

# Safeguarding Policy for UK GAMES EXPO 2016

## INTRODUCTION:

This document is the safeguarding policy for UK GAMES EXPO 2016 which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

This is a family event and we welcome families to this. However, **it is important to note that the organisation does not undertake activities with children in the absence of their parents/carers. Parents/carers remain responsible for their children's welfare throughout the event, even in the family zone.**

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Lisa Oakley (designated safeguarding officer). She is located in the family zone.

## SAFEGUARDING POLICY

### Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.
- IN the event of a lost child follow the Procedure for Children that are lost or found.

### PROCEDURE FOR CHILDREN WHO ARE LOST

- If a child is reported missing a volunteer/member of UK GAMES EXPO will note the child's name, description and parents contact details and inform their team leader.
- After 10 mins of searching /waiting in the immediate location the child was last seen the teamleader/ volunteer will inform the Floor Manager of the missing child with details and an announcement will be made over the loudspeaker system at the event. Volunteers at the event exits will also be informed immediately, with a description of the child to ensure that children leaving the venue are spoken to. A member of staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child.
- At this point the Floor Manager consider escalating the process to NEC/ Police authorities.
- When the child is reunited with parent/carer, the staff member/volunteer should contact the Floor Manager to call off the search.

- When the identity of the found child has been confirmed, event staff to be notified and normal duties resumed •

## PROCEDURE FOR CHILDREN WHO ARE FOUND

- Whichever volunteer finds a lost child is to immediately contact another volunteer or team leader so that 1:1 contact with the child is minimised (physical contact with the child should be avoided where possible).
- Volunteers are to remain with the child at the location they are found for 5 minutes and notify Floor Manager immediately for assistance.
- Floor Manager will ensure that an announcement is made that a child is found and that the child is then taken to the Lost Child Point which is the Front Desk Help desk point A3.
- Adults claiming the child should be asked for ID unless it is clear that the child recognises the adult. It is suggested that adults provide their child with a security word ahead of the event, which can be checked by the safeguarding officer on pick up.