

Guidance for Events including Under 18's - WYSE

This document provides Child Safeguarding guidelines to be considered by event organisers wishing to hire accommodation and facilities through Warwick Conferences. Events organised by individuals or organisations external to the University are expected to be able to demonstrate that they have taken careful consideration of child safeguarding matters in planning their event, have undertaken appropriate safeguarding risk assessments and are able to manage their event appropriately.

For the purpose of this guidance:

- a 'child' is any person under 16 years of age
- a 'young person' is any person over the age of 16 but has not yet attained 18 years of age
- a 'responsible person' must be over the age of 18 (i.e. an adult) and would normally be either the parent, guardian or other authorised person

Whilst Warwick Conferences welcome children and young persons, the University campus, buildings and facilities are predominantly an adult environment geared towards our students, academic research and our business and industrial partners. Therefore particular consideration needs to be given to the requirements for events that involve children and young people which use our accommodation and facilities.

Organisations must carry out their own Safeguarding Risk Assessments and Health and Safety Risk Assessment to take account of their particular circumstances, the age of the children and young people attending and the nature of the event they wish to run. Warwick Conferences expect all external individual or organisations wishing to hire University accommodation and / or facilities to have given consideration **at least** to the following:

Ratio of Adults to children and young people

Generally there should be at least 2 responsible persons present whilst working with or supervising children/young persons and at least one of these adults should have undergone a full suitability check, which if eligible, would normally including a Disclosure & Barring Service (DBS) check at an appropriate level. The appropriate ratio of adults to children should be informed by the event organiser's own Safeguarding Risk Assessment and their Health and Safety Risk Assessment, however as an example, in relation to school visits, the National Union of Teachers (NUT) recommends that there should always be at least two teachers for any group of children and at least:

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio)
- 1 adult for every 10-15 pupils in school years 4 to 6
- 1 adult for every 15-20 pupils in school year 7 onwards

The NUT guidance also states that a larger number of adults may be appropriate in particular cases such as supporting higher risk activities.

<https://www.teachers.org.uk/help-and-advice/health-and-safety/v/school-visits>

Safeguarding:

Individuals or external organisations hiring residential accommodation from Warwick Conferences must acknowledge that they are themselves responsible for Safeguarding and have a duty to protect the children and young people in their care. To this end they should be able to demonstrate that they have:

- A Child Safeguarding Policy
- Child Safeguarding Procedures as appropriate to their event Risk Assessment
- A responsible adult who will act as the Designated Lead for Child Safeguarding during the event (24hrs/day and night)
- Where appropriate, a Member of their Board of Trustees and / or their Management Team who has specific Responsibility for Child Safeguarding.

Whilst Warwick Conferences always strives to provide safe and suitable accommodation for external events, the individual with responsibility for Child Safeguarding for the event from the external organisation must always satisfy themselves that the environment and facilities offered provide a safe environment for the children and young people taking part in their event.

Our facilities:

At the earliest opportunity, the Client/Organisation should visit Warwick Conferences for a show-round of the facilities offered for the event, prior to the event being confirmed. The following points should be highlighted:

- Location of bedrooms to be allocated and the likelihood of other events being held at the same time, potentially using the same accommodation blocks.
- Availability of bedrooms and whether these are single / twin occupancy / corridor or flat style
- Requirement for the separation of male / female delegates and how this would be managed within the bedrooms allocation. At the booking stage, any particular requirements for separation of delegates may not be known, we will endeavour to manage all specific requests once these are defined.
- The design and layout of the various accommodation blocks, defines the suitability of the block for different ages of children as below:
 - Jack Martin – all ages
 - Arthur Vick – only suitable for children 12+
 - Bluebell – only suitable for children 12+
 - Rootes - only suitable for children 12+
 - Sherbourne - only suitable for children 12+
- The nature of the open University campus and that other events / staff and students will be on campus at all times during the event
- Children and young persons are able to use the sports facilities but must be accompanied by a responsible person at all times

Provision of allergen and dietary requirements:

Warwick Conferences are able to support the organiser in the management of allergens and dietary requirements as follows:

- Information on how dietary requirements are managed across the business at each service point
- Warwick Conferences are available to talk to the parent / guardian of the participant pre event to explain menu and service styles
- Bespoke menus can be arranged on request to suit the age group and specific allergen and dietary requirements. This would include morning and afternoon refreshments.

