

## **Satellites Safeguarding Appendix v2.0**

July 2023

### **1.0 Introduction**

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

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

1.3 This document is an appendix to the Youthscape Safeguarding Policy and exists to ensure there is clarity about how the policy applies to Satellites.

### **2.0 What does this document cover?**

2.1 This document outlines the processes and procedures that Youthscape have put in place for the protection of children, young people and adults with care and support needs on site at Satellites.

2.2 This document also outlines the requirements and good practice expected by Youthscape staff and Satellites Team members when on site at Satellites. Group Leaders are also required to adhere to the parts of the policy that directly apply to them.

2.3 This policy covers:

- Roles and responsibilities
- Acting on a safeguarding concern
- Safer recruitment
- Wristbands and lanyards
- Site safety
- Fire safety
- Safety at night
- Risk assessments
- Insurance
- First aid
- Toilet and shower facilities
- Photography
- Programmes for children
- Pastoral support
- Support for those with sensory needs and SEND
- Guidance for speakers
- Prayer ministry
- Record keeping and data protection
- Contacts

### **3.0 Youthscape's role and responsibility (as defined in the Youthscape Safeguarding Policy)**

3.1 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.

### 3.2 We recognise that:

- Safeguarding the welfare of children, young people and adults with care and support needs is paramount, and we all 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.

### 3.3 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 their 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.

3.4 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.

## 4.0 Key roles referred to in this document

**4.1 Event Safeguarding Advisor.** This is the person who will manage any safeguarding concerns related to incidents and individuals on site at Satellites, and will work with the Event Director to ensure the processes and procedures within this document are implemented at the event. Their role and responsibilities are described in more detail in section 5 of this document.

**4.2 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 6 of this document.

**4.3 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 7 of this document.

**4.4 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 8 of this document.

**4.5 Satellites Team.** This is a Youthscape staff member or event volunteer who will be playing a role in running the event on site at Satellites. Their role and responsibilities are described in more detail in section 9 of this document.

**4.6 Group Leader.** This is the designated person responsible for young people from a specific church or organisation when at Satellites. Their role and responsibilities are described in more detail in section 10 of this document.

## **5.0 Event Safeguarding Advisor**

5.1 The Event Safeguarding Advisor is the person with responsibility for managing any safeguarding concerns related to incidents or individuals on site at Satellites. 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.

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

5.3 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 process for volunteers participating in the event, including an Enhanced DBS check and references.

5.4 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.

5.5 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 Showground 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.

5.6 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 through decisions and to support in dealing with any significant concerns should this be required.

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

## **6.0 Event Director**

6.1 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.

6.2 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 Satellites and best practice takes place.

6.3 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 Showground to ensure all Showground staff and vendors who will be on site during Satellites 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 Satellites 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 Satellites.
- 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

transgender, spaces for those with sensory needs, sign language support, support for those with additional needs etc.

- Ensure there are appropriate toileting and washing facilities on site.
- Communicate with speakers so they have a clear understanding of 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.

## **7.0 Youthscape Safeguarding Lead**

7.1 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.

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

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

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

- Ensure the highest standard safeguarding processes are put in place for Satellites and are followed when on site.
- Ensure there is an Event Safeguarding Advisor appointed for Satellites, 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 Satellites Team Leaders, Satellites Team, and Group Leaders.
- Take responsibility for all pending safeguarding matters at the end of the event.

## **8.0 Satellites Team Leader**

8.1 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.

8.2 A Satellites Team Leader must have completed the safer recruitment processes for the event as outlined in sections 12.2, 12.3 and 12.4.

8.3 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, Showground staff, Event Safeguarding Advisor etc.
- Immediately act upon any concerns about children, young people, or adults with care and support needs on site at Satellites by following the safeguarding processes outlined in section 11.0 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.

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

## **9.0 Satellites Team**

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

9.2 A Satellites Team member must have completed the safer recruitment processes for the event as outlined in sections 12.2, 12.3 and 12.4.

9.3 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, Showground staff, Event Safeguarding Advisor etc.
- Immediately act upon any concerns about children, young people, or adults with care and support needs on site at Satellites by following the safeguarding processes outlined in section 11.0 of this document.
- Read this document in full prior to the event.
- Perform the role as directed by their Satellites Team Leader.
- Report to the 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).

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

## **10.0 Group Leader and other adult delegates**

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

10.2 All children, young people, or adults with care and support needs attending Satellites 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.

10.3 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 the way the Satellites booking system works, all those over 18 years old will 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.

10.4 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 10.3).
- 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 Satellites.
- 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 Satellites 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 Satellites.

## 11.0 Acting on a safeguarding concern

11.1 All adults have a responsibility to act on any concern, information, or suspicion of abuse or harm to a child, young person, or adult with care and support needs at Satellites. There are no exceptions to this requirement.

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

11.3 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 child, young person, or adult with care and support needs' 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 11.6 is met.

11.4 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.

11.5 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, Showground staff, or other adult delegate** who is not part of the child, young person, or adult with care and support needs' 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 child, young person, or adult with care and support needs' Group Leader and discuss the appropriate action to take.

11.6 If the concern or disclosure is **related to a situation or individual on site** (whether that's a Satellites Team member, Group Leader, Showground staff 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.

11.7 If appropriate, the Event Safeguarding Advisor will inform the child, young person, or adult with care and support needs' 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.

11.8 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 child, young person, or adult with care and support needs' 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.

11.9 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.

## **12.0 Safer recruitment**

12.1 All Satellites Team must have satisfactorily completed the safer recruitment processes outlined in sections 12.2, 12.3 and 12.4 before the event.

12.2 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.

12.3 All event volunteers must have completed the Satellites 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.

12.4 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.

12.5 The Group Leader of each church or organisation attending Satellites must provide notification 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.

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

12.7 All Showground staff will be required to follow Showground safer recruitment processes.

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

## **13.0 Wristbands and lanyards**

13.1 Satellites Team will be allocated yellow wristbands to wear during the event. These must be worn at all times on site.

13.2 Adult delegates will be allocated blue wristbands to wear during the event. These must be worn at all times on site.

13.3 Children and young people will be allocated red wristbands to wear during the event. These must be worn at all times on site.



13.4 Children and young people wristbands must have the name and contact number of the Group Leader written visibly on the band.

13.5 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).

13.6 Showground staff and vendors will be required to wear the appropriate lanyard to identify them when on site.

13.7 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.

#### **14.0 Site safety**

14.1 Whilst at Satellites all adults, children, 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 Showground or inside/around tents and campsites.
- Everyone is expected to be respectful and inclusive of all individuals across the event.

#### **15.0 Fire safety**

15.1 In the event of a fire on site everyone is required to meet at the fire assembly point which is located at the Main Show Ring (outdoor sports arena).

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

15.3 There are 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.

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

#### **16.0 Safety at night**

16.1 During the night there will be a team of stewards on duty to ensure everyone adheres to the 12am site curfew (unless they are going to the toilet).

16.2 Group Leaders will be advised to encourage children, young people and adults with care and support needs in their groups to go to the toilet with someone from their tent at night so they feel safe.

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

#### **17.0 Risk assessments**

17.1 Site and event risk assessments have been completed by the Event Director and Satellites Team prior to the event. These have been adapted as working policies from previous events run by

Youthscape and other organisations, and will continue to be updated as necessary throughout Satellites.

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

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

## **18.0 Insurance**

18.1 Satellites is 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.

## **19.0 First aid**

19.1 Qualified first aiders will be available to provide first aid in a number of places on site at Satellites. This can be accessed in several of the different venues across the Showground.

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

19.3 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 Showground staff.

19.4 In the event of a first aid emergency, do not call 999. Instead, call the emergency phone number which is printed on all wristbands. The Satellites Team will be able to get an ambulance to the incident quicker if required.

## **20.0 Toilet and shower facilities**

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

20.2 Toileting facilities will be in public blocks assigned by gender. There will also be separate toilets available for those on site who are transgender.

20.3 Group Leaders will be encouraged to advise children, young people and adults with care and support needs in their groups to go to the toilet block in pairs if needing to do so during the night.

## **21.0 Photography**

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

21.2 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).

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

## **22.0 Programmes for children**

22.1 There will be programmes on site for children of Group Leaders and other adult delegates, and Satellites Team members. These will run during the main Satellites sessions so that adults can sit with their groups or perform their roles during this time.

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

22.3 Satell-Mites is for children who are 1-4 years old and runs during the main morning session only. Satell-Mites will begin slightly before the main session and finish slightly afterwards so that adults do not miss any of the session.

22.4 Satellites Kids is for children who are 5-11 years old and runs during the main morning and evening sessions. Satellites Kids will begin slightly before the main sessions and finish slightly afterwards so that adults do not miss any of the session.

22.5 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 Satellites Team.

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

22.7 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.

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

## **23.0 Pastoral support**

23.1 There will be a trained Pastoral Team on site and the Event Safeguarding Advisor will be embedded within this team.

23.2 Pastoral support from this team can be accessed via the Space venue.

23.3 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 child, young person, or adult with care and support needs' Group Leader will be brought into this process, unless it would increase the risk of significant harm to do so.

## **24.0 Support for those with sensory needs and SEND**

24.1 During the 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.

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

24.3 Children, young people and adults with care and support needs who have SEND (special educational needs) are welcome at Satellites, however they and their needs are the responsibility of their Group Leader or responsible adult. If they are 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.

24.4 All venues on site will also consider how the space can be made more accessible for those with sensory needs and SEND.

## **25.0 Guidance for speakers**

25.1 All those who will be speaking 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.

25.2 All speakers 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.

## **26.0 Prayer ministry**

26.1 During times of prayer ministry within the 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.

26.2 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.

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

26.4 There will also be two brief prayer ministry training sessions available for Group Leaders to attend at the beginning of Satellites so they feel comfortable with the plans for prayer ministry on site.

## **27.0 Record keeping and data protection**

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

27.2 All safeguarding concerns 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.

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

27.4 Any data about an individual on site at Satellites must only be stored for the purposes outlined in section 27.0.

## **28.0 Contacts**

### **Event Safeguarding Advisor**

Name: Nicola Hawkins

### **Event Director**

Name: Robbie Thomson

Email: [robbie.thomson@youthscape.co.uk](mailto:robbie.thomson@youthscape.co.uk)

### **Youthscape Safeguarding Lead**

Name: Gemma Milligan

Email: [gemma.milligan@youthscape.co.uk](mailto:gemma.milligan@youthscape.co.uk)

### **Youthscape Deputy Safeguarding Lead**

Name: Robson Dodd

Email: [robson.dodd@youthscape.co.uk](mailto:robson.dodd@youthscape.co.uk)