

BBHVH: Guidance Notes for Safeguarding Children

- Be **fully** prepared for emergencies – See Hirer Conditions as well as Health and Safety Guidelines.
- Admittance by **ticket** or **invitation only** – ensure gate crashers cannot gain entry.
- Ensure there is **adequate** adult supervision with a minimum of two adults at **all times**.
- Bring a mobile phone to summon help if needed.
- Set **clear** rules and enforce them; i.e.
 - **No** children in the kitchen
 - **No** children allowed outside the building etc.
- If alcohol is **prohibited**, ensure that no alcohol is provided and that any smuggled in, is **confiscated**.
- Toilets and cloakroom should be checked regularly.
 - a) Should **any** damage be done to these facilities some/all of the deposit may be retained.
 - b) The hirer may also be invoiced for the cost of the repair should this be necessary.
- The **no smoking** ban must be enforced.
- A plan should be in place before the event for dealing with any **uncollected children**.
- **No** child should be left alone with an adult who is not that child's parent or guardian.