Event safeguarding checklist

A planning checklist for basketball events

- this checklist is for anyone with overall responsibility for planning or organising children's sporting or physical-activity events or festivals
- it helps ensure that event organisers have appropriate safeguarding policies and procedures in place
- it encourages liaison with all partners that contribute to planning and delivering the event, and helps ensure that everyone is clear about their role in keeping young participants safe and looked after
- guidance notes are included under each task (⇨ marked with an arrow); more detailed information is available in the references linked to at the end of each part of the checklist

Working with partners

This resource is a working tool to ensure that key safeguarding arrangements are understood and implemented by all partners involved in planning and running the event, and that these are addressed **before** the activity begins.

When an organisation commissions a third party to deliver an event on their behalf the commissioning organisation still 'owns' the event and is responsible for it. The commissioner must be satisfied that third parties (and all other stakeholders) have appropriate safeguarding, health and safety, and other measures in place to ensure that the event is delivered safely.

Situations have arisen where children have been put at risk or harmed either because adequate safeguards were not in place or because partners were unclear about their respective responsibilities, or about which organisation's policies and procedures should apply. It is therefore vital that everyone involved in this delivery process understands their safeguarding role and responsibilities and is confident that all appropriate steps have been taken to safeguard the children involved.

You are encouraged to share the checklist with all partners to clarify and answer each of the questions.

Information and resources

Sport and physical-activity events are organised at various levels, from informal in a single public open space to international events at multiple venues. They are facilitated by a variety of organisations, including international bodies, community groups, active partnerships, national governing bodies of sport, education establishments or sole traders.

The following resources will assist you in completing this checklist:

- the CPSU's **Safe sports events management tool**, with guidance and examples of how to ensure you meet the requirements, where you can check what you should have in place
  thecpsu.org.uk/event-management
- **Safe sport events, activities and competitions**, a 112-page CPSU publication that provides detailed guidance on events from informal through to international levels
  thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions

Event details	
Date of event	
Overall event deliverers	
Event commissioners	
Other third-party stakeholders	
Event venue	
Accommodation venue (if applicable)	
Activity organisers and deliverers – competitions and peripheral activities	
Community groups	
Education establishments	
Caterers	
Transport providers	
Volunteer providers	
Others	

Parts of checklist completed	
☐ 1 – Accountability	☐ 4 – Duty of care
☐ 2 – Recruitment	☐ 5 – Managing allegations and concerns
☐ 3 – Induction	☐ 6 – Evaluation

Sign-off			
Organisation[1]			
Name		Role	
Signature	×	Date	
Organisation			
Name		Role	
Signature	×	Date	
Organisation			
Name		Role	
Signature	×	Date	

[1] Delete this line if there is only one organisation and its name is included in the header

Part 1 – Accountability

It's essential that everyone involved in the running of the event is clear who is responsible for each part or aspect of the event. A clear safeguarding plan must be agreed and include steps to assess any deliverer's suitability, including necessary safeguarding expertise.

✓	Task	Actions
☐	Record all the organisations involved in commissioning, funding and delivering this event	
☐	Confirm details of the key liaison contacts for each organisation	
☐	Confirm who will be managing the safeguarding element of the event ⇨ This includes having a safeguarding lead officer who will lead the development of the safeguarding plan. ⇨ The plan should be created as early in the project planning as possible, with the opportunity for key people to comment prior to finalising.	
☐	Confirm and share details of the safeguarding lead who has overall responsibility during the event for assuring appropriate action is taken ⇨ This person is responsible for imposing sanctions for breaches of codes of conduct, reporting concerns to external organisations and taking a decision to bar someone from or during the event for safeguarding reasons.	
☐	Clarify who makes the decision to cancel the event or an individual activity	
☐	Confirm which organisation's safeguarding policy and procedures will be followed in the event of a concern arising	
☐	Confirm who has *in loco parentis* responsibility ⇨ Is this event management, teachers, activators, coaches, parents or a partner (e.g. NGB)? ⇨ Event management always has a duty of care for young people.	
☐	Create a list of who in each partner organisation will be informed if a concern arises	
☐	Ensure any service level agreements in place clearly include specific safeguarding arrangements	
☐	For large events, organise an operational group with key stakeholders that meets regularly prior to and during the event, ensuring that safeguarding is part of the agenda	

Part 2 – Recruitment

Anyone involved in the recruitment of coaches, activators or volunteers who work with, or come into contact with, children and young people need to ensure they undertake a safe recruitment process.

✓	Task	Actions
☐	Agree what safe recruitment procedures must be undertaken	
☐	Ensure safer recruitment procedures have been followed ⇨ If transport is being organised as part of the event, check transport staff in terms of safe recruitment, including eligibility for DBS checks.	
☐	Ensure that DBS checks have been undertaken (for eligible roles) and that information arising is risk assessed ⇨ For more information, see 'Useful resources' below.	
☐	Make sure relevant qualifications and training attendance have been checked; identify who is going to do this: • event organisers • individual providers responsible for their own workforce ⇨ This may include coaching, first aid, safeguarding and other appropriate training.	
☐	Confirm that appropriate valid public liability insurance is in place: • employer liability insurance • event cancellation insurance (if needed)	
☐	Confirm that safeguarding training relevant to the various roles has been undertaken ⇨ For more information, see 'Useful resources' below.	
☐	Confirm which specific safeguarding roles are required for the event – have role descriptions for these so people are clear ⇨ Depending on the size of the event: ▪ event lead and deputy ▪ venue lead (if multiple venues) ▪ lead for the sport or activity – this should not be the same person as the sport or activity lead in case there is an issue ▪ teams or groups should allocate lead safeguarding responsibilities to one of the adults supervising	

Useful resources
Safe recruitment and selection procedures – CPSU briefing thecpsu.org.uk/resource-library/best-practice/safe-recruitment-and-selection-procedures
DBS checks in sport – guidance leaflets thecpsu.org.uk/resource-library/publications/dbs-check-eligibility-in-sport-guidance-leaflets
Safeguarding and protecting children – UK Coaching workshop www.ukcoaching.org/courses/workshops/safeguarding-protecting-children
Choose the right training – a CPSU guide thecpsu.org.uk/training-events/choose-the-right-training

Part 3 – Induction

As staff and volunteers may be employed, engaged or deployed by different agencies for the event, it is important that it is clear from the outset who is responsible for each area of their induction. Induction should include safeguarding information that is specific to the event.

✓	Task	Actions
☐	Confirm which organisation is responsible for the induction of staff and volunteers	
☐	Work with the safeguarding lead to confirm what level of safeguarding information each role needs as part of their induction ⇨ Safeguarding briefings should include: ▪ promotion of good practice ▪ what to do if you have a concern ▪ missing-person procedure ▪ use of social media ▪ photography policy ▪ event codes of conduct	
☐	Create an induction plan, which should include: • getting to know the venue(s) • codes of conduct • health and safety • lines of management and supervisory accountability • who holds registers of participants and workforce, should evacuation be required • who to report concerns to • who has overall operational responsibility for the activity or event ⇨ Include any personal evacuation plans or routes. ⇨ Include risk assessments for each activity, venue, accommodation and transport, as appropriate. ⇨ The 'who' may be individual sports, schools, clubs, the volunteer manager or the event manager.	

Useful resources
Induction checklist – CPSU template thecpsu.org.uk/resource-library/forms/new-starter-induction-checklist
Event workforce roles and responsibilities – CPSU briefing thecpsu.org.uk/resource-library/best-practice/event-staff-your-roles-and-responsibilities

Part 4 – Duty of care

Duty of care refers to the responsibility of all those in a position of responsibility for children and young people. Sports organisations or individual staff or volunteers need to take reasonable measures to ensure that participants will be safe to take part in an activity.

✓	Task	Actions
☐	Obtain signed consent forms for participation (including volunteers) in the activity; these forms should include medical and photography consent ⇨ Obtain parental consent (or individual consent if over the age of 18) **or** confirmation from the teacher, club or group that they have consent from parents and have collected medical details, emergency contact details and photography consent. This information should be taken to the event. ⇨ Key medical information must be on hand wherever the child is – at the event – and not back at the school or other establishment. ⇨ This information will be held by event management only if they are *in loco parentis* or on a need-to-know basis. Be clear who will hold and have access to this information in an emergency. ⇨ At events where a teacher or parent is *in loco parentis* (and is therefore responsible for collecting personal information), event management will only require a minimal amount of information, such as name, school and age (this will be dependent on the event). ⇨ The event management need to know who has not given photography consent and how these young people will be identified. ⇨ If the event is residential, the consent requires more detail, such as whether an accessible room is needed, a personal evacuation plan (PEEP) and details of any behaviours staff need to be aware of (e.g. sleepwalking). Dietary information should also be included.	
☐	Detail any specific equipment needed in certain situations: • to ensure activities are fully inclusive • in changing rooms • in toilets • at the accommodation	

✓	Task	Actions
☐	Make supervision ratios clear for teams, groups and young volunteers ⇨ There must be 2 appropriately recruited adults with each team or group as a minimum. Supervision ratios will depend on: ▪ the size of the group ▪ the age of the group ▪ any additional needs within the group ▪ sport's governing body requirements	
☐	Include first-aid arrangements within your operating procedures ⇨ Have enough qualified first aiders (you may wish to use a reputable first-aid company for large events) ⇨ Establish procedures for recording accidents and injuries – this includes ensuring that information is passed on to parents or carers ⇨ Provide written information to parents should a young person sustain a head injury ⇨ Agree arrangements to transfer duty of care should a young person have to go to hospital and be collected from there	
☐	Agree procedures for major incidents, such as if evacuation is required	
☐	In certain circumstances, require groups and organisations to have a 'back at base' contact ⇨ It is good practice for teams that are away at events overnight or at weekends to have someone from the club or organisation 'back at base' who they can call in an emergency.	
☐	Agree transport arrangements ⇨ Is transport being organised by the event management or are young people making their own way by public transport or drop-off by parents? ⇨ Are arrangements in place for ensuring young people are safe if parents are late picking them up? ⇨ If it is a large multi-sport or multi-venue event, inform parents of specific pick-up and drop-off points.	
☐	Highlight in the operating procedures that under-18 year olds must not be given sole responsibility for groups of children without appropriate adult supervision	
☐	Confirm if accreditation passes are required ⇨ You may only want certain people to access certain areas; large events may have different levels of accreditation.	

✓	Task	Actions
	⇨ It is useful to have the contact number for the safeguarding lead on the accreditation pass.	

Useful resources
Safeguarding support toolkit – CPSU resource thecpsu.org.uk/resource-library/tools/safeguarding-support-toolkit
Duty of care – CPSU briefing thecpsu.org.uk/resource-library/best-practice/duty-of-care
Safe use of changing facilities – CPSU guidance (includes considerations for events) thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities
Supervision ratios – CPSU briefing thecpsu.org.uk/resource-library/best-practice/guidelines-on-staffing-supervision-ratios-for-children-young-peoples-activities

Part 5 – Managing allegations and concerns

Managing allegations and concerns will follow the set procedures of the identified lead organisation. It is therefore essential that unambiguous plans are in place from the outset so that all parties are clear whose procedures will be followed in the event of concerns arising and what their responsibilities are.

✓	Task	Actions
☐	Ensure that procedures include responding to concerns arising during the event (including during travel if the event organisers are responsible for the transport) ⇨ Bring copies of your incident recording form to the event. ⇨ Records must be kept somewhere confidential during and after the event.	
☐	Confirm that procedures cover concerns arising outside the normal event or activity, such as during down-time or overnight (if residential)	
☐	Ensure the following key elements (including local contact details, as applicable) are part of safeguarding procedures: • responding to allegations against staff or volunteers • when and how to involve the LADO (Local Authority Designated Officer) • clear guidance about reporting to Police and Children's Social Care • guidance about informing partner organisations • information to support whistle-blowers	

✓	Task	Actions
	⇨ It is useful to have a small 'triage' panel to confidentially discuss safeguarding issues at large events and support the decision-making. The panel should be led by the safeguarding lead and include the event manager and any other relevant personnel.	
☐	Clarify who will refer back to employing/deploying agency (e.g. school, NGB, etc) about concerns ⇨ Follow up within 5 days to ensure you have discharged your safeguarding responsibility.	
☐	Clarify who decides if an individual needs to be excluded from the site	
☐	Include procedures for: • a missing young person • bullying • suspicious strangers or non-authorised people on site	
☐	Agree a photography and social media policy, including guidance for spectators, workforce and participants ⇨ Consider whether you want: ▪ an official photographer ▪ accreditation or registration for those wanting to take photographs and videos ▪ an official social media account (with someone monitoring it)	

Useful resources
Working Together to Safeguard Children (2018) – statutory guidance www.gov.uk/government/publications/working-together-to-safeguard-children--2
What to do if you're worried a child is being abused – government advice https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
How do I report a concern? – CPSU guidance thecpsu.org.uk/help-advice/deal-with-a-concern

Part 6 – Evaluation

Evaluation and review of all projects involving children and young people should be part of the organisation's culture to ensure that views are sought and taken into consideration in future planning. Young people, staff and volunteers should be given the opportunity to reflect on their experiences, and a question around safeguarding management should be included within the evaluation. It is good practice to gather more specific detailed feedback from those in safeguarding roles.

✓	Task	Actions
☐	Decide how you will gather and use children's and young people's views about the activity ⇨ How will you ensure their views are considered within event planning?	
☐	Ensure views are captured from others involved in the event, including specifically reviewing the safeguarding element form those with safeguarding roles.	
☐	Put a process in place for dealing with any difficulties or disagreements arising with any partnership agreements	

Additional comments