



SAFEGUARDING GUIDANCE NOTES FOR EVENT ORGANISERS

- Ensure that all Technical Officials have clearly defined and understood roles.
- Encourage Technical Officials to gain the appropriate training and qualifications.

Provide Technical Officials with basic information regarding rules, emergency procedures and Contact details for those appointed to deal with any problems that might arise.

Ensure, aggrieved athletes are aware of the channels to use if they feel compromised in any way.

- Conduct CRB checks on any falling within the definition of *Regulated Activity* (see website).
- Ensure a qualified First Aider is present at all times at all events (This could be an external person brought in, a *Pentathlon GB* staff or someone provided by the facility in which the activity is taking place).
- Where there are mixed sex groups ensure that there is a balance between male and female Existing Appointees.
- Ensure that the ratio of Officials to children is appropriate for the activity.
- Ensure that changing is appropriately supervised.
- Ensure all facilities used are safe and fit for purpose, especially private facilities not usually subject to the same level of scrutiny re. Safeguarding.
- Adopt a clear health and safety policy covering fire procedures, telephone access, first aid and emergencies.
- Keep up to date records of emergency telephone numbers and any relevant medical conditions.
- Implement clear safeguarding and child protection procedures making use of the *Pentathlon GB's* promotional literature.
- Appoint a suitably qualified Welfare Officer at each event.

- Encourage children to voice any worries they might have about the activities they are taking part in and the people around them.
- Ensure that all members, parents and young people know whom to approach if they have any problems. This may be done via the event programme, *Pentathlon GB* Safeguarding poster, etc.

Document Name: Guidance for Event Organisers
Date of Origination: August 2012
Effective From: August 2012
Applicable to: Workforce
Author: Sport Scotland
Approved: Board August 2012
Review: In 3 Years – 2015
Policy Reference No: 000/00
Distribution: Website