

## St Neots MRC Exhibition

# Safeguarding Children, Young People & Vulnerable Adults

(Updated September 2022)

All members of the St Neots Model Railway Club and other Stewards at the annual exhibition must ensure that children, young people and vulnerable adults who are visiting the annual show (regardless of their age, gender, religion or ethnicity), can be protected from harm.

**Safeguarding:** Is the action that is taken to promote the welfare of children, young people (up to the age of 18) and vulnerable adults to protect them from harm and it protects you from allegations

### **Key Actions:**

1. Ensure children (under 16) and vulnerable adults are accompanied
2. If young people or vulnerable adults are not accompanied by a parent or guardian, ensure that behaviour and actions on their part or others are not likely to cause harm
3. Ensure when children or vulnerable adults are watching a layout or a demonstration - this is done within the sight of the parent or guardian

### **We must not:**

- Have children or vulnerable adults present during build up or break down of exhibitions
- Have children or vulnerable adults unsupervised in car parks, loading or unloading areas
- Take a child out of sight of the parent or guardian
- Get a child to participate in exhibition activities without permission of the parent or guardian
- Expose a child or vulnerable adult to potential risk within the exhibition. For example - do not allow them near to hot soldering irons etc

All Stewards will be given the following instructions about dealing with a lost or distressed child / young person / vulnerable adult who does not have a parent, guardian or carer with them

## Lost or distressed children / young people / vulnerable adult- who do not have a parent, guardian or carer with them. ACTION TO BE TAKEN.

### Finding a Lost Child / confused or distressed vulnerable adult

#### You must:

- Stay in the location where the child / vulnerable adult was found
- If you do not have a radio send someone to the nearest Steward who can summon help using the call sign **DISNEY** stating your location. *Example "Message Disney at door 2" In the absence of radios, this can be done by calling the exhibition manager on her mobile 07810 861362*
- **We do not** say "Lost child at Door Two" because messages can be overheard and it could cause panic or may attract the wrong person to try and claim the child
- *We usually have two stewards who have Safeguarding Training and at least one of them will come to your location*
- Preferably have two people present when attending a lost child / vulnerable adult at all times so that all actions taken when someone is at risk are witnessed
- The 'Safeguarding steward' will oversee the repatriation by asking the person's name and details and what the parents / guardian / carer looks like. Preferably getting the name of the parent or guardian or some identifying information so that they can be called to come to the child / vulnerable adult's location.
- The 'Safeguarding steward' will ensure the child / vulnerable adult identifies the parent or guardian or carer that they expect to see
- If a child / vulnerable adult has fallen or stumbled and a parent or guardian or carer is not present. Do all of the above but also request that a First Aider comes to the location. *Example - Disney at Door 2 and First Aid required. N.B: No treatment can be administered without a parent, guardian or carer's permission*

#### You must not:

- Take the child / vulnerable adult away from the area they were found - chances are the parent, guardian or carer is close by and they have lost sight of each other
- Shout out to others 'Has anyone lost their child?' OR 'Does anyone know this gentleman?'
- Restrain a child / vulnerable adult (if they want to keep wandering and looking for their parent or guardian or carer then wander with them)
- Pick up a child or hug a crying child
- Man handle a vulnerable adult
- Do anything that may put the child / vulnerable adult at risk

### Parent or Guardian or Carer Reports a Missing Child/ Missing Vulnerable Adult

Take a description including name, age, clothing, hair colour etc.. Call sign **DISNEY** and location should be used to summon the Chief Steward and Safeguarding Lead (just like you would if you find a child / vulnerable adult alone) Descriptions must not be given out a loud, as this makes them vulnerable to others.. The Safeguarding Lead & Chief Steward will pass on the description to some of the other stewards so that an internal search can be made. They will also spread the word to venue staff so that other areas can be searched in case the vulnerable child / adult has wandered

Once the child / vulnerable adult is found, the 'Safeguarding steward' will ensure the parent or guardian or carer is the person they expect to see

**(This document must be read by all stewards and will be discussed at the Steward's Briefing)**