

## Safer Working Practices when running sessions/events for children without parents

### **ESKA Child Supervision & Safeguarding Policy for External Social Events**

#### **1. Introduction**

This policy outlines procedures for external social events organized by **ESKA (eska.co.uk)** where children attend without their parents. It ensures the safety, well-being, and safeguarding of all participants in line with **ESKA's existing safeguarding policies**.

#### **2. Event Planning & Risk Assessment**

##### **2.1 Event Objectives & Structure**

- Define the event's purpose and activities.
- Confirm age range and expected number of participants.
- Ensure all activities align with ESKA's child protection policies.

##### **2.2 Location & Venue Assessment**

- Conduct a risk assessment before confirming a venue.
- Visit venue to ensure risk assessment is accurate.
- Ensure access to emergency exits, first aid, and toilet facilities.
- Identify potential hazards (public access, traffic risks, environmental hazards).

##### **2.3 Risk Management & Emergency Planning**

- Maintain a detailed **event risk assessment** covering:
    - Emergency evacuation procedures
    - Medical incidents and allergic reactions
    - Lost/missing child procedures
    - Contingency plans for adverse weather or event cancellation
  - Ensure a **first aid-trained staff member** is present.
  - Have a designated **emergency contact person** available at all times.
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#### **3. Child Supervision & Staffing**

##### **3.1 Supervision Ratios**

All events must adhere to **NSPCC-recommended adult-to-child ratios**:

- **Ages 4-8:** 1 adult per **6 children**
- **Ages 9-12:** 1 adult per **8 children**
- **Ages 13-17:** 1 adult per **10 children**
- There must always be a **minimum of two DBS-checked adults** present.

### 3.2 Staff & Volunteer Requirements

- All staff and volunteers must have **valid DBS checks**.
- Staff must be trained in **ESKA's safeguarding procedures**.
- Each event must have a **Designated Safeguarding Lead (DSL)**.
- In the event of a child going to the toilet, a adult member of the supervisory team will accompany the child and waits outside the toilet to ensure safe return.

### 3.3 Missing Child Procedure

If a child is missing:

1. Conduct an immediate **headcount**.
2. Alert the **event lead** and **DSL**.
3. Alert venue staff to **assist in locating** the child.
4. Check all areas and **designated safe spaces**.
5. Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police. If photographs of the child have been taken at the event, these could also be useful to the police
6. If the child cannot be found after a good search of the immediate surroundings, **contact the child's parents** to advise them of the concern and reassure them that everything is being done to locate the child
7. Report the concern to the **police** if the search is unsuccessful and **no later than 20 minutes** after the initial missing person report if the search is ongoing
8. Follow police guidance if further action is recommended and maintain close contact with the police
9. Complete an **incident report**.

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## 4. Registration & Consent

### 4.1 Parental Consent & Information Collection

All children must have a **completed and signed consent form** before attending:

- Emergency contact details
- Medical information (allergies, medications, special needs)
- Photography and media consent
- Pickup arrangements (authorised person for collection)

#### **4.2 Check-In & Check-Out Procedures**

- A **secure sign-in and sign-out register** must be maintained.
  - Only **pre-approved individuals** may collect children and use a password system.
  - Late pickups must follow **ESKA's safeguarding protocol**.
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### **5. Safeguarding & Child Protection**

#### **5.1 Reporting Safeguarding Concerns**

- Any concerns about a child's welfare must be reported to the **DSL**.
- The **ESKA Safeguarding Policy** must be followed, including **confidential reporting procedures**. - <https://eska.co.uk/about/safe-guarding/>

#### **5.2 Behavior Management & Child Code of Conduct**

Children must be informed of expected behavior, including:

- **Respect for others** (no bullying, verbal abuse, or physical aggression).
- **Following instructions** from staff and volunteers.
- **Staying within supervised areas**.

Any breaches may result in:

- Warnings or timeouts.
  - Contacting parents/guardians.
  - Early dismissal from the event if necessary.
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### **6. Post-Event Procedures**

#### **6.1 Incident Reporting & Review**

- All incidents must be documented in an **incident log**.
- Reports must be reviewed by **ESKA's safeguarding officer**.

- Feedback from staff, children, and parents should be gathered for improvements.

## **6.2 Staff Debrief & Policy Review**

- A **post-event meeting** should be held to evaluate safety procedures.
  - Risk assessments must be updated if new hazards or concerns are identified.
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## **7. Compliance & Legal Considerations**

- Events must comply with **ESKA's safeguarding policies and UK child protection laws**.
- Ensure appropriate **public liability insurance** is in place.
- Maintain secure **storage of event records and consent forms** in accordance with **GDPR guidelines**.

### **Reviewed & Approved by:**

- **ESKA Safeguarding Officer**
- **Designated Safeguarding Lead (DSL)**
- **Event Coordinator**

**Last Updated: 26/03/2025**