

LONGHOPE PARISH COUNCIL

Safeguarding Policy (adopted 19 Oct 2026)

1. Purpose

This policy ensures that all attendees, employees, and volunteers are protected from harm, abuse, or neglect during any events held by Longhope Parish Council. It applies to everyone involved in organising or attending the event.

2. Principles

- **Safety First** – The wellbeing of all attendees is the top priority.
- **Respect & Inclusion** – The event will be welcoming to people of all backgrounds, beliefs, and abilities.
- **Zero Tolerance** – No harassment, discrimination, or abusive behaviour will be tolerated.

3. Risk Management

- Venue accessibility and safety checks completed before the event.
- Clear emergency procedures and first aid provision in place.
- Alcohol service monitored to prevent excessive consumption and related risks.

4. Safeguarding Measures

- Designated **Safeguarding Lead** present throughout the event to handle concerns.
- Confidential reporting process for any safeguarding issues.
- Employees and volunteers briefed on recognising and responding to signs of distress, abuse, or vulnerability.

5. Inclusivity & Wellbeing

- Non-alcoholic drink options and dietary needs catered for.
- Quiet space available for anyone feeling overwhelmed.
- Activities and entertainment suitable for a diverse audience.

6. Responding to Concerns

- Any safeguarding concern will be taken seriously, documented, and acted upon promptly.
- If there is immediate danger, emergency services will be contacted.
- Follow-up support offered to anyone affected.

7. Review

This policy will be reviewed after the event to identify improvements for future gatherings.

Safeguarding Checklist

Before the Event

- ☐ Venue safety inspection completed (fire exits, lighting, accessibility).
- ☐ First aid kit available and first aider identified.
- ☐ Safeguarding Lead appointed and contact details shared.
- ☐ Volunteers briefed on safeguarding procedures.
- ☐ Alcohol policy agreed (limits, monitoring, ID checks if needed).
- ☐ Quiet space prepared for anyone needing a break.
- ☐ Dietary requirements and allergies confirmed with caterers.

During the Event

- ☐ Safeguarding Lead visible and approachable.
- ☐ Monitor alcohol consumption and step in if behaviour becomes unsafe.
- ☐ Watch for signs of distress, illness, or vulnerability.
- ☐ Ensure no one is left isolated or excluded.
- ☐ Keep walkways, exits, and facilities clear and accessible.
- ☐ Respond promptly to any safeguarding concerns and record details.

After the Event

- ☐ Check that all attendees have safe transport home.
- ☐ Log any incidents or safeguarding concerns.
- ☐ Follow up with anyone affected by an incident.
- ☐ Review event and update safeguarding policy if needed.