



Safeguarding Policy

Document Control

ITEM	DETAILS
Policy Number	GP03
Policy Title	Safeguarding Policy
Policy Owner	Board of Directors
Approved By	Board of Directors
Version	1.0
Approval Date	May 2026
Review Date	May 2028
Applies To	Board of Directors, Volunteers, Contractors, Performers, Stallholders, Delivery Partners and anyone acting on behalf of Gravesham Pride CIC
Related Policies	Articles of Association; Governance Handbook; GP01 – Code of Conduct; GP02 – Equality, Diversity, Inclusion & Accessibility (EDIA) Policy; GP04 – Conflict of Interest Policy; GP05 – Confidentiality & Data Protection Policy; GP06 – Speaking Up (Whistleblowing) Policy; GP07 – Complaints & Concerns Policy; GP08 – Volunteer Management Policy; GP09 – Volunteer Code of Conduct; GP10 – Health, Safety & Safe Working Policy; GP11 – Risk Management Policy; GP12 – Financial Management Policy; GP13 – Document Control & Records Management Policy; GP14 – Communications, Branding & Social Media Policy; GP15 – Environmental Sustainability Policy; GP16 – Event Governance & Delivery Policy.
Related Legislation	Children Act 1989; Children Act 2004; Care Act 2014; Working Together to Safeguard Children (current edition); Human Rights Act 1998; Equality Act 2010; Data Protection Act 2018; UK General Data Protection Regulation (UK GDPR).

1. Purpose

Gravesham Pride CIC is committed to creating safe, welcoming and inclusive environments where everyone can participate with confidence.

We recognise that safeguarding is fundamental to achieving this commitment.

Although we are not a statutory safeguarding organisation, we have a responsibility to protect the welfare of children, young people and adults at risk who engage with our organisation, our events and our activities.

This policy explains how we recognise safeguarding concerns, respond appropriately, report concerns and work with statutory agencies where necessary.

Safeguarding is everyone's responsibility. Every person representing Gravesham Pride CIC has an important role in creating environments where people feel safe, respected and protected from harm.

Our approach is based upon prevention, vigilance, partnership working and prompt action whenever concerns arise.

2. Scope

This policy applies to everyone representing Gravesham Pride CIC, including:

- Directors
- Committee Members
- Volunteers
- Contractors
- Consultants
- Performers
- Stallholders
- Sponsors
- Delivery partners
- Anyone acting on behalf of Gravesham Pride CIC

This policy applies during:

- Pride events
- Meetings
- Training sessions
- Community engagement activities
- Fundraising events
- Volunteer activities
- Online engagement
- Social media where safeguarding concerns arise
- Any activity undertaken on behalf of Gravesham Pride CIC

The principles contained within this policy apply regardless of whether concerns arise during organised events or through contact associated with the organisation.

3. Definitions

Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights and enabling them to live free from abuse, neglect, exploitation and harm.

Child

A child is anyone who has not yet reached their 18th birthday.

Adult at Risk

An adult aged 18 years or over who has needs for care and support and may be unable to protect themselves from abuse, neglect or exploitation.

Abuse

Abuse may be:

- Physical
- Emotional
- Psychological
- Sexual
- Financial
- Neglect
- Discriminatory
- Organisational
- Domestic abuse
- Modern slavery
- Self-neglect
- Online abuse

This list is not exhaustive.

Disclosure

A disclosure occurs when someone tells another person that they are experiencing, or have experienced, abuse, neglect or harm.

Safeguarding Concern

Any information, observation, allegation or disclosure suggesting that a child or adult at risk may be experiencing abuse, neglect or exploitation.

Immediate Danger

Any situation where there is an immediate risk of significant harm requiring urgent intervention by the emergency services.

4. Our Commitment

Safeguarding is not simply about responding when something goes wrong. It is about creating environments where people feel safe from the moment they engage with Gravesham Pride CIC.

We are committed to:

- placing the welfare of people first
- creating safe and welcoming environments
- listening to concerns without judgement
- responding promptly and appropriately
- working collaboratively with statutory agencies
- maintaining confidentiality wherever appropriate
- ensuring safeguarding concerns are managed fairly, professionally and compassionately

We recognise that Pride events should be places of celebration. They should also be places where people feel protected, respected and able to seek help if they need it.

We will never ignore concerns that someone may be at risk of harm.

Where safeguarding concerns arise, we will always act in accordance with this policy and seek appropriate advice where necessary.

5. Our Safeguarding Principles

Safeguarding is embedded throughout everything we do. The following principles guide our approach.

5.1 Everyone Has the Right to Feel Safe

Everyone attending or participating in Gravesham Pride activities has the right to feel safe. This includes children, young people, adults at risk, volunteers, performers, contractors, visitors and members of the public.

Creating safe environments is a shared responsibility. We will never knowingly tolerate behaviour that places others at risk.

5.2 Safeguarding is Everyone's Responsibility

Safeguarding is not solely the responsibility of designated leads.

Every Director, volunteer and representative has a duty to remain alert to concerns and act appropriately. If something does not feel right, it should never be ignored.

No one will ever be criticised for raising a genuine safeguarding concern in good faith.

We would always rather receive a concern that proves to be unfounded than fail to act when someone needed help.

5.3 We Listen

People experiencing abuse or neglect may find it difficult to speak about what has happened.

If someone chooses to disclose a concern to us, we will:

- listen carefully
- remain calm
- avoid judgement
- avoid asking leading questions
- reassure the individual that they have done the right thing by speaking
- explain honestly what will happen next

We will never promise to keep safeguarding concerns secret. Where someone may be at risk, information may need to be shared with those who can help protect them.

5.4 We Take Concerns Seriously

Every safeguarding concern deserves careful consideration. No concern should ever be dismissed because it appears minor.

Small pieces of information may become significant when considered alongside other information.

Where we are unsure whether something constitutes a safeguarding concern, we will seek advice rather than making assumptions.

5.5 We Act Promptly

Delays can increase risk.

Safeguarding concerns should therefore be reported as soon as reasonably practicable.

Where someone is believed to be in immediate danger, emergency services should be contacted without delay.

Safeguarding records should be completed as soon as possible after the concern has been identified.

5.6 Recognising Abuse and Neglect

Abuse and neglect can affect anyone regardless of age, disability, gender, ethnicity, religion, sexual orientation or background.

Abuse may occur once or repeatedly and can take place in person, online or through neglect of someone's needs.

Everyone representing Gravesham Pride CIC should remain alert to signs that someone may be at risk.

Possible indicators may include, but are not limited to:

- unexplained injuries
- sudden changes in behaviour

- fear of particular individuals
- withdrawn or anxious behaviour
- poor personal care or neglect
- inappropriate sexual behaviour or knowledge
- signs of financial exploitation
- concerning online activity
- repeated absences or attempts to isolate an individual
- disclosures made directly or indirectly

The presence of one indicator does not necessarily mean abuse has occurred. However, concerns should never be ignored.

Where there is uncertainty, advice should be sought from the Safeguarding Lead or appropriate statutory agencies.

5.7 Responding to a Disclosure

Sometimes an individual may choose to tell a volunteer or Director that they are experiencing abuse or neglect. This can be unexpected and may occur at any time.

If someone makes a disclosure, we will:

- remain calm
- listen carefully without interruption
- allow the individual to speak in their own words
- reassure them that they have done the right thing by telling someone
- explain honestly that the information may need to be shared to keep them safe
- avoid making promises that cannot be kept
- avoid asking leading or investigative questions
- make an accurate written record as soon as possible

We will not:

- express shock or disbelief
- investigate the matter ourselves
- attempt to confront the alleged perpetrator
- promise absolute confidentiality
- delay reporting the concern

The role of Gravesham Pride CIC is to recognise concerns, respond appropriately and refer them to the appropriate agencies where required.

5.8 Reporting Safeguarding Concerns

Safeguarding concerns should always be reported promptly.

Where possible, concerns should be reported to the designated Safeguarding Lead as soon as practicable.

If the Safeguarding Lead is unavailable and the concern cannot safely wait, the concern should be escalated to another Director or directly to the appropriate statutory agency.

Where there is an immediate risk of significant harm, emergency services should be contacted by calling **999** without delay.

All safeguarding concerns should be recorded using the approved Safeguarding Concern Report Form.

Records should:

- be factual
- be completed as soon as possible
- clearly distinguish between facts, observations and opinions
- include dates and times wherever known
- be stored securely

Good record keeping helps protect both the individual and the organisation.

5.9 Confidentiality and Information Sharing

Safeguarding information is confidential and should only be shared on a need-to-know basis.

However, confidentiality must never prevent appropriate safeguarding action.

Information may be shared where:

- someone is at risk of harm
- there is a legal duty to disclose information
- statutory agencies require information to protect an individual
- sharing information is necessary to safeguard children or adults at risk

Where possible, individuals should be informed when information is being shared. However, consent is not required where seeking consent would place someone at greater risk or where there is another lawful basis for sharing information.

All personal information will be handled in accordance with data protection legislation.

5.10 Working with Statutory Agencies

Gravesham Pride CIC is not responsible for investigating safeguarding concerns. That responsibility rests with the appropriate statutory authorities.

Where concerns arise, we will cooperate fully with:

- Police
- Children's Social Care
- Adult Social Care
- Local Authority Safeguarding Teams
- NHS organisations

- Emergency Services
- any other relevant statutory body

We will provide accurate information when requested and support any lawful investigation.

5.11 Safeguarding at Events

Safeguarding arrangements should form part of the planning and delivery of every Gravesham Pride event.

Event planning should consider:

- safeguarding risks
- steward and volunteer responsibilities
- lost child procedures
- welfare facilities
- emergency communications
- safeguarding reporting arrangements
- contractor safeguarding responsibilities
- accessibility and vulnerable attendees

The Event Management Plan should identify safeguarding arrangements appropriate to the size and nature of each event.

All volunteers should know how to obtain assistance if safeguarding concerns arise during an event.

5.12 Missing Children

Any report of a missing child should be treated as a priority.

If a child is reported missing during an event:

- remain calm
- notify Event Control immediately
- provide an accurate description of the child
- implement the Missing Child Procedure
- involve Security where appropriate
- contact Police without delay where appropriate
- keep the reporting adult informed wherever possible

Children who are found should never be left unattended.

A written record should be completed following every missing child incident.

5.13 Adults at Risk

Adults at risk have the same right to protection as everyone else.

Support should always respect the individual's wishes wherever possible, while recognising that there may be circumstances where concerns must be reported to protect the individual or others.

We will always seek to balance:

- safety
- dignity
- independence
- confidentiality
- empowerment

Our approach will always be person-centred.

5.14 Online Safeguarding

Safeguarding responsibilities extend beyond physical events. Concerns may arise through:

- email
- social media
- messaging platforms
- online meetings
- digital content

Online concerns should be treated in the same way as concerns arising in person. Any inappropriate online behaviour involving children or adults at risk should be reported immediately.

5.15 Allegations Against Representatives of Gravesham Pride CIC

Occasionally, safeguarding concerns may involve someone representing Gravesham Pride CIC.

Allegations against Directors, volunteers, contractors or others acting on behalf of the organisation will always be treated seriously. Where such allegations arise:

- the safety of the individual concerned will be prioritised
- the allegation will be reported immediately to the Chair or another appropriate Director (or, if the allegation concerns the Chair, to another Director)
- advice will be sought from the relevant statutory safeguarding authority or police where appropriate
- no internal investigation will interfere with or prejudice any statutory investigation
- appropriate interim measures may be taken to protect individuals while enquiries are ongoing

All allegations will be managed fairly, confidentially and in accordance with the principles of natural justice, while ensuring that safeguarding remains the overriding priority.

6. Roles and Responsibilities

Safeguarding is everyone's responsibility. Every individual representing Gravesham Pride CIC has a duty to promote safe environments, remain vigilant to concerns and take appropriate action where necessary.

6.1 Board of Directors

The Board of Directors has overall responsibility for ensuring that appropriate safeguarding arrangements are in place throughout the organisation.

The Board will:

- approve and regularly review this policy
- appoint an appropriately trained Safeguarding Lead
- ensure safeguarding arrangements remain proportionate to the organisation's activities
- promote a culture where safeguarding is taken seriously
- monitor safeguarding incidents and organisational learning
- ensure sufficient resources are available to support safeguarding responsibilities

The Board will review safeguarding arrangements following significant incidents, legislative changes or where improvements are identified.

6.2 Safeguarding Lead

The Safeguarding Lead is responsible for providing advice and guidance on safeguarding matters. Their responsibilities include:

- receiving safeguarding concerns
- maintaining safeguarding records
- liaising with statutory agencies where appropriate
- supporting volunteers and Directors
- monitoring safeguarding trends
- promoting safeguarding awareness
- ensuring safeguarding documentation remains up to date

The Safeguarding Lead is not responsible for investigating abuse but for ensuring concerns are managed appropriately and referred where necessary.

6.3 Directors

Directors are expected to:

- lead by example
- promote safeguarding throughout the organisation
- support volunteers who raise concerns
- ensure safeguarding is considered during planning and decision-making
- comply with this policy at all times.

6.4 Volunteers

Volunteers must:

- remain alert to safeguarding concerns
- report concerns promptly
- follow safeguarding procedures
- complete safeguarding training where required
- maintain confidentiality
- cooperate with safeguarding enquiries where appropriate

Volunteers are not expected to investigate concerns themselves.

6.5 Contractors, Performers and Partners

Where safeguarding responsibilities arise, contractors and partner organisations are expected to cooperate fully with Gravesham Pride CIC and statutory agencies.

Where appropriate, safeguarding expectations may be included within contracts and partnership agreements.

7. Safeguarding Training

We believe safeguarding awareness should be proportionate to the role undertaken.

Training requirements will therefore vary depending upon an individual's responsibilities.

At a minimum, those representing Gravesham Pride CIC should understand:

- the purpose of this policy
- how to recognise safeguarding concerns
- how to respond to disclosures
- how to report concerns
- the importance of confidentiality
- emergency safeguarding arrangements during events

Additional safeguarding training may be provided for Directors, Event Managers, Welfare Teams and others with enhanced safeguarding responsibilities. Training records should be maintained by the organisation.

8. Monitoring and Compliance

The Board of Directors will monitor safeguarding arrangements through:

- safeguarding incident reviews
- volunteer feedback
- lessons learned following events
- policy reviews
- training records
- governance meetings

Following significant incidents or events, safeguarding arrangements should be reviewed to identify opportunities for learning and improvement.

Our aim is not simply to comply with safeguarding responsibilities but to continuously strengthen our safeguarding culture.

9. Equality Statement

Gravesham Pride CIC is committed to protecting everyone from harm regardless of age, disability, race, religion or belief, sex, sexual orientation, gender identity or any other personal characteristic.

Safeguarding arrangements will always seek to respect dignity, promote inclusion and ensure that individuals are treated fairly and compassionately.

Reasonable adjustments will be considered wherever required to enable individuals to access safeguarding support.

10. Policy Review

This policy will normally be reviewed every two years. An earlier review may be undertaken where:

- safeguarding legislation changes
- national guidance is updated
- organisational learning identifies improvements
- significant safeguarding incidents occur
- the Board determines that amendments are required

The Board of Directors is responsible for approving any revisions.

Appendix A – Practical Examples

The following examples illustrate how this policy should be applied in practice.

Example 1 – A Child Becomes Lost

Situation

During the Pride event, a parent reports that they cannot locate their seven-year-old child.

Expected Practice

- Notify Event Control immediately.
- Obtain a description of the child.
- Activate the Missing Child Procedure.
- Inform Security.
- Maintain communication with the reporting adult.
- Contact the Police if appropriate.
- Record the incident.

Inappropriate Practice

- Asking the parent to continue searching alone.
- Broadcasting the child's full name over public address systems.
- Leaving the reporting adult without support.

Example 2 – A Disclosure of Abuse

Situation

A volunteer tells you that they are experiencing abuse at home.

Expected Practice

- Listen calmly.
- Reassure them they have done the right thing.
- Explain that you cannot promise confidentiality.
- Record the disclosure accurately.
- Report the concern immediately.

Inappropriate Practice

- Asking detailed investigative questions.
- Promising not to tell anyone.
- Attempting to resolve the situation personally.

Example 3 – Concern About an Adult at Risk

Situation

A volunteer notices an attendee who appears frightened, confused and accompanied by someone who refuses to let them speak.

Expected Practice

Raise the concern with the Safeguarding Lead and follow safeguarding procedures.

Inappropriate Practice

Ignoring the situation because there is no obvious evidence of abuse.

Example 4 – Online Safeguarding

Situation

A volunteer receives inappropriate online messages from someone claiming to be under 18 years old following a Pride event.

Expected Practice

Report the matter immediately and preserve any evidence.

Inappropriate Practice

Continuing private conversations or deleting evidence before advice has been sought.

Example 5 – Allegation Against a Volunteer

Situation

A safeguarding allegation is made against a volunteer during an event.

Expected Practice

Immediately report the allegation to the Chair or Safeguarding Lead, protect everyone involved, seek advice from statutory agencies where appropriate and keep accurate records.

Inappropriate Practice

Questioning witnesses independently, discussing the allegation publicly or attempting to investigate the matter without appropriate authority.

Example 6 – Immediate Danger

Situation

A person is at immediate risk of serious harm during an event.

Expected Practice

Call 999 immediately, notify Event Control, make the area safe where possible and cooperate fully with emergency services.

Inappropriate Practice

Delaying emergency action while seeking internal approval.

Key Principles

Whenever safeguarding concerns arise, remember:

- Stay calm
- Listen
- Record

- Report
- Never investigate
- Never promise confidentiality
- Put the person's safety first

If you are ever unsure, seek advice immediately.

Appendix B – Related Legislation and Governance Documents

Primary Legislation

This policy should be read alongside relevant legislation, including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

National Guidance

The organisation will have regard to current safeguarding guidance, including:

- Working Together to Safeguard Children (HM Government)
- Relevant guidance issued by local safeguarding partnerships
- Relevant guidance relating to safeguarding adults at risk in England

Related Gravesham Pride CIC Governance Documents

This policy should be read alongside the following Gravesham Pride CIC governance documents:

- Articles of Association
- Governance Handbook
- GP01 – Code of Conduct
- GP03 – Safeguarding Policy
- GP04 – Conflict of Interest Policy
- GP05 – Confidentiality & Data Protection Policy
- GP06 – Speaking Up (Whistleblowing) Policy
- GP07 – Complaints & Concerns Policy
- GP08 – Volunteer Management Policy
- GP09 – Volunteer Code of Conduct
- GP10 – Health, Safety & Safe Working Policy
- GP11 – Risk Management Policy
- GP12 – Financial Management Policy
- GP13 – Document Control & Records Management Policy
- GP14 – Communications, Branding & Social Media Policy
- GP15 – Environmental Sustainability Policy
- GP16 – Event Governance & Delivery Policy

GP03-C1 SAFEGUARDING CONCERN REPORT FORM

1. INCIDENT DETAILS

Date:

Time:

Location:

Reported by (Name):

Time:

Role:

Contact Number:

2. PERSON AT RISK

Name (if known):

Age (or approximate age):

☐ Child (under 18)

☐ Adult at Risk (18+)

Address (if known):

Contact details (if known):

3. NATURE OF CONCERN (PLEASE TICK ALL THAT APPLY)

☐ Physical Abuse

☐ Financial Abuse

☐ Self Neglect

☐ Emotional Abuse

☐ Domestic Abuse

☐ Exploitation

☐ Sexual Abuse

☐ Online Harm

☐ Other (please specify)

☐ Neglect

☐ Discriminatory Abuse

4. WHAT HAPPENED?

(Record only factual observations and exactly what was said. Use additional paper if required.)

5. IMMEDIATE ACTION TAKEN

(Detail any immediate steps taken to ensure the safety and wellbeing of the individual.)

6. WAS EMERGENCY ASSISTANCE REQUIRED?

Required: ☐ Yes ☐ No

999 called: ☐ Yes ☐ No Time Called: _____

Officer Number (if known): _____

7. REPORT PASSED TO

Name:

Role:

Date:

Time:

Signature:

8. ADDITIONAL NOTES

(Use this space for any other relevant information.)

GP03-C2 BODY MAP RECORD

Name (if known):	Date of Birth / Age:	Date:	Time:
Recorded by (Name):	Role:	Location:	

INSTRUCTIONS

- Record only visible injuries.
- Do not ask the individual to remove clothing.
- Do not examine or touch injuries.
- Use the key below to mark the location and type of injury.
- Record the individual's account of how the injury occurred exactly as stated.

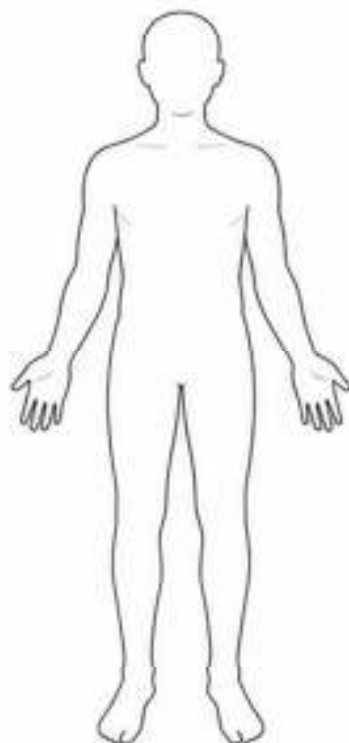
INDIVIDUAL'S ACCOUNT

Write exactly what the individual said about how the injury occurred.

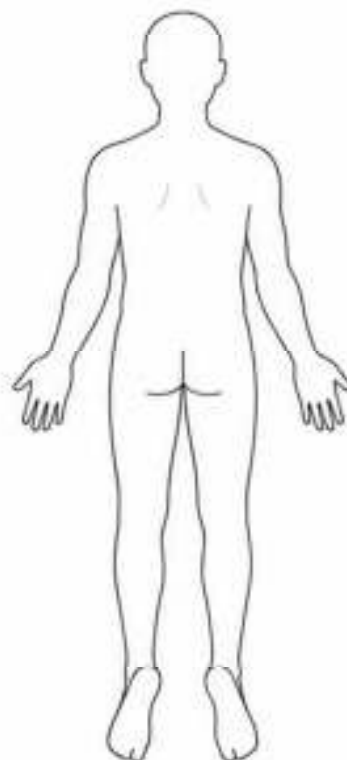
IMPORTANT NOTES

- This body map is a record of visible injuries only.
- It should not be used to document internal injuries or conditions.
- Attach photographs only if authorised and in accordance with safeguarding procedures and data protection requirements.

FRONT



BACK



KEY

- = Redness / Rash
- × = Cut / Graze
- /// = Scratch
- = Bruise / Discolouration
- = Swelling / Lump
- ~~~ = Burn / Scald
- △ = Other (please specify)

ADDITIONAL NOTES

GP03-C3 IMMEDIATE ACTION CHECKLIST

Incident Location:

Date:

Time:

Completed By (Name & Role):

1. IS ANYONE IN IMMEDIATE DANGER?

- ☐ YES – Immediate risk of significant harm
- ☐ NO – No immediate risk of significant harm

If you are unsure – treat as YES and seek advice.

2. IF YES – IMMEDIATE DANGER

- ☐ Call 999
(Provide clear details of the nature of the risk and location.)
- ☐ Make the area safe
(Remove the person from immediate risk if it is safe to do so.)
- ☐ Notify Event Control / Site Manager
- ☐ Contact Safeguarding Lead / Deputy Safeguarding Lead
- ☐ Stay with the individual if safe to do so
(Reassure and keep calm.)
- ☐ Provide first aid if you are trained and it is safe to do so
- ☐ Do not investigate or ask leading questions
- ☐ Record the incident as soon as possible
(Use Safeguarding Concern Report Form GP03-C1.)



Your priority is the safety and wellbeing of the individual.
Get urgent help. Do not delay.

3. IF NO – NO IMMEDIATE DANGER

- ☐ Listen to the individual
- ☐ Reassure them
- ☐ Do not promise confidentiality
- ☐ Record what has been said and observed
(Use Safeguarding Concern Report Form GP03-C1.)
- ☐ Inform Safeguarding Lead / Deputy Safeguarding Lead as soon as possible
- ☐ Seek advice if you are unsure
- ☐ Follow safeguarding reporting procedures
- ☐ Complete all relevant documentation
- ☐ Maintain confidentiality
- ☐ Support the individual and signpost to appropriate help if required



All concerns must be reported.
No concern is too small.

4. IMPORTANT REMINDERS

- Stay calm and act promptly.
- Do not investigate or interview the individual.
- Do not make assumptions.
- Do not delay reporting.
- Obtain consent to share information if appropriate, unless there is a risk of harm or legal duty to share.
- Always act in the best interests of the individual.
- If in doubt – seek advice immediately.

5. ACTION TAKEN SUMMARY

(Brief summary of actions taken)

6. FOLLOW-UP REQUIRED

- ☐ Safeguarding Lead to follow up ☐ Referral to statutory agency ☐ Medical attention required ☐ Ongoing support required ☐ Other: _____

Notes: _____

GP03-C4 SAFEGUARDING REFERRAL RECORD

Referral Record Number: _____	Date of Referral: _____	Time of Referral: _____	Completed By (Name & Role): _____
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1. PERSON AT RISK Name (if known): _____ Age (or approximate age): _____ ☐ Child (under 18) ☐ Adult at Risk (18+) Address (if known): _____ Contact details (if known): _____	2. REASON FOR REFERRAL Please summarise the concern and why a referral is being made. _____ _____ _____
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3. AGENCY / SERVICE REFERRED TO Agency / Service Name: _____ Contact Person: _____ Telephone Number: _____ Email: _____ Referral Method: ☐ Telephone ☐ Email ☐ Online Portal ☐ In Person ☐ Other _____	4. DETAILS SHARED What information was shared with the agency / service? _____ _____ _____
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5. AGENCY RESPONSE Name of person who responded: _____ Date: _____ Time: _____ Advice / Response Received: _____ _____	6. FOLLOW-UP ACTIONS Actions agreed: _____ _____ Follow-up required: ☐ Yes ☐ No If Yes, by whom: _____ By when (date): _____
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7. OUTCOME / REVIEW (To be completed once the matter is closed or reviewed) Outcome / Decision: _____ _____ _____ _____	Date Closed / Reviewed: _____ Reviewed By (Name & Role): _____ Lessons Learned / Notes: _____ _____
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8. RECORD CONFIRMATION I confirm that this referral has been recorded accurately and in line with safeguarding procedures. Signature: _____ Date: _____

GP03-C5 MISSING CHILD PROCEDURE

The safety of the child is the priority. Stay calm, act quickly and follow this procedure.

1



RECEIVE REPORT
 Listen carefully to the adult reporting the missing child. Reassure them and stay calm.

2



GATHER INFORMATION
 Obtain as much information as possible:

- Child's name
- Age
- Description (clothing, hair colour, etc.)
- Last seen (time and location)
- Photograph (if available)

3



NOTIFY EVENT CONTROL IMMEDIATELY
 Provide all details of the missing child. Event Control will coordinate the response.

4



INFORM SECURITY / STEWARDS
 Security/Stewards to be informed and begin a coordinated search of the area.

5



COMMUNICATION
 Event Control will decide on appropriate announcements if required. Do not make announcements without authorisation.

6



COORDINATED SEARCH
 Security/Stewards to search the immediate area, including toilets, welfare areas and quiet spaces.

7



POLICE INVOLVEMENT
 Contact Police without delay if:

- The child has not been located quickly
- You believe the child may be at risk
- You have any safeguarding concerns

8



CHILD FOUND
 If the child is located:

- Ensure they are safe and calm
- Inform Event Control immediately
- Do not move the child unless necessary

9



REUNIFICATION
 Reunite the child only with their parent/guardian or authorised adult. Verify identity if unsure.

10



RECORD THE INCIDENT
 Complete the Missing Child Incident Log (GP03-C6) as soon as possible. Debrief as appropriate.

IMPORTANT CONTACTS	
Event Control:	
Security Provider:	
Safeguarding Lead:	
Deputy Safeguarding Lead:	
Police (Non-Emergency):	
Police (Emergency):	999
Medical Provider:	
Site Manager:	

KEY NOTES

- Never leave the reporting adult alone.
- Do not delay in informing Event Control and Security.
- Do not stop searching until told to do so by Event Control or Police.
- Keep the reporting adult updated regularly.
- Record all actions, times and communications.
- Treat every missing child report as a priority.

REPORTED BY

Name: _____	Role: _____	Contact Number: _____
Date: _____	Time: _____	Signature: _____

INCIDENT CLOSED

Date: _____	Time: _____
Completed By (Name & Role): _____	
Signature: _____	

GP03-C6 MISSING CHILD INCIDENT LOG

This log must be completed for every missing child incident, regardless of duration. Record all actions taken, times and outcomes.

1. INCIDENT DETAILS

Incident Reference No:	Date:	Day of Week:
Event Name:	Location:	Weather Conditions:
Reported By (Name):	Role:	Contact Number:

2. CHILD DETAILS

Child's Name (if known):	Age (or approx. age):	Gender:
Description (including clothing, hair colour, etc.):	Any distinguishing features:	
Last Seen (Time):	Last Seen (Location):	With Whom (if known):

3. TIMELINE OF EVENTS AND ACTIONS

Time (24hr)	Event / Action Taken	Details / Description	Who Actioned (Name & Role)	Organisation / Agency Involved	Method of Communication (Radio / Phone / PA / In Person / Other)	Outcome / Result

4. CHILD LOCATED

Child Located? ☐ Yes ☐ No

If Yes, Time: _____

Location Found: _____

Condition of Child: _____

With Whom: _____

5. REUNIFICATION

Reunited With (Name): _____

Relationship to Child: _____

ID Verified? ☐ Yes ☐ No

Verified By (Name & Role): _____

Time of Reunification: _____

Comments: _____

6. POLICE INVOLVEMENT

Police Informed? ☐ Yes ☐ No

If Yes, Time Informed: _____

Officer Name / Call Sign: _____

Reference / CAD No.: _____

Further Police Action: _____

7. INCIDENT CLOSURE

Incident Closed? ☐ Yes ☐ No

Date Closed: _____

Time Closed: _____

Closed By (Name & Role): _____

Signature: _____

8. LESSONS LEARNED / FOLLOW UP ACTIONS

9. NOTES / ADDITIONAL INFORMATION

GP03-C7 ADULT AT RISK INCIDENT RECORD

This form should be completed when a concern is identified about an adult who may be at risk of abuse, neglect or harm.

Incident Reference No:	Date of Incident:	Time of Incident:	Completed By (Name & Role):
Location of Incident:			Contact Number:

1. ADULT AT RISK DETAILS

Name (if known): _____
Age (or approximate age): _____ Date of Birth (if known): _____
Address (if known): _____
Contact Details (if known): _____
Any known support needs / vulnerabilities: _____

2. NATURE OF CONCERN (Please tick all that apply)

- | | |
|--|---|
| ☐ Physical Abuse | ☐ Discriminatory Abuse |
| ☐ Emotional / Psychological Abuse | ☐ Self Neglect |
| ☐ Sexual Abuse | ☐ Domestic Abuse |
| ☐ Neglect / Acts of Omission | ☐ Organisational / Institutional Abuse |
| ☐ Financial / Material Abuse | ☐ Other (please specify): _____ |

3. DETAILS OF CONCERN / OBSERVATIONS

Date and Time of Concern: _____ Who was present? _____

Please describe what you saw, heard or were told.

4. DISCLOSURE (If the adult has disclosed information)

Did the adult make a disclosure? ☐ Yes ☐ No

If Yes, what was said? (Record exact words if possible)

5. IMMEDIATE RISKS IDENTIFIED

Is the adult in immediate danger? ☐ Yes ☐ No ☐ Unsure

If Yes, what immediate actions were taken?

6. ACTION TAKEN

What action has been taken so far?

7. REFERRAL

Referred to (Agency / Service): _____

Name of Contact: _____

Date of Referral: _____ Time: _____

Method of Referral: ☐ Telephone ☐ Email ☐ In Person ☐ Other _____

Reference / Case Number (if provided): _____

8. OUTCOME / FOLLOW UP

Outcome / Response Received:

Follow-up Required? ☐ Yes ☐ No If Yes, by whom? _____

Date for Follow-up: _____

9. RECORD KEEPING

All records, notes and documents relating to this concern have been stored securely in accordance with data protection requirements.

Stored By (Name & Role): _____

Date: _____

10. SIGN OFF

I confirm that this record is accurate to the best of my knowledge.

Signature: _____

Date: _____

IMPORTANT: If the adult is in immediate danger, call 999. Do not delay seeking help.

GP03-C8 SAFEGUARDING DECISION LOG

Use this log to record significant safeguarding decisions, the reasoning behind them and any advice received.

Decision Log Reference No: _____	Date of Decision: _____	Time of Decision: _____	Recorded By (Name & Role): _____
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DATE (DD/MM/YYYY)	DECISION MADE (What decision was taken?)	REASON / RATIONALE (Why was this decision made?)	WHO MADE THE DECISION (Name & Role)	ADVICE / INFORMATION OBTAINED (Who was consulted? What advice was given?)	ACTIONS / NEXT STEPS (What will happen as a result of this decision?)	REVIEW DATE (If applicable)

ADDITIONAL NOTES

(Include any relevant context not covered above)

KEY REMINDER:



Safeguarding decisions must always prioritise the safety and wellbeing of the individual.
When in doubt, seek advice from the Safeguarding Lead or appropriate statutory agency.

GP03-C9 CONFIDENTIAL INFORMATION SHARING RECORD

Use this form to record the sharing of confidential safeguarding information.
Share only what is necessary, with those who need to know, for the purpose of safeguarding and protecting the individual.

Record Reference No:

Date Information Shared:

Time Information Shared:

Recorded By (Name & Role):

1. INFORMATION SHARED (Provide a brief, factual summary of the information shared)

2. SHARED WITH (Name and Organisation / Service)

Name: _____

Role: _____

Organisation / Service: _____

Contact Details (if known): _____

3. REASON FOR SHARING

☐ Safeguarding concern / risk of harm

☐ Referral to statutory agency

☐ Ongoing support / case management

☐ Multi-agency working / information sharing

☐ Other (please specify): _____

4. LEGAL BASIS FOR SHARING

☐ Consent obtained

☐ Vital interests (risk of serious harm)

☐ Legal duty

☐ Public task

☐ Legitimate interests

☐ Other (please specify): _____

5. INFORMATION SHARED WITH (Tick all that apply)

☐ Safeguarding Lead

☐ Event Control

☐ Security

☐ Medical Team

☐ Police

☐ Social Care (Children)

☐ Social Care (Adults)

☐ Other: _____

6. HOW INFORMATION WAS SHARED

☐ Face to Face

☐ Telephone

☐ Email (Secure)

☐ Written Report

☐ Other (please specify): _____

7. OUTCOME / FOLLOW UP REQUIRED

☐ No Further Action

☐ Awaiting Response

☐ Further Action Agreed

☐ Review Required

Comments / Next Steps: _____

8. AUTHORISATION

I confirm that the information recorded above is accurate.

Authorised By (Name & Role): _____

Signature: _____

Date: _____

REMINDER: Keep a record. Share responsibility. Protect dignity. Share only what is necessary.

GP03-C10 SAFEGUARDING TRAINING REGISTER

Use this register to record safeguarding training completed by staff, volunteers and contractors involved in the event. All personnel must complete appropriate safeguarding training.

Event Name:	Event Date(s):	Register Completed By:	Date Register Completed:
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No.	Full Name (Please Print)	Role / Position (e.g. Staff, Volunteer, Contractor, Steward)	Organisation / Company	Training Title (e.g. Level 1 Safeguarding Awareness)	Training Provider	Date Training Completed (DD/MM/YYYY)	Certificate / Evidence Seen (Yes / No)	Trainer / Verified By (Name)	Expiry Date (If applicable) (DD/MM/YYYY)	Notes
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

IMPORTANT: Records must be accurate and kept up to date.
Out of date training may affect an individual's ability to carry out their role.

Store this register securely and maintain in accordance with
data protection and safeguarding policies.

GP03-C11 EMERGENCY CONTACT DIRECTORY

Use this directory to record key emergency contact details for use before, during and after the event.
Ensure all numbers are accurate and kept up to date.

Event Name:	Event Date(s):	Location(s):	Updated By (Name & Role):	Date:
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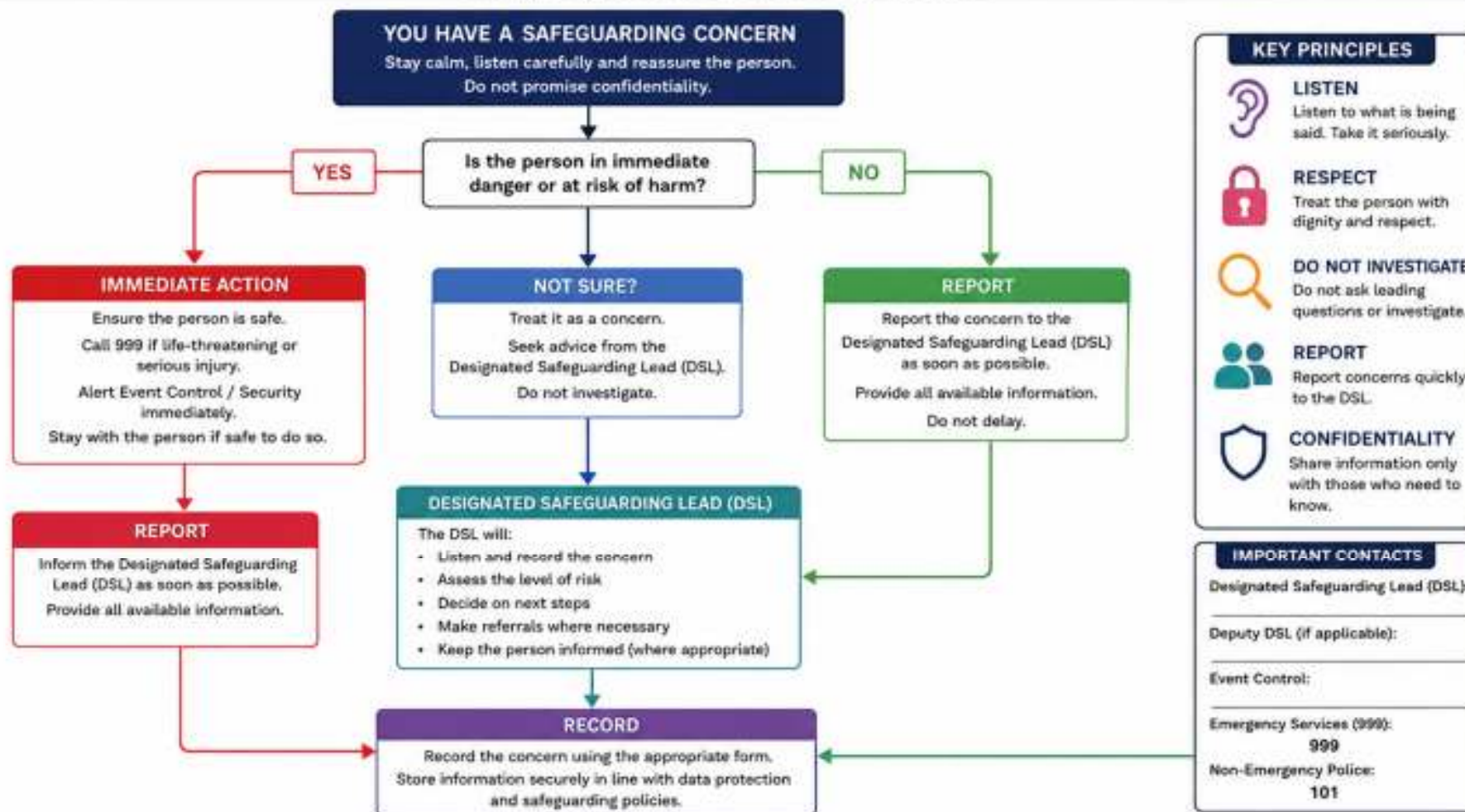
CATEGORY	ORGANISATION / SERVICE	CONTACT NAME / ROLE	TELEPHONE / MOBILE	ALTERNATIVE NUMBER	NOTES
1. EVENT MANAGEMENT TEAM					
Event Organiser / Manager					
Deputy / Assistant					
Event Control					
Health & Safety Lead					
Volunteer Coordinator					
Security Manager					
2. EMERGENCY SERVICES					
Police (Non-Emergency)					
Police (Emergency)					
Fire Service					
Ambulance Service					
Health Service / Hospital					
3. SAFEGUARDING & WELFARE					
Safeguarding Lead					
First Aid Provider					
Welfare / Support Team					
4. LOCAL AUTHORITY & PARTNERS					
Local Authority (Duty Officer)					
Environmental Health					
Social Care (Children)					
Social Care (Adults)					
5. OTHER KEY CONTACTS					
Utility Provider (e.g. Electricity)					
Venue / Site Management					
Other (Please Specify) 1					
Other (Please Specify) 2					

IMPORTANT: Keep this directory accessible to Event Control and key staff at all times.
Review and update before every event.

This information is for emergency use only and must be stored securely in accordance with data protection and safeguarding policies.

GP03-C12 SAFEGUARDING REPORTING FLOWCHART

Use this flowchart to guide you on what to do if you have a safeguarding concern about a child, young person or adult at risk at the event.



IMPORTANT: Safeguarding is everyone's responsibility. If in doubt, report it.

All safeguarding concerns will be treated seriously and managed in line with our Safeguarding Policy and procedures.