example, theft of someone's property);
- Grooming and exploitative behaviour.

2. if they see or hear a Society member talking or behaving inappropriately towards a young person;

3. if a young person tells a Society member something that suggests that they are not safe. (See Appendix 3 – Listening to young people)

#### What to do in these situations

In all these cases, talk as soon as possible to the Event Safeguarding Lead, or the young person's Team Leader, or both, describing what you saw or heard and the reason you think it is worrying. It may be very helpful to talk with the young person again. Together, decide who to tell and what to do next – see the alternative courses of action below.

### Safeguarding 3: What happens next?

Situation	Courses of action include:-
The young person is in immediate danger	Dial 999 and ask for the police
Someone attending the event has spoken or acted inappropriately towards a young person	<p>The <i>Event Organiser</i> or the <i>Event Safeguarding Lead</i> must:-</p> <ul style="list-style-type: none"> <li>• Have a conversation with the person who spoke or acted inappropriately, explaining what was seen and / or heard and asking for an explanation.</li> <li>• Bearing in mind the young person’s reaction, as described by the observer, and the explanation given, decide whether to:- <ul style="list-style-type: none"> <li>▪ Tell the adult responsible for the young person at the time then take no further action, as the explanation was satisfactory and the young person seemed unperturbed.</li> <li>▪ Tell the adult responsible for the young person at the time and make a joint decision as to what to do next.</li> <li>▪ Tell the adult responsible for the young person at the time, and the <u>Regional Safeguarding Officer</u>. If necessary, jointly make the decision to contact the <b>relevant Safeguarding and Child Protection authority</b>, as the young person was distressed and the explanation was unsatisfactory.</li> </ul> </li> </ul>
The young person is distressed by something or someone not connected with the event	Talk to the adult who is responsible for the young person, passing on the relevant information. At that point the matter should be out of the Society’s hands, though there may be follow-up from relevant authorities.

## Safeguarding Safeguarding 4: Referring to the Child Protection Authorities

If a decision is made together to refer a situation to the Child Protection Authorities, please refer to the appropriate procedure below.

In <u>England and Wales</u> , options include:	In <u>Scotland</u> , options include:
<ul style="list-style-type: none"><li>• Contact your local child protection services. Their contact details can be found on the website for the local authority the child lives in.</li><li>• Contact the police.</li></ul>	<ul style="list-style-type: none"><li>• Contact your local children’s social work team. Their contact details can be found on the website for the local authority the child lives in.</li><li>• Contact the local <b><u>Children's Reporter</u></b>. Local, independent officials can decide if any legal interventions need to be made to protect a child. Children’s Reporters offices can be found on the Scottish Children’s Reporter Administration 2018.</li><li>• Contact Police Scotland if you are concerned that a child is in immediate danger.</li></ul>