

Including Safeguarding in risk assessments

When under 18s are attending your event it's essential to consider safeguarding when risk assessing and to make sure you are considering the right things and putting in the right steps.

Key values when risk assessing at AIUK

1. Make balanced decisions
2. Be inclusive
3. Risk will exist, but we want to do all we can do reduce that risk

The ultimate aim is for us to do all we can to reduce risk of harming people and respond appropriately when something out of our control does happen.

Areas of safeguarding to include in the risk assessment.

Area needing consideration	Why is it a risk?	How to mitigate the risk...
Facilities e.g. Access to toilets (disabled access, non-gendered toilets) Boundaries – public access, roads, location of facilities, drop off points. <ul style="list-style-type: none"> • what are the facilities available for toilets, washing and changing? • will the location be accessible to the public? If so, what 	Accessibility/discrimination Areas that are unmonitored are areas where abuse can occur	Toilets are places abuse can take place, therefore should consider what steps are reasonable to take – e.g. at the HRAC if there is an event aimed at under 18s and the adults attending are all responsible for them (e.g. schools coming with pupils and teachers), then it may be best to advise staff to use separate toilets entirely. However, if an event is largely aimed at adults, with some children attending, it may not be reasonable to have separate toilets for under 18s.

risks does this present in terms of safeguarding?		
Staffing <ul style="list-style-type: none"> do all those running the activity/event have appropriate training, including safeguarding training, and have the necessary criminal record checks been undertaken? is everyone clear about their own roles and responsibilities and, crucially, what to do if they have any concerns about an individual's welfare? is the right level (ratios as stated in events guidance) of supervision in place for your group? Is there a safeguarding lead? 	<p>Not enough staff could mean that if concerns do arise they are unable to be addressed in an appropriate way. This then puts other staff and attendees at risk of other things going wrong. There is also the consideration that inappropriate staff behaviour can pose a risk of harm and risk to reputation.</p> <p>If we don't have appropriate criminal record checks, supervision and ratios we are increasing the risk that someone could use their position to harm an under 18 or adult at risk. E.g. grooming could begin.</p>	<p>At all events a safeguarding lead should be nominated – they can speak to the Safeguarding Manager beforehand about the role, and can see what it requires here. There is an e-learning being developed for this role,</p> <p>If the event is aimed at u18 or is likely to have many in attendance, or adults at risk (in line with policy definition) the Safeguarding Manager can be on-call to help respond to any concerns arising. This will need to be agreed in advance and recorded in the risk assessment.</p>

<p>Consent Parent/carer consent needed? Under 18s consent needed? Photo consent & Social media consent?</p>	<p>If something happens we want contact details. There may be a reason a parent/carer doesn't want an under 18 to attend or have their photo taken and without consent that could be missed. Legally they have parental responsibility and without consent if something happens there is reputational risk.</p>	<p>Include in sign up form</p> <p>Look at guidance here</p> <p>If there is photography consider photo consent.</p>
<p>Identifying and Escalating concerns</p>	<p>If concerns aren't observed and escalated properly, safety measures won't be put in place and more harm could occur. Therefore, you need clear roles and reporting procedures.</p>	<p>Trained staff who can notice concerns and who all know how/who to escalate to.</p> <p>A safeguarding lead who will be able to respond in the moment If event is aimed at under 18s or adults at risk, then discuss with the Safeguarding Manager if they can be on-call to escalate concerns to.</p>
<p>Travel Drop off/pick up arrangements Where does responsibility change over Accessible parking</p>	<p>Risk of it not being arranged properly is that under 18s could go missing/get lost and no one know. Need to be clear with parents/carers what plans are and what boundaries of responsibility are. If you don't have accessible parking at a</p>	<p>Clear agreements made with parents/carers & under 18 in advance – agree where responsibility starts and finishes.</p> <p>When booking venue consider accessibility</p> <p>Ask on sign up form if people have accessibility needs we can make reasonable adjustments for.</p>

	venue, this could cause discrimination and prevent people with disabilities attending events or being involved in projects.	
Additional needs Have you considered accessibility for those who are or have.. <ul style="list-style-type: none"> • Hearing impairments • Sight impairments • Wheelchair accessibility; • Learning disabilities; • Autism; • ADHD; • Interpreters where English not spoken. • Other... 	If you haven't considered how to support those with additional needs there is an increased risk of them being harmed and not being included appropriately. For example long sessions with no breaks will be hard for someone with ADHD to engage in and therefore making them miss out.	Ask in sign up form if people have additional needs we can make reasonable adjustments for. Can see inclusion at events guidance Plan sessions to be inclusive and a reasonable length – prepare speakers, speak to events team if you need help.
Medical	If you aren't aware of specific medical needs, you could cause harm, e.g. allergies. You should also consider a first aider as accidents do happen.	Include in sign up forms Have first aider available
Overnight stays <ul style="list-style-type: none"> • Accessible for all e.g: first-floor allocation; 	For under 18s an overnight stay increases risk of abuse and harm.	Make sure you get parental consent and considered a chaperone (if its one under 18 this may be more appropriate

<ul style="list-style-type: none"> • access to restaurant; <ul style="list-style-type: none"> – ramps; – accessible lifts. <ul style="list-style-type: none"> • Suitable room • facilities e.g: <ul style="list-style-type: none"> – shower/bath; – toilet; – accessible facilities • as needed; <ul style="list-style-type: none"> – block access to mini-bar; – block access to adult movie channels. • No sharing of beds, ensure singles/ twins or single use of double bed. • Room allocation is suitable e.g: <ul style="list-style-type: none"> – located on same floor, if possible sole use by group; – staff rooms allocated at both ends and middle of under 18's rooms. • Group aware of fire drill <ul style="list-style-type: none"> – nearest exits. • Security e.g: Window and door locks working. • Reception availability. 	<p>For adults there is also higher risk with overnight stays. For example, if an individual is arriving late to accommodation the night increases risk of assault, robbery, etc. So it is important to have a clear plan, contact details of accommodation shared and someone to communicate with if something goes wrong.</p> <p>If you are risk assessing for a program or series of events where individuals will be travelling, complete the travel risk assessment.</p>	<p>than an AIUK representative staying, if it is multiple then someone from AIUK is probably more appropriate)</p> <p>For overnight stays an adult with a criminal record check has to be present. You can find guidance on ratios and other things to do with under 18s overnight here.</p> <p>Make sure to have booked accommodation in advance and shared the details so if someone is arriving late risk is reduced.</p> <p>Consider room allocations and make sure adults are aware of where all under 18s are staying, and each under 18 is aware of where adults are staying.</p> <p>Agree a code of conduct, make sure everyone knows about fire exits and what to do in an emergency.</p>
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<ul style="list-style-type: none"> • Dietary requirements catered for. 		
<p>Attendee Behaviour</p> <ul style="list-style-type: none"> • do the individuals under 18 themselves know and understand the ground rules for the activity, and why they are there? • Has a code of conduct been agreed and an agreement of what will happen in a breach of that. • What will you do if an attendee is harassing towards another attendee or staff member? 		<p>Agreed code of conduct in sign up,</p> <p>When introducing share expected behaviour and what to do in case of emergency, if safeguarding concern arises, or if someone needs a mental health break because topic is a lot.</p> <p>When considering the risk of inappropriate behaviour (e.g. harassment) you should be considering if you have security at the event who can be called on to ask someone to leave. Before the event security should be spoken to and all staff know who they are to escalate if needed. Additionally, it is worth making a record of the person who has been harassing and reporting it to a manager so it can be considered if they should be barred from future events.</p>
<p>Topics being raised being triggering.</p>	<p>At Amnesty events we talk about difficult topics, and the nature of this is that it could be triggering for someone. For example, our economic social and cultural rights work, could be a reminder to someone about their own difficult</p>	<p>Whilst we can't stop talking about difficult things, we can give people trigger warnings, give good explanations of what events will speak about and have spaces where people can go to take a moment if they need it. These spaces should be clearly designated, and delegates informed about them.</p> <p>Make sure topics and any content (e.g. videos) are age appropriate.</p>

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DISTRIBUTION: All AIUK

OWNER: Safeguarding Manager

	circumstances now or growing up.	
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