

Appendix 7

Safeguarding at Satellites event

28.1 Introduction

Satellites is an event for young people organised by Youthscape Events Ltd which is a wholly owned trading subsidiary of the charity Youthscape.

Youthscape's Safeguarding Policy applies to all the work of the charity, including Satellites, and the Youthscape Safeguarding Policy v6.0 is the principle document that lays out our approach to safeguarding, our responsibility as an organisation, and how we will meet our legal obligations and the highest standards of practice.

This document is an Appendix to the Policy to ensure there is clarity about how the Policy applies to the Satellites event.

Key individuals and roles referred to in this document:

- Event Safeguarding Coordinator - is the person at the Satellites event who will implement the Policy at the event. Their responsibilities and role are laid out in more detail in Section 3 of this document.
- Event Director - is the person at the venue with overall responsibility for the Satellites event.
- Youthscape Safeguarding Lead - is the member of staff at Youthscape with specific responsibility for safeguarding policy and practice within the organisation. They are assisted by two Deputy Safeguarding Leads who are authorised to deputise for them in all matters.
- Group Leader - is the designated person responsible for a specific church or organisation attending the event with young people.

28.2 Youthscape's role and responsibility (as defined in the Youthscape Safeguarding Policy)

We believe that:

Children, young people and adults with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults with care and support needs, to keep them safe and to practise in a way that protects them.

All children, young people and adults with care and support needs have the right to participate in a safe and enjoyable environment.

Children, young people and adults with care and support needs have the right to expect appropriate support in accordance with their personal and social development.

We recognise that:

Safeguarding the welfare of children, young people and adults with care and support needs is paramount, and we have a responsibility within the work we do to protect them from neglect, physical, sexual or emotional abuse.

All children, young people and adults with care and support needs, regardless of age, disability, gender, racial origin, language, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.

Some children, young people and adults with care and support needs are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, adults with care and support needs, their parents, carers and other agencies is essential in promoting welfare.

Safeguarding children, young people and adults with care and support needs is the responsibility of everyone within the organisation, regardless of their role.

Our responsibilities are to:

Establish clear safeguarding policies and procedures that all trustees, staff and volunteers understand and follow.

Ensure all trustees, staff and volunteers receive regular training relevant to the role in the organisation.

Appoint a Safeguarding Lead to oversee our safeguarding.

Carry out safer recruitment in accordance with our policy.

Manage concerns, complaints, whistle blowing, suspicions and allegations relating to abuse or poor practice in a timely, appropriate and effective manner.

Comply with all relevant legislation and guidance and uphold safeguarding criteria thresholds.

Ensure the sharing of confidential information is restricted to the necessary external agencies.

Ensure all personal information about children, young people and adults with care and support needs is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act and Information Sharing Protocols.

Youthscape recognises our statutory responsibility to ensure the welfare of children, young people and adults with care and support needs and work with Local Safeguarding Children's Partnerships (LSCP) to comply with their safeguarding procedures.

28.3 Event Safeguarding Coordinator

The Event Safeguarding Coordinator is the person on site with responsibility for applying the Safeguarding Policy for the duration of the Satellites event.

The Event Safeguarding Coordinator is a voluntary role and the person will selected will have met the criteria of having a current senior safeguarding role in a local authority or organisation, or have experience of safeguarding children and young people through their work as, for example, a social worker. In addition they will have completed the normal application process for volunteers participating in the event, including an Enhanced DBS check and references.

It is the responsibility of the Youthscape Safeguarding Lead to confirm that the Event Safeguarding Coordinator meets the minimum requirement for their role.

It is the responsibility of the Event Safeguarding Coordinator to:

Be the primary point of contact on site for all matters relating to safeguarding, reporting to the Event Director and liaising with the Youthscape Safeguarding Lead as required.

Ensure the procedures and policies in Youthscape Safeguarding Policy and this document are being fully implemented during the event.

Manage and make decisions about safeguarding concerns, complaints, disclosures, enquiries and referrals during the event.

The Event Safeguarding Coordinator will work closely with the Youthscape Safeguarding Lead in carrying out their duties at the event. At a minimum, they will have a daily briefing during the event to discuss any actions taken and issues arising.

Any matters pending following the end of the Satellites event will become the responsibility of the Youthscape Safeguarding Lead to carry out.

28.4 The Youthscape Safeguarding Lead

The Youthscape Safeguarding Lead is the person responsible for all safeguarding matters for the charity. They may be assisted in their duties by one or more Safeguarding Deputy Leads who are authorised to make any necessary decisions in their absence.

It is the responsibility of the Youthscape Safeguarding Lead to:

- Ensure there is an Event Safeguarding Lead appointed for the Satellites event and that they are competent for that role.
- Carry out a daily briefing during the event with the Event Safeguarding Lead to address any matters arising.
- Ensure that all records are being kept in accordance with the Youthscape Safeguarding Policy and the Youthscape Data Protection Policy.
- Take responsibility for all pending safeguarding matters at the end of the event.

28.5 Satellites team (Youthscape staff and event volunteers)

The Satellites event is organised and run by a team of Youthscape staff and volunteers.

All Youthscape staff attending must have a clear Enhanced DBS Disclosure that has been completed less than three years from the starting date of the event and meet all other safeguarding requirements for staff as laid out in the Youthscape Safeguarding Policy.

All volunteers attending must have completed the Satellites volunteer application process which includes:

- satisfactory reference.
- a clear Enhanced DBS disclosure carried out by Youthscape.

- confirmed they have read and understood the safeguarding documentation provided to all volunteers, including the Youthscape Safeguarding Policy.

All Youthscape staff and volunteers must attend a safeguarding briefing before the event commences.

Where an Enhanced DBS check is not clear, the application will be referred to the Event Director and the Youthscape Safeguarding Lead for assessment. A decision will then be made either to

- Accept the individual for the role applied for.
- Reject the individual's application but offer a position in another role.
- Reject the individual's application.

28.6 Adult delegates

Young people attending the Satellites event must be linked with a registered church or organisation and accompanied by adults with duty of care towards them.

Each church or organisation attending must provide notification to confirm that all adult delegates attending have a clear Enhanced DBS disclosure or, in the case of a positive disclosure, that a risk assessment has been undertaken in relation to the information disclosed, and a decision been taken and recorded as to the suitability of that person to attend the event.

To be valid, a DBS Enhanced disclosure must be dated less than three years from the first day of the Satellites event.

Adults who have not met these requirements are unable to attend the Satellites event in any capacity.

28.7 The responsibility and role of the Satellites team

All team members have a responsibility to act on any information or suspicion about any abuse or harm to a young person or child (or adult with care and support needs). There are no exceptions to this requirement.

They should report their concerns immediately to their Team Leader who will contact without delay the Event Safeguarding Lead.

The team member should also make a written record of the concern and submit it to the Event Safeguarding Coordinator as soon as is practical and not more than 12 hours following the report.

The Event Safeguarding Coordinator will record the concern and decide what, if any, action will be taken.

In the event of a concern arising about the Event Safeguarding Coordinator, the Youthscape Safeguarding Lead should be made aware and will be responsible for managing the concern.

Where a child or young person makes a disclosure to a member of the Satellites team, they should report their concerns immediately to their Team Leader who will contact without delay the Event Safeguarding Coordinator.

The Event Safeguarding Coordinator will make contact with the child or young person's Group Leader and together decide what appropriate action will be taken.

28.8 The role and responsibility of Group Leaders and other adult delegates

Where a child or young person makes a disclosure to a Group Leader or an adult who is part of the same church or organisation group attending the event, it is the responsibility of the Group Leader of that church or organisation to respond to the disclosure according to their safeguarding policy and practice. This may include contact with the church or organisation's safeguarding officer, the relevant Children's Social Care (MASH) or Police (Public Protection Team) and, unless doing so may put the child at risk, the parents or carers. The Group Leader does not need to inform the Event Safeguarding Coordinator unless the criteria in Section 8.3 are met.

The Event Safeguarding Lead will be available to offer advice to Group Leaders responding to a disclosure.

Where a disclosure involves an allegation about a person at the Satellites event, whether they are an adult or young person, the Group Leader must notify the Event Safeguarding Coordinator immediately. The Event

Safeguarding Coordinator will consult with the Event Director and the Youthscape Safeguarding Lead to decide whether any action must be taken to safeguard others at the event.

The Event Safeguarding Coordinator may decide to make a referral to the relevant Children's Social Care (MASH) or Police (Public Protection Team). They will also inform the child or young person's parents or carers before a referral is made, subject to the exceptions in Section 8.5.

Where appropriate, all reasonable efforts will be made to inform parents and carers before the Event Safeguarding Coordinator makes a referral to a local authority's children's social care or other authority, such as the Police. However, an inability to inform them will not prevent a referral being made. There are cases where it will not be appropriate to discuss concerns with parents or carers before referral. In such situations, the timing of contact with parents or carers will be agreed with MASH and/or the Police once the referral has been made. Situations where it would not be appropriate to inform family members prior to referral include where discussion would put a child at additional risk of Significant Harm or there is evidence to suggest that involving the parents or carers would impede the Police investigation. The Event Safeguarding Coordinator must record the reasons for not informing the parents or carers.

28.9 Record keeping and data protection

Records of concerns, complaints, disclosures, enquiries and referrals must be kept by the Event Safeguarding Coordinator. These records must comply with the Youthscape Safeguarding and Data Protection Policies.