Youthscape Safeguarding - Working with young people at Satellites

1. Introduction

1.1 This document outlines the processes Youthscape have put in place to promote the safety of all young people at Satellites. This event is coordinated and delivered by Youthscape annually and is attended by young people within the care of other youth workers, parents or carers, professionals, and adults.

1.2 Where this event is attended by Youthscape staff supervising young people within their care, this is defined as ‘face-to-face’ or ‘in person’ work and the processes to follow around this can be found in the document ‘Youthscape Safeguarding – Working with young people in person’.

1.3 All Youthscape staff, volunteers, and those involved in delivering Satellites, and youth workers, parents or carers, professionals, and other adults on site during the event are expected to adhere to the below processes at all times throughout its duration.

2. Team Roles and Responsibilities

2.1 Satellites will be overseen and managed by qualified, experienced Youthscape staff members or event team members. Their roles are outlined in sections 2.2, 2.3, 2.4, 2.5, and 2.6 below. Young people will be required to attend within the care of a Group Leader. Their role is outlined in section 2.7 below.

2.2 Event Director. This is the person with overall responsibility for Satellites. They will work with the Youthscape Safeguarding Lead prior to the event to ensure that the highest standard safeguarding processes and procedures are put in place as outlined in this document. They will also work with the Event Safeguarding Advisor on site to ensure these processes are implemented and best practice takes place. Their role and responsibilities are described in more detail in section 3 of this document.

2.3 Event Safeguarding Advisor. This is the person who will manage any safeguarding concerns related to incidents and individuals on site at the event and will work with the Event Director to ensure the processes and procedures within this document are implemented onsite. Their role and responsibilities are described in more detail in section 4 of this document.

2.4 Youthscape Safeguarding Lead. This is the member of staff at Youthscape with specific responsibility for the safeguarding policy, processes, and procedures within the organisation. They are assisted by at least one Deputy Safeguarding Lead who is authorised to deputise for them in all matters. They will work with the Event Director and Event Safeguarding Advisor before and during the event to ensure best safeguarding practice takes place on site. Their role and responsibilities are described in more detail in section 5 of this document.

2.5 Satellites Team Leader. This is a Youthscape staff member or event volunteer who will oversee one of the many teams performing different roles on site. It is their responsibility to ensure their team are equipped and supported in these roles throughout the event so that the appropriate safeguarding processes and procedures are followed and best practice takes place. Their role and responsibilities are described in more detail in section 6 of this document.

2.6 Satellites Team. This is a Youthscape staff member or event volunteer who will be playing a role in running the event on site. Their role and responsibilities are described in more detail in section 7 of this document.

2.7 Group Leader. This is the designated person responsible for young people from a specific church or organisation when at the event. Their role and responsibilities are described in more detail in section 8 of this document.

3. Event Director

3.1 The Event Director is the person with overall responsibility for Satellites. They will work with the Youthscape Safeguarding Lead prior to the event to ensure the highest standard safeguarding processes are put in place.

3.2 The Event Director will also work with the Event Safeguarding Advisor to ensure the processes decided upon and included in this document are implemented on site at the event and best practice takes place.

3.3 It is the responsibility of the Event Director to:

* Ensure safer recruitment procedures are followed for all Satellites Team Leaders and Satellites Team.
* Liaise with the event venue to ensure all venue staff and any vendors who will be on site during the event have followed appropriate safer recruitment procedures and are aware they will need to wear lanyards to identify themselves.
* Ensure Group Leaders are aware of their responsibility around safer recruitment processes for any adults they may bring to the event as part of their group (to be included in the sign up and ticket purchase process).
* Ensure there is the necessary team in place so the event can run safely.
* Ensure all Satellites Team Leaders and Satellites Team are appropriately qualified and trained for their roles and are aware of their responsibilities when on site.
* Ensure the appropriate event insurance is in place for the event.
* Ensure the appropriate site risk assessments have been completed prior to the event and are being followed when on site, and to share these with Satellites Team Leaders where needed.
* Ensure there are appropriate facilities on site for those who may be vulnerable or require additional support e.g. pastoral support, mental health support, toilets for those who are do not want to use male or female toilets due to questioning their gender identity or those who have disabilities, spaces for those with sensory needs, sign language support, support for those with additional needs, support for those with accessibility needs etc.
* Ensure there are appropriate toileting and washing facilities on site.
* Communicate with speakers so they have a clear understanding of what they need to provide to follow event safeguarding processes and what is appropriate for them to share from the stage.
* Ensure there is a system in place so those who do not consent to be in marketing photographs taken on site can be identified.
* Be aware when walking around site of anything taking place that does not adhere to the safeguarding processes outlined in this policy, and address as appropriate.

4. Event Safeguarding Advisor

4.1 The Event Safeguarding Advisor is the person with responsibility for managing any safeguarding concerns related to incidents or individuals on site. They will also be available to advise and support Group Leaders on concerns that arise around historic incidents or incidents relating to individuals not on site.

4.2 The Event Safeguarding Advisor will also work with the Event Director to ensure the processes and procedures within this document are implemented on site and best practice takes place.

4.3 The Event Safeguarding Advisor is a voluntary role and the person selected will have met the criteria of either having a current senior safeguarding role in a local authority or organisation, or 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 and safer recrutiment processes for volunteers participating in the event, including an Enhanced DBS check and references.

4.4 It is the responsibility of the Youthscape Safeguarding Lead to confirm that the Event Safeguarding Advisor meets the minimum requirement for their role and has been fully briefed on what is expected of them as well as all safeguarding processes and procedures on site.

4.5 It is the responsibility of the Event Safeguarding Advisor to:

* Be the primary point of contact on site for all matters relating to safeguarding, liaising with the Event Director and Site Manager, and reporting to the Youthscape Safeguarding Lead as required.
* Manage any safeguarding concerns, complaints, or disclosures related to incidents or individuals on site, make decisions about how to proceed (advice from the Youthscape Safeguarding Lead may be sought as required), and act appropriately to ensure best safeguarding practice.
* Be available to give advice and support to Group Leaders who are managing safeguarding concerns around historic incidents or incidents relating to individuals not on site.
* Play a key role within the Pastoral Team on site to ensure easy accessibility should any safeguarding concerns arise.
* Include a young person’s Group Leader, a child’s parent/carer, or an adult with care and support needs’ responsible adult in the process of responding to any safeguarding concern that arises in a pastoral setting or is raised via another party, unless it would increase the risk to the individual to do so.
* Check in with Satellites Team Leaders on a daily basis to ensure they and their teams are following the safeguarding processes and procedures outlined in this policy and are adhering to their roles and responsibilities regarding safeguarding on site.
* Be contactable via Comms and available to deal with any safeguarding concerns at all times when on site.
* Appropriately use the systems set up by the Youthscape Safeguarding Lead to record any safeguarding concerns that arise on site and the actions taken, and to make note of any advice given, conversations had, or incidents that do not include children, young people or adults with care and support needs.
* Challenge any individuals on site who are not wearing a wristband identifying them as a delegate or team member, or a lanyard identifying them as venue staff or a verified visitor.
* Lead a Safeguarding Briefing for the Satellites Team before the event begins and ensure everyone fully understands the processes they should be following and the practice expected on site.
* Ensure any safeguarding conversations take place in a room allocated to the Pastoral Team for the purpose of confidentiality.
* Be aware when walking around site of anything taking place that does not adhere to the safeguarding processes outlined in this policy, and address as appropriate.

4.6 The Event Safeguarding Advisor will report to the Youthscape Safeguarding Lead on a daily basis during the event to discuss how their time is being spent, any issues that may be arising, and any action taken. The Youthscape Safeguarding Lead will also be available throughout the event to talk though decisions and to support in dealing with any significant concerns should this be required.

4.7 Any matters pending following the end of the event will become the responsibility of the Youthscape Safeguarding Lead to manage.

5. Youthscape Safeguarding Lead

5.1 The Youthscape Safeguarding Lead is the member of staff responsible for the safeguarding policy and processes within the organisation. They may be assisted in their duties by one or more Deputy Safeguarding Leads who are authorised to make any necessary decisions in their absence.

5.2 The Youthscape Safeguarding Lead will work with the Event Director prior to the event to ensure the highest standard safeguarding processes are put in place.

5.3 The Youthscape Safeguarding Lead will also work with the Event Safeguarding Advisor and Event Director on site to ensure best safeguarding practice takes place.

5.4 It is the responsibility of the Youthscape Safeguarding Lead to:

* Ensure the highest standard safeguarding processes are put in place for the event and are followed when on site.
* Ensure there is an Event Safeguarding Advisor appointed for the event, that they are competent and able to fulfil the role, and that they are aware of their role and responsibilities when on site.
* Carry out a daily briefing with the Event Safeguarding Advisor during the event to discuss how their time is being spent, any matters arising, and any action taken.
* Be available to support the Event Safeguarding Advisor on site if required.
* Ensure that all records are being kept in accordance with the Youthscape Safeguarding Policy and the Youthscape Data Protection Policy.
* Put together all information regarding safeguarding processes and expectations for Event Team Leaders, Event Team, and Group Leaders.
* Take responsibility for all pending safeguarding matters at the end of the event.

6. Satellites Team Leader

6.1 A Satellites Team Leader is a Youthscape staff member or event volunteer who will oversee one of the many teams performing different roles on site.

6.2 A Satellites Team Leader must have completed the safer recruitment processes for the event as outlined in section 9.

6.3 It is the responsibility of a Satellites Team Leader to:

* Act with awareness of the duty of care and position of trust occupied on site e.g. following risk assessments and site health & safety procedures, following safeguarding processes etc.
* Act as a representative of Youthscape e.g. dress appropriately, treat everyone on site with respect, follow the directions of the Event Director, venue staff, Event Safeguarding Advisor etc.
* Immediately act upon any concerns about children, young people, or adults with care and support needs on site by following the safeguarding processes outlined in section 10 of this document.
* Ensure team have read this document and are aware of their roles and responsibilities regarding safeguarding on site.
* Ensure team are equipped to perform their roles well.
* Ensure team feel supported in their roles.
* Address any behaviour by team members that may not fall in line with risk assessments, health & safety procedures and good safeguarding practice, or that may not represent Youthscape well.
* Report to the Event Director or Event Safeguarding Advisor should there be any concerns about team members.

6.4 All Satellites Team Leaders must attend a safeguarding briefing before the event commences.

7. Satellites Team

7.1 A Satellites Team member is a Youthscape staff member or event volunteer who will be playing a role on site in running the event.

7.2 A Satellites Team member must have completed the safer recruitment processes for the event as outlined in section 9.

7.3 It is the responsibility of a Satellites Team member to:

* Act with awareness of the duty of care and position of trust occupied on site e.g. following risk assessments and site health & safety procedures, following safeguarding processes etc.
* Act as a representative of Youthscape e.g. dress appropriately, treat everyone on site with respect, follow the directions of their Satellites Team Leader, the Event Director, venue staff, Event Safeguarding Advisor etc.
* Immediately act upon any concerns about children, young people, or adults with care and support needs on site by following the safeguarding processes outlined in section 10 of this document.
* Read this document in full prior to the event.
* Perform the role as directed by their Satellites Team Leader.
* Report to their Satellites Team Leader should there be any concerns about other team members (if the concern is about the Satellites Team Leader, report directly to the Event Director or the Event Safeguarding Advisor).

7.4 All Satellites Team members must attend a safeguarding briefing before the event commences.

8. Group Leader and other adult delegates

8.1 A Group Leader is the designated person responsible for young people from a specific church or organisation when at the event.

8.2 All young people attending the event must be linked to a registered church or organisation and accompanied by a Group Leader and other adults with a duty of care towards them. The only exception to this is children of Satellites Team members. In this instance, these young people are the responsibility of their responsible adult whilst on site.

8.3 Youthscape classes all those who have turned 18 years old within the current academic year as young people in line with NYA (National Youth Agency) guidelines. However, due to booking systems, all those over 18 years old may need to receive an adult delegate wristband prior to the event. This can be swapped for a young person delegate wristband at the Information Desk if these young people are attending as young people rather than leaders.

8.4 It is the responsibility of a Group Leader to:

* Ensure safer recruitment processes are followed for all adult delegates within their group before attending the event (this does not apply to young people outlined in 8.3).
* Read this document in full prior to the event and ensure all necessary information is clearly communicated to the adults and young people within their group.
* Be aware of and follow all processes and procedures in their church or organisation’s Safeguarding Policy prior to and during the event.
* Know how to reach their church or organisation’s Safeguarding Lead during the event if required.
* Follow all safeguarding and health & safety processes and procedures as outlined by the Event team on site and ensure those in their group do so too.
* Ensure young people in their group have their name and contact number written on their wristband and have a way of contacting the Group Leader during the event.

8.5 There may also be other adults on site at times during the event for a variety of reasons e.g. to help provide childcare for Satellites Team members, to see the event in action etc. These adults will be required to either complete the booking system before the event via a Guest information form or at the Information Desk on arrival to ensure their details have been recorded (this does not apply to speakers or contributors, who are expected to follow the guidelines outlined in section 23 of this document, or to those helping groups helping set up and pack down their campsite at the beginning or end of the event, who are expected to follow the guidelines outlined in section 8.7 of this document). They will also need to fit into one of the Satellites Visitor categories which are:

* Invited guest (this invitation needs to have been authorised by the Event Director).
* Childcare provider for a Satellites Team member.
* Someone who can demonstrate their connection to a church or youth ministry and is there to see the event in action.
* Someone who can demonstrate their connection to a group onsite.

8.6 These adults will be expected to wear a lanyard identifying them as a visitor at all times whilst on site. They are not required to provide a DBS check in order to attend the event.

8.7 Any adults who are helping groups to set up their campsite on the first day of the event or to pack down on the final day of the event will be permitted to enter the site with that group. They will be expected to visit the Information Desk on their arrival to receive the appropriate wristband and will be required to wear it at all times to identify themselves when on site. They will not be required to provide a DBS check; however, they will only be permitted on site at certain times. If these adults are found to be on site beyond these times they will be removed immediately.

9. Safer Recruitment

9.1 All Youthscape staff members and other members of the Satellites Team must have satisfactorily completed the safer recruitment processes outlined in sections 9.2, 9.3 and 9.4 before the event commences.

9.2 Any Youthscape staff members 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.

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

* A clear Enhanced DBS Disclosure carried out by Youthscape.
* A satisfactory reference.
* Confirming that have read and understood the safeguarding documentation provided to all event volunteers, including this document.

9.4 Where an Enhanced DBS Disclosure is not clear, the application will be risk assessed by the Event Director and the Youthscape Safeguarding Lead. A decision will then be made either to:

* Accept the individual for the role applied for.
* Reject the individual’s application but offer another role.
* Reject the individual’s application.

9.5 The Group Leader of each church or organisation attending the event must provide notification before the event (and before they receive their wristbands) to confirm that all adult delegates attending with their group 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. This risk assessment must inform their decision as to the suitability of that person to attend the event, and this information must be recorded. When the Group Leader signs the declaration to give notification of this before the event (this may be done electronically), they declare their responsibility for the safety of the adults they are bringing on site.

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

9.7 All venue staff will be required to follow venue safer recruitment processes.

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

10. Acting on a safeguarding concern

10.1 All adults have a responsibility to act on any concern, information, or suspicion of abuse or harm to a young person at events. There are no exceptions to this requirement.

10.2 When passing on safeguarding concerns or disclosures to the appropriate party, all adults are to ensure young person has been told that the information will be shared, and that they are kept informed of any action throughout the process.

10.3 If the concern or disclosure is either historic or related to a situation or individual who is not on site and the adult is a Group Leader or other adult delegate who is part of the young person’s group, they are required to follow the Safeguarding Policy and Procedures of their church or organisation. This may include contact with the church or organisation’s Safeguarding Lead, the relevant Children’s Social Care or MASH (Multi-Agency Safeguarding Hub), or the Police. It also may mean informing the child, young person, or adult with care and support needs’ parent or carer, unless doing so would put them at risk. The adult does not need to inform the Event Safeguarding Advisor unless the criteria in section 10.6 is met.

10.4 If the Group Leader or other adult delegate would like advice or support with this process they may contact the Event Safeguarding Advisor via Comms.

10.5 If the concern or disclosure is either historic or related to a situation or individual who is not on site and the adult is a Satellites Team member, venue staff member, or other adult delegate who is not part of the young person’s group (disclosures of this nature may arise during pastoral support conversations or other interactions), they are to report their concerns to the Event Safeguarding Advisor as soon as possible. The Event Safeguarding Advisor will record the information shared in line with Youthscape Safeguarding and Data Protection policies, and will then contact the young person’s, Group Leader and discuss the appropriate action to take.

10.6 If the concern or disclosure is related to a situation or individual on site (whether that’s a Satellites Team member, Group Leader, venue staff member or another young person), all adults are required to contact the Event Safeguarding Advisor immediately. The Event Safeguarding Advisor will record the information shared in line with Youthscape Safeguarding and Data Protection policies and will consult with the Youthscape Safeguarding Lead and Event Director to determine how to proceed. It may be decided that further action needs to be taken to safeguard others at the event.

10.7 If appropriate, the Event Safeguarding Advisor will inform the young person’s Group Leader of the concern or disclosure (unless doing so would put them at risk). However, it is the responsibility of the Event Safeguarding Advisor to decide upon the appropriate action in response to the concern.

10.8 The Event Safeguarding Advisor may decide to make a referral to the relevant Children’s Social Care, MASH, or the Police. They will also inform the young person’s parents or carers before a referral is made, unless doing so would put them at risk of significant harm. The Event Safeguarding Advisor must record any reasons for not informing parents or carers.

10.9 In the event of a concern or disclosure arising about the Event Safeguarding Advisor, this must be immediately reported to the Youthscape Safeguarding Lead and they will be responsible for responding to and managing this concern.

11. Wristbands and lanyards

11.1 Satellites Team members, adult delegates, and young people will be allocated different coloured wristbands to wear during the event to identify who they are and their role on site. These must be worn at all times on site.

11.2 Young people’s wristbands must have the name and contact number of the Group Leader written visibly on the band.

11.3 If anyone loses their wristband, they are to report to the Information Desk where they will be given another one (this will come at a cost if they are a delegate).

11.4 Venue staff and vendors, speakers and contributors, and any other adults (visitors) will be required to wear the appropriate lanyard or wristband to identify them when on site.

11.5 If anyone on site is not wearing a wristband or a lanyard they may be challenged by other adults, and if they cannot clarify why they are present they will be removed.

12. Site safety

12.1 Whilst at the event all adults and young people must follow the below requirements to ensure everyone’s safety. Anyone who does not do so may be evicted from the event:

* No alcohol, drugs or illegal substances are to be brought onto site.
* No dangerous or illegal property (e.g. weapons) are to be brought onto site.
* There is to be no smoking or vaping around the venues at the event or inside/around tents and campsites.
* Everyone is expected to be respectful and inclusive of all individuals across the event.

12.2 There will always be at least two DBS checked Satellites Team members manning a youth-facing venue, space, or activity on site throughout the event.

13. Fire safety

13.1 In the event of a fire on site everyone is required to meet at the fire assembly point which will be clearly communicated in information distributed to all adults before the event. It is the adult’s responsibility to ensure any young people in their care are aware of this information.

13.2 Anyone who discovers a fire is to report it to Comms immediately by calling the emergency phone number on their wristband.

13.3 There will be fire points located around site with equipment which can be used to deal with a fire. However, only use this if it is safe to do so.

13.4 BBQs are permitted on site, but they must be raised off the ground and left to cool completely before being disposed of.

14. Safety at night

14.1 During the night there will be a team of stewards on duty to ensure everyone adheres to the site curfew (unless they are going to the toilet). This time will be clearly communicated in information distributed to adults before the event. It is the adult’s responsibility to ensure any young people in their care are aware of this information.

14.2 Group Leaders will be advised to encourage young people to go to the toilet with someone from their group at night, so they feel safe.

14.3 All night stewards will operate in teams of at least two people.

15. Risk assessments

15.1 Site and event risk assessments have been completed by the Event Director and SatellitesTeam prior to the event. These will have been adapted as working policies from previous events run by Youthscape and other organisations and will continue to be updated as necessary throughout the event.

15.2 It is the responsibility of the Event Director to ensure these risk assessments are followed on site during the event.

15.3 All risk assessments will be accessible to Satellites Team Leaders as required and can be accessed upon request via the Event Director.

16. Insurance

16.1 Events will be fully covered by Youthscape’s public liability and events insurance policies. It is the responsibility of the Event Director to ensure that this is updated before the event.

17. First aid

17.1 Qualified first aiders will be available to provide first aid in a number of places on site at the event. This will be able to be accessed in several of the different venues on site.

17.2 The main first aid base will be located within the Main Venue on site and will be the space best equipped to deal with more severe first aid needs.

17.3 All first aid kits and equipment will be checked prior to the event to ensure everything is in date and fit for purpose. This will be done by venue staff.

17.4 In the event of a first aid emergency those on site should not call 999. Instead, they should call the emergency phone number which is printed on all wristbands. The Satellitesw Team will be able to get an ambulance to the incident quicker if required.

18. Toilet and shower facilities

18.1 Any shower facilities on site will be individual cubicles that can only be accessed by one person at a time.

18.2 Toileting facilities will be in public blocks assigned by gender. There will also be separate gender-neutral toilets available for those on site who do not want to use male or female toileting facilities due to questioning their gender. This will be communicated in the event welcome pack.

18.3 Group Leaders will be encouraged to advise young people in their groups to go to the toilet block in pairs if needing to do so during the night.

19. Photography

19.1 There will be photographers on site who are part of the Satellites Team and will be taking photographs throughout the event for marketing purposes.

19.2 Anyone on site who does not wish to be in any marketing photographs for safeguarding or other reasons can pick up a black paper wristband from the Information Desk. This is to be worn at all times (and can be replaced if needed).

19.3 All photographers will delete any photographs with visible faces of those wearing black wristbands.

20. Programmes for children

20.1 There will be programmes provided at Satellites for children of Group Leaders and other adult delegates, and Satellites Team members. These will run during the main event sessions so that adults can sit with their groups or perform their roles during this time. Further details about these will be available during the booking process.

20.2 All adults must register their children for these programmes during the ticket booking process before the event.

20.3 There will be a system in place to ensure children are collected safely by their parents, carers, or another appropriate adult at the end of each session. Parents and carers will be given a ticket when they drop off their child, which they or another adult of their choosing must use to collect the child at the end of the session. They may choose to pass this ticket on to another adult to collect their child, however who has this ticket and therefore collects their child is their responsibility not the responsibility of the Event Team.

20.4 All children’s programmes running on site at Satellites will follow official OFSTED guidance on ratios and practice.

20.5 All children’s programmes running on site at Satellites will be designed and run by highly qualified Satellites Team Leaders. The Satellites Team members supporting on these children’s programmes will be fully trained prior to the event.

20.6 Youthscape are not able to provide childcare for those under 1 years old at Satellites, however there may be some facilities on site that can be accessed on request which may make attending the event with a baby slightly easier.

20.7 The safeguarding processes outlined in this document also apply to any children on site at Satellites.

21. Pastoral support

21.1 There will be a trained Pastoral Team on site at Satellites and the Event Safeguarding Advisor will be embedded within this team. Information on where this team will be based will be included in the event welcome pack.

21.2 Any safeguarding concerns disclosed to the Pastoral Team or shared within a pastoral support setting will be dealt with by the Event Safeguarding Advisor, however the young person’s Group Leader will be brought into this process, unless it would increase the risk of significant harm to do so.

22. Support for those with physical disabilities, sensory needs, SEND and neurodiversity

22.1 Young people who have physical disabilities, SEND (special educational needs) and/or are neurodivergent are welcome at events, and ensuring accessibility for all will be taken into consideration by the Satellites Team during planning.

22.2 Young people with physical disabilities, sensory needs, SEND, and neurodiversity are the responsibility of their Group Leader or responsible adult during the event. It is up to them to ensure the young person’s needs are met throughout their time on site.

22.3 If the young person with a physical disability, sensory need, SEND, or neurodiversity is a child they may access the children’s programmes on site, but their parent or carer must speak to the Satellites Team Leader before the event to ensure the necessary provision is available to support them.

22.4 During any main sessions there will be a space that is slightly separate from the mass of attendees which can be accessed by those who have sensory needs so they can continue to participate without overstimulation.

22.5 This area can also be accessed by those with SEND or neurodiversity (with the support of a responsible adult) if required.

23. Guidance for speakers

23.1 All those who will be speaking or contributing from the stage at Satellites will have been given clear guidance on the topic(s) they are to be covering and will be expected to stick to these guidelines.

23.2 All speakers and contributors will have been given strict instruction that they are not to address issues of gender, sexuality, or any other controversial theological issues from the stage unless they have been explicitly invited to.

23.3 Any speakers and contributors will be invited to take part in the event by a member of the Satellites Team. They will be required to provide a copy of a DBS certificate which has been issued within the past three years before accessing the event and will be expected to wear a lanyard identifying them as a speaker at all times when on site.

24. Prayer ministry

24.1 During times of prayer ministry within main sessions, groups will be encouraged to pray together, and young people will be encouraged to play a key role in praying for their peers.

24.2 There will also be a limited number of trained prayer facilitators available during the main sessions who can support groups and help them become comfortable in praying for each other.

24.3 There will be a simple guide on prayer ministry at events in each Group Leader’s welcome pack, which they will receive when they arrive on site. Groups will be expected to follow this guidance.

24.4 There may also be brief prayer ministry training sessions available for Group Leaders to attend at the beginning of events, so they feel comfortable with the plans for prayer ministry on site. Information about these will be included in the Group Leader’s welcome pack.

25. Record keeping and data protection

25.1 Any records of concerns, complaints, disclosures, enquiries, and referrals must be kept by either the Event Safeguarding Advisor, Youthscape Safeguarding Lead and/or the Event Director. These records must comply with the Youthscape Safeguarding and Data Protection Policies.

25.2 All safeguarding disclosures or concerns related to young people that result in action by the Event Safeguarding Advisor or Youthscape Safeguarding Lead will be recorded using the Youthscape CPOMS system. The Event Safeguarding Advisor will receive full training on how to use this from the Youthscape Safeguarding Lead prior to the event.

25.3 Any concerns, complaints, enquiries, disclosures, or referrals that do not fit into categories that would result in a CPOMS entry (e.g. concerns around Satellites Team members etc) will be recorded via an ‘Events Log’ form and saved within the appropriate folder within the Youthscape Dropbox. This folder will only be accessible to the Event Director and Youthscape Safeguarding Lead. Where the Event Safeguarding Advisor needs to complete an ‘Events Log’ form, they are to email the completed document to the Youthscape Safeguarding Lead to be stored in the appropriate place.

25.4 All sign up and ticket purchase data will be held securely via a third-party system that follows appropriate GDPR processes.

25.5 Any data about an individual on site at events must only be stored for the purposes outlined in section 25.0.

Contacts

Youthscape Safeguarding Lead

Name: Chris Curtis

Email: chris.curtis@youthscape.co.uk

Youthscape Deputy Safeguarding Lead

Name: Gemma Milligan

Email: gemma.milligan@youthscape.co.uk

Youthscape Deputy Safeguarding Lead

Name: Robson Dodd

Email: robson.dodd@youthscape.co.uk

Luton Multi Agency Support Hub (MASH)

Phone: 01582 547653 / 0300 300 8123 (out of hours)

Email: MASH@luton.gov.uk

Local Area Designated Officer (LADO)

Name: Paul James

Phone: 01582 548069

Email: LADO@luton.gov.uk

Public Protection Team, Bedfordshire Police

Phone: 01234 846960

Document history

Version 2.0 April 2024