



## **Policy for the Protection of Children and Vulnerable Young Adults at Party in the Park Events**

Party in the Park was established in 2009 as a community event that would bring people of all ages together and has become the biggest event in the village's calendar.

As well as encouraging people to have fun, relax and enjoy activities at the event, we also have a responsibility to ensure people are safe, particularly children and vulnerable young adults.

It's important that people of all ages feel safe in the surrounding environment, and know where to go if they are in harm or need help.

In the case of protecting children from harm, and helping them if they are in harm the Management Committee has set out a number of practices:

### **1. In our Premises Licence we state:**

- a. That a 'Lost Children' point will be clearly marked. A member of the Emergency Response Team, who are all CRB checked, will be there all day.
- b. That all childrens' activity stallholders will be advised to cordon off their stall where and if possible.
- c. That no adult entertainment will be allowed at any of our events.
- d. That all those with responsibility for childrens' activities are CRB checked.
- e. These four objectives are mandatory and adhered to at every event we organise.

### **2. Making parents/carers aware of their responsibilities:**

- a. In our publicity material, leading up to the event, we advise all parents/carers that they are responsible for the children in their care and that children must be supervised at all times at Party in the Park.
- b. Upon entry to the event signs are also on display reminding parents/carers of their duty to look after their children.

### **3. Lost Child procedure:**

- a. When an adult becomes aware that they have lost a child in their care they should go to the Lost Children Point which is staffed by CRB checked personnel
- b. Staff will notify stage management who will then make an announcement through the PA system.
- c. If a child gets lost, they will be taken by stewards to the Lost Children Point where staff will notify stage management who will then make an announcement through the PA system.
- d. Announcements from the stage should be made according to the following protocol:
  - i. *Make a public announcement stating only that a lost child has been found and where they can be collected.*
  - ii. *Do not give the child's name or a description of them.*
  - iii. *When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.*
  - iv. *You must ask for identification if you are not sure that the person is who they say they are, or if the child's behaviour or attitude gives you any reason to doubt this.*
  - v. *If you are not sure, you should contact the police for advice.*
  - vi. *If the child is obviously upset, you should contact the police immediately.*

#### ***What to do if you can't find the adult who is responsible for the child***

- vii. *If the responsible adult fails to appear within 15 minutes of the first announcement (or a similar set time based on the size of the venue), you should contact the police immediately*

### **4. Protocol for managing the situation of finding a drunk adult in charge of a minor or a vulnerable young adult at Party in the Park events.**

In the event of finding a drunk adult in charge of a child or a vulnerable young adult, the following steps should be taken:

- a) Those concerned about the welfare and safety of a child found in the care of a drunk adult should assess, without intervention, whether there are other family members available to look after the child.
- b) The Child Protection officer, the Chair of the Management committee and the Designated Premises Supervisor for the event should be made aware of the situation along with the SIA trained staff on duty. They will assess whether an intervention is necessary and if so whether the police should be called
- c) An intervention should not be attempted without the presence of the SIA staff who are trained to handle confrontational situations.
- d) If an intervention is necessary the child should be taken to the First Aid Lost Child tent where they will be safe and looked after by CRB checked staff.
- e) If possible other members of the child's family should be contacted and requested to collect the child to look after them.
- f) In extreme circumstances including those in which no family member is available to look after the child, it may be necessary to contact the Social Services out of hours emergency duty team and their number is 01454 616165

This policy is specifically aimed at the protection of children and vulnerable young adults from harm and deals with scenarios specific to them. Other relevant policies are the Health and Safety policy, our Fire Risk Assessments and our Risk Management assessment which are aimed at keeping all people safe who attend Party in the Park events.

This Child Protection Policy was adopted in October 2012 and will be reviewed annually.