



Appendix F - Safeguarding for Events, Outings and Missing Child

When a community group takes a family group/service users on an outing, there are several important factors to consider that may or may not be relevant to your organisation to ensure a safe, enjoyable, and inclusive experience for everyone involved:

Planning and Preparation

- 1. Risk Assessment:** Conduct a risk assessment to identify any potential hazards and implement measures to mitigate them.
- 2. Insurance:** Ensure adequate insurance coverage for the outing, including liability and accident insurance.

- 3. Venue Considerations:**

Facilities: Ensure the venue has adequate facilities, including restrooms, seating, and shelter in case of bad weather.

Safety Features: Check that the venue has safety features such as secure play areas for children and clear signage.

Accessibility: Is the chosen venue and activities accessible to all participants, including those with mobility issues or other disabilities.

- 4. Supervision:** Ensure all adults are aware that children and young people will remain the responsibility of their parent or carer whilst at any events or outings.
- 5. Clear Instructions:** Plan and prepare clear instructions and information to all attendees before and during the outing.
- 6. First Aid:** do you need a first aid kit and one person first aid trained available?



- 7. Transportation:** Do you need to arrange transportation, if so is it reliable transportation, does it meet safety requirements, considering the needs of families with young children, elderly members, or those with disabilities.
- 8. Emergency Plan:** Consider if you need an emergency plan, including contact information for emergency services, contact names for families, emergency contacts, first aid or medication procedures, and the location of the nearest hospital.
- 9. Age-Appropriate Activities:** Have you planned the venue or activities that are suitable for all age groups, ensuring there is something enjoyable for everyone, does the activities planned require a risk assessment?
- 10. Engagement:** Consider interactive and engaging opportunities that will encourage participation and social interaction.
- 11. Dietary Requirements:** Do you need to cater to dietary restrictions and allergies, providing appropriate food and drink options.
- 12. Special Needs:** Consider any special needs of participants, such as medical conditions or behavioural issues, and plan accordingly.
- 13. Financial Considerations:**

Budget: Plan a budget that covers all expenses and consider the cost for participants, it is inclusive/affordable for all families?

Funding: Seek sponsorships or grants if needed to subsidise costs and make the outing accessible to more families.

Missing Child

A missing child policy is essential for any organisation that is responsible for the care or supervision of children. However, where parents are responsible for their child



during a group outing it is still recommended to have an agreed response procedure in place so in the unfortunate event that a child goes missing, all staff or volunteers can take immediate and appropriate action to locate the child as quickly as possible.

A policy typically outlines the steps to be taken by staff and volunteers, such as:

- **Immediate headcount** to confirm the missing child and ensure no other child is lost.
- **Search procedures** for the immediate vicinity.
- **Notification process** for informing the person in charge, the child's parent/carers if applicable and, if necessary, the police.
- **Roles and responsibilities** of each staff/volunteer member during the incident.

Remember, the safety of children is paramount, and being prepared with a written policy/plan can make a significant difference in ensuring their well-being during group activities.

By considering these factors, a community group can organise a successful and safe family outing that is enjoyable, inclusive for all participants.

An example when planning an event:

Protecting children at events and procedure if a child becomes separated from their parent or carer

Prior to event:

- Risk assessment to be completed.
- Check your insurance cover.



- PCSO'S to be informed of larger events.
- Staff and volunteers to wear yellow t-shirts and id badges to be easily identified.
- Adult/child ratios to be agreed considering size of event.
- Staff in attendance to have completed appropriate child protection training.
- Safeguarding Lead to be in attendance.
- All staff, volunteers and organisers to be made aware of the procedure below for lost or missing child.

The following steps to be taken to keep a lost child safe at an event:

- The child to be taken to the designated lost child area.
- The lost child should have at least 2 adults in attendance at all times, one adult to hold a suitable DBS and be child protection trained.
- Find out the child's name and age if possible
- The Safeguarding Lead to be notified.
- Contact the PCSO'S if they are attending
- Make a public announcement stating only that a lost child has been found and where they can be collected (not sharing the child's name or description).
- When the child is collected, ensure you are satisfied that the adult is who they say they are, if you are not sure contact the Police for advice
- If the responsible person fails to appear within 15 minutes of the first announcement, announce again then the Safeguarding Lead should contact the Police immediately.

If a parent tells you that their child is lost:

- Staff and volunteers to search the immediate vicinity for 15 minutes.
- If not found the Safeguarding Lead to contact the police to report the child missing
- Staff or volunteer to support parents until police arrive.



- If you have any concerns for example the child is very young or the parent/carer is heavily under the influence of alcohol or drugs and may not be capable of looking after the child, you should tell the police and make a note of the following:

Once the child is successfully reunited with the responsible adult:

- Inform all involved in search.
- Consider if an incident report is required.