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Recommendations for ![S:\Eve\Health Improvement Specialist\Images\NHS_Highland(cmyk) [Converted].bmp]()Requirements in Welfare Provision and Safeguarding (Child Protection) in relation to Licensed Public Entertainment Events

September 2020

![S:\Eve\Health Improvement Specialist\Images\NHS_Highland(cmyk) [Converted].bmp]()Introduction

A remit has been agreed between NHS Highland (Public Health) and The Highland Council (Licensing) since 2011 for an Events’ Welfare/Communications sub-group.

In 2019, the Highland Child Protection Committee (HCPC) were invited into the subgroup to ensure safeguarding and child protection are adequately addressed at events.

The sub-group is informed by the recommendations within [The Health and Safety Executives (HSE) Event Safety Guide](http://www.hse.gov.uk/event-safety/) (commonly referred to as [The Purple Guide](https://www.thepurpleguide.co.uk/index.php/the-purple-guide)). Amongst other topics, the guide provides information and guidance to event organisers and Licensing Authorities regarding information and welfare issues at events. The subgroup is also informed by local and national policy regarding associated topics.

In reference to welfare, the Purple Guide states “*Providing information and welfare services at an event not only contributes to the health and safety and well-being of the audience, but also acts as an early warning system to detect any potential breakdown of services or facilities on site. It is good practice for the range and level of information and welfare services required to be determined as part of the operational event risk assessment”.*

The Purple Guide also states “*Events provide unique opportunities for health education, particularly for young people. Wherever possible, encourage relevant health agencies to work in liaison with on-site welfare and information services on providing information on issues such as sun protection, drug use, safer sex, HIV/Aids and the provision of condoms.*”

It is recognised that public health plays an important part of the public safety requirement for licensed events. While not condoning drug taking, event risk planning should encompass proactive strategies to reduce alcohol and drug use. This will reduce negative patient and community effects, such an increase in hospital presentations associated with such events ([Luther *et al.,* 2017](https://www.cambridge.org/core/journals/prehospital-and-disaster-medicine/article/an-effective-risk-minimization-strategy-applied-to-an-outdoor-music-festival-a-multiagency-approach/D7160CE4A17BEE1D4951F1AEA359C8A7)). In addition, the focus of integration, health promotion, illness prevention, and harm reduction are essential to reducing harms occurring at music festivals ([Lund and Turris (2017)](https://www.cambridge.org/core/journals/prehospital-and-disaster-medicine/article/event-chain-of-survival-in-the-context-of-music-festivals-a-framework-for-improving-outcomes-at-major-planned-events/FE03B5C2DEBD6A65444FB04D7F0138DF).

In reference to safeguarding, the Purple Guide states “*Medical & Welfare Services should work together to safeguard those who may be vulnerable”.* The Purple Guide also states all events, particularly those with a predominantly young audience, should have clear policies and procedures covering the safeguarding of young people and vulnerable adults.

Events should be aware of their responsibility to:

* have their own internal systems in place
* be aware of the event safeguarding plan and their role in it
* work closely with other agencies, particularly welfare, in this area**.**

The Welfare/Communications sub-group consider event welfare provision and safeguarding, and communication regarding these issues prior to and during event. Subgroup members are suggested in the table below, and media representatives from sub-group agencies may also have input principally in relation to the communication aspects of the sub-group’s remit.

The remit of the group will be to consider and provide recommendations in relation to the topics in the following table.

The template should act as a guide for Events Organisers (and welfare providers), and details within are required to be included in welfare conditions prior to licence sign off.

Criteria

In order for NHS Highland (Public Health) and The Highland Council (through the Highland Child Protection Committee) to sign off on a public entertainment licence, the following criteria must be considered, and, where relevant, met.

*Please note that this guidance is designed to cover various types and size of events. Some of the requirements within this document may not apply to your event. Further information and guidance can be provided by the Welfare/Communications Sub Group to help establish which criteria apply to your event. The following points may also assist with this process:*

What does my event require in terms of child protection / safeguarding policy?

* Does your event allow children (under 18)?

Yes = Child Protection Policy No = Safeguarding Policy

Criteria marked \* are relevant only if the event offers camping.

Criteria marked \*\* are relevant only if children (under 18) are permitted at the event.

The Welfare Requirements and Safeguarding Checklist must be completed for sign off (Appendix 1).

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Communi-cation**Welfare sub-group | Attendance / input to sub-group to discuss issues, be clear on responsibilities, etc. Give due consideration to public health issues and mitigate risks identified. This will be fed back into Safety Advisory Group.  | Enable good communication & clear understanding of roles & associated event, or wider, public health topics, as discussed & agreed.To raise knowledge & awareness of welfare pre event, as per The Purple Guide. | Sub-group to include:NHS Highland (Public Health) – **Lead Agency**Event representative Highland Alcohol & Drugs PartnershipPolice Scotland Scottish Ambulance ServiceFirst Aid ProviderWelfare ProviderHighland Child Protection Committee |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Sharing of messages  | Consider how messages will be communicated.Make use of joint or individual agency communications, & organiser communications, with positive messages e.g. “most people who go to festivals / events take sun screen/bottled water/drink a soft drink between alcoholic drinks/don’t use drugs...”. | There needs to be no additional impact on local services due to the event, key messaging can help alleviate this pressure. Normative messages, & the praising of positive behaviours of the healthy majority of festival / event goers (as highlighted in Scottish festival [study, 2010](http://eprints.bournemouth.ac.uk/21405/1/Outdoor%20music%20festivals%20article.pdf)). | Decide in what ways messages will be communicated: press release / via social media / paper form placed in commonly used areas at the event (eg toilets / bar area) / within ticket information or other event mail outs / side of stage screens / other.Decide the frequency of these messages being shared, when, & who by. Sub-group to agree upon messaging content & appearance, completing the Communication Plan (Appendix 2). |
| Onsite multiagency communication | Fully brief other services involved in the organisation & management of an event, such as stewards & emergency services, about the nature of available welfare & information services. | As per recommendations within the Purple Guide | To ensure all services onsite are aware of the available welfare provision, safeguarding & communications in relation to these.To encourage all services to respect the ethos of this input & conduct practice in a manner that is aware of input from supporting agencies.  |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Welfare / First Aid tents / areas / provision**Location | Within the arena | To ensure there is a visible, safe, trusted place that people can attend if & when required.The Purple Guide highlights that offering welfare services will help the event to run smoothly.  | Away from anything which would deter people accessing the help they need, such as threat of ejection, or exploitation.  |
| Within the camp site\*  |
| Spacing | Create different areas within the tent, with appropriate number of beds for crowd size. | Adequate to allow separation of groups with different needs, e.g. children & young people should be kept separate from adults. | As recommended in the Purple Guide. e.g. just time to chill out / wait until effects of substances have worn off, &/or to avoid vulnerability, compared to those unwell & needing more care, not just observation. |
| Quieter area | A chill area within tent/area is required.  | As recommended by the Purple Guide. | Could prevent escalation of distress, confrontation etc. |
| Training & briefing | Staffing – training / briefing to include mental wellbeing awareness; drug & alcohol awareness & overdose; general crisis intervention. | As recommended in the Purple Guide, “*welfare workers are competent & have received adequate training & briefing*”. Appropriate response in event of distress on separation from friends, falling-outs, or drug-related episodes.The Purple Guide recommends fully briefing other services involved in the organisation & management of an event, such as stewards & emergency services, about the nature of available welfare & information services, It also recommends ensuring welfare workers are competent & have received adequate training & briefing.  | Suggestions of online training / useful resources:[Highland Mental Wellbeing toolkit](http://www.highlandmentalwellbeing.scot.nhs.uk/) [Highland Substance Awareness Toolkit](http://www.highlandsubstanceawareness.scot.nhs.uk/)[Scottish Drugs Forum e-learning](https://www.sdfworkforcedevelopment.org.uk/ems/live/index.php?option=com_eventlist&view=categoriesavailable&Itemid=294) [NEPTUNE e-learning](http://neptune-clinical-guidance.co.uk/e-learning/) [Stimulant Overdose Awareness e-learning](https://evemacleod.typeform.com/to/PGfx6o)[Highland Child Protection Committee](http://www.hcpc.scot) Local training available via [Health Improvement Training Prospectus](http://www.nhshighland.scot.nhs.uk/YourHealth/Pages/HealthImprovementTraining.aspx)[Highland Child Protection Committee](http://www.hcpc.scot) |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Commun-ication | Maintain close, regular contact with onsite medical team throughout the event, both medical & welfare teams should be co-located. | Allows for effective communication if escalating or de-escalating people’s care between services. Medical & welfare cross-over is integral to event planning.  | Helps both teams decide where the most appropriate place is for people in need of care at the event, including any safeguarding responses required.Medical Plan will also be in place & must be referred to. |
| Signage  | Adequate signage to highlight welfare tent location, & open for the whole time the audience is on site.  | Encourages attendance & ease of finding location when needed & throughout event. | As recommended in the Purple Guide. If a roving or outreach service is in place, another method for bringing attention to the welfare service is required (e.g. high visibility clothing). |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Child Protection\*\* & Safeguarding** | All events with children to have a child protection policy in place with a designated lead person(s) for child protection /safeguarding onsite. (See App. 3)Lost children & vulnerable adults are to be located in a separate area of the welfare tent than an area with adults receiving support. With this, all welfare staff must be PVG checked via Disclosure Scotland.A designated lead person(s) must be allocated for child protection / safeguarding. | Policy should be proportionate to event. Designated lead person(s) should be clear about child protection/ safeguarding issues & where to source appropriate help & advice. It is inappropriate to have lost children or vulnerable adults visible to potential threats. They should have a safe space away from other welfare users to reduce potential for any negative impact.The Purple Guide states agencies should work together to safeguard those who may be vulnerable.  | Advice and support, along with pro-forma documents/policy statements are available through Highland Child Protection Committee at: [www.hcpc.scot](http://www.hcpc.scot)Free online & face-to-face training is also available across Highland through the Child Protection Committee at: [www.hcpc.scot](http://www.hcpc.scot)Protocols should be in place for child protection\*\* & safeguarding for vulnerable adults. If there are concerns that a child / young person may be at risk of significant harm then a discussion should take place with Emergency Out of Hours Service: 08457 697284. If you are worried that a child is at immediate risk of harm then phone the Police without delay.To report an adult protection concern please contact 0845 601 4813 (out of hours). If someone is in imminent danger, contact the emergency services.  |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Respons-ible adults\*\* | Lower the number of underage non-familial attendees an adult can sign in (suggested number = 2).  | To ensure appropriate supervision of underage attendees, & ensure the safety & wellbeing of young people at the event. | There is parental/carer responsibility to supervise those under 16.It is illegal for any adult to supply tobacco or alcohol to under 18's (proxy purchasing).Promote positive role modelling regarding alcohol consumption, particularly when responsible for children & young people. |
| Raise age of responsibility of to 21. |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Drinking water** | Sufficient provisions of potable drinking water to be freely available, easy to find & spread throughout the venue.  | To aid hydration in event of hot weather &/or alcohol / drug consumption.As per Alcohol Licence | Camping areas are best served by standpipes. In event arena bottled water from bars may be more suitable. Ensure people are allowed to bring empty containers into the event site to fill with water. |
| **Sun aware-ness** | During summer months, sun screen is to be available for all.  | To reduce risk to health have available, when required, from the welfare tent / area.  | If possible, small containers of sun screen that people could take away would be beneficial to avoid having to return to welfare to maintain protection. |
| **Sexual health**Condom availa-bility\*  | Condoms available in a full range of sizes. Latex free condoms should also be available.  | Reduced barriers to access of condoms.Range of sizes available helps avoid condom failure, & in turn prevent spread of STIs, BBV, unplanned pregnancies. | Suggested proportion of range of sizes:60% regular, 20% trim & 20% large.Event staff should be aware of the [Highland Underage Sex Protocol](https://www.husp.org.uk/) & ensure child protection is considered at all times |
| Emer-gency contra-ception\* | If required, assist access to a local source for emergency contraception. | While emergency contraception can be effective for up to 5 days, it is still most effective if taken within 24 hours of unprotected sex.  Failure to provide promptly can lead to mental distress. | [Highland Sexual Health](http://www.nhshighland.scot.nhs.uk/Services/Pages/SexualHealth.aspx) [Highland pharmacies](http://www.nhshighland.scot.nhs.uk/Services/Pages/Pharmacies.aspx)  |
| **Smoking / tobacco** | Consider offering smoke free children’s areas within the event.\*\* | The Purple Guide recommends disallowing smoking in children’s areas. ASH Scotland’s Charter for a Smoke Free Generation states children have a particular need for a smoke-free environment & all children should play, learn & socialise in places that are free from tobacco.  | Having a smoke free area is one way to show your event is family friendly. There is further support for this available from [NHS Highland Health Improvement](http://healthyhighlanders.co.uk/HPAC/MoreDetailsv4.jsp?id=2165&subjectId=0&sitename=healthyhighlanders.co.uk&referrer=http://healthyhighlanders.co.uk/HPAC/BrowseSearchv4.jsp?null) & [ASH Scotland](https://www.ashscotland.org.uk/what-you-can-do/scotlands-charter-for-a-tobacco-free-generation/).  |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Alcohol** | Consider stopping alcohol sponsorship of events at which children may be present.\*\* Consider alcohol-free separate spaces for children & families.\*\* | Children are calling on organisers of festivals & other events to have separate spaces for children & families, or to stop using alcohol sponsorship if any children may be present. Within the Licensing (Scotland) Act 2005 core objectives, include:**-** Protecting & improving public health **-** Protecting children & young people from harm | This recommendation comes from a Children’s Parliament investigation carried out by children. The full report can be viewed at <https://www.alcohol-focus-scotland.org.uk/media/310889/childrens-parliament-investigates-an-alcohol-free-childhood-for-alcohol-focus-scotland-online-.pdf>  |
| Alcohol vendor training  | Pre event training with alcohol vendors.  | Encourage responsible / mindful drinking.Comply with licensing condition. | Not selling to anyone who is drunk. Availability of measures & strengths. Shared aim of responsible drinking. Promote low/no alcohol drinks. Awareness of Challenge 25. What to do if minors or proxy sales are attempted. |
| Challenge 25 | Challenge 25 must be advertised & implemented. | Empowers staff to be certain of no under-age serving.As per Alcohol Licence  | Ensure acceptable ID is used. Minimise serving to under-age attendees; minimise risk of ‘good will’ in serving inappropriately. |
| Maximum number of drinks per sale | Controlling the maximum number of alcoholic drinks that can be purchased at one time / sold per sale.  | Reduces risky consumption.Gives a message of responsibility. | This is an approach used in other settings & areas to reduce alcohol related harm. The suggested limit in other settings / areas is two drinks per person per sale.  |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Driving under the influence  | Raise awareness of potential alcohol level the following morning.Raise awareness of drug driving law when appropriate. | Reduce risk of people driving under the influence, & potential consequences of this. | Communicate in event messaging. |
| **Other drugs** Harm reduction | Harm reduction messages for both alcohol & drug use to be included in pre-event information, by social media pre & during event, & via welfare staff. | Risk to those trying drugs for the first time, or using unknown drugs, can be ameliorated by encouraging honest & open dialogue.  | Further harm reduction information available at: [Global Drug Survey, The High-way Code](http://www.globaldrugsurvey.com/brand/the-highway-code/) [The Drugs Wheel](http://www.thedrugswheel.com/?page=clubdrugswheel)[Crew Harm Reduction](https://www.crew.scot/drugs-information/what-you-need-to-know/harm-reduction/)  [Crew Festival Tips for attendees & organisers](https://www.crew.scot/festival-tips/) [SDF Harm Reduction](http://www.sdf.org.uk/harmreductionpillscrystalspowders/)  |
| Duty to all | Regardless of moral stance, the premise of patron safety should remain paramount. | Despite events drug policy & some events being marketed as family events, some people may still choose to use drugs at events. We have a duty to keep all people safe, regardless of the choices they make.  | The event being deemed a ‘family setting’ cannot be given as reason to prevent drug related messages. There is evidence of drug use at ‘family setting’ events. As some people may choose to take drugs, there is provision in place via welfare to assist those who are suffering ill effects.  |
| Drugs of particular concern in circulation  | Communication plan in place for any drugs identified in circulation that are of particular concern.  | Minimise potential for further harm. Plan to be informed by Police Scotland intelligence feeds, to communicate risks & responses.  | Decide upon a protocol, including who will say what, & when, via which platforms.[Drug Watch Overdoses & Emergencies Information Sheet](http://michaellinnell.org.uk/resources/downloads/DrugWatchOD_Emergency_1_0.pdf).A good practice example template is provided within this document (Appendix 5). |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Drug detection dogs | If there is a possibility drug detection dogs may be used, unintended consequences must be considered using a cost benefit analysis. If dogs are to be used consider how this might be communicated in event planning. | Due to empirical evidence highlighting limited effectiveness of dogs detecting illicit drugs & deterring people from using illicit drugs, it is preferable from a public health perspective that they are not used at events. If to be used, dogs must be one component of a strategy to prevent harm from drug use.  | There is concern from a public health perspective that drug detection dogs can have unintended negative, iatrogenic implications. There have been reports of increased risky behaviours relating to drug concealment & methods of use, which have the potential to cause serious harm (e.g. panic consumption, internal concealment, switching to less detectable but potentially more harmful drugs, option to purchase inside from unknown sources, & using excessively beforehand) ([Grigg *et al*., 2018](https://www.sciencedirect.com/science/article/pii/S0955395918302081)). |
| Amnesty bins | Amnesty bins, managed by stewards, provide an option for drug disposal.  | Allow for an option to safely dispose of drugs, rather than panic consume.  | If drug detection dogs are to be present at an event, amnesty bins should be available in a discreet location, to offer a safe option to drug disposal. Drugs deposited in amnesty bins can provide information of drugs in local circulation.  |
| **Topic** | **Action** | **Rationale** | **Further information** |
| Evolving harm reduction approaches | Due consideration is to be given to evolving harm reduction approaches. | To further ensure patron safety remains paramount.  | Examples include availability of harm reduction equipment, multi-agency safety testing, etc. |
| **Gender-based violence Prevent-ion** | Promote a culture that is unaccepting of gender-based violence, sexual harassment, sexual violence & assault by supporting this message & providing support information if required.  | To highlight that sexual violence or assault is unacceptable. | [Rape Crisis Scotland](https://www.rapecrisisscotland.org.uk/) 08088 01 03 02[RASASH](http://www.rasash.org.uk/) 03330 066909[Who are you?](https://www.youtube.com/watch?v=iUj2OHLAG3w)(video link for staff) [Tea Consent](https://www.youtube.com/watch?v=oQbei5JGiT8) (video link for staff).No e-learning currently available, access training locally or nationally. Locally available via [Health Improvement Training Prospectus](http://www.nhshighland.scot.nhs.uk/YourHealth/Pages/HealthImprovementTraining.aspx).  |
| Language & attitude  | Use language that is non victim blaming. *What happened to you?* Rather than *What have you done?* | To ensure people feel supported & believed if/ when reporting incidents of gender-based violence. | It is useful to have a Reports of Sexual Assault Protocol. The Association of Independent Festivals (AIF) have produced a [Sexual assault at festivals: AIF charter of best practice](https://aiforg.com/wp-content/uploads/Charter-of-Best-Practice-Final.pdf) guide, which might be of use to your event. |
| **Risk Assess-ment** | Risk assessments will be carried out by event organisers & agencies for other topics to address risk potential.Give due consideration to public health issues and mitigate risks identified.  | Includes consideration of the harms of smoking, alcohol & drugs use within event risk assessment.Consider the risk of sexual assault / gender based violence within risk assessment.  | Assists in ameliorating risk of harm. Highlights that the organisers have given due consideration to these issues.See examples in Appendix 4 |
| **Topic** | **Action** | **Rationale** | **Further information** |
| **Policy**  | Including policies within the Event Management Plan ensures organisers have considered issues. | Include a tobacco policy if necessary.Include an alcohol policy & a drug policy.Include a child protection & or safeguarding policy.Include a gender- based violence policy (this may be included within a wider crime policy). | To show that these issues have been given due considered by the event organisers. Including a drug policy is not a measure of tolerance of drug use: instead it demonstrates due consideration has been given to the risks of harm & how to ameliorate these risks. See examples in Appendix 3 |
| **De-brief** | Partners to provide feedback of event in relation to welfare requirements within 1 month of event. | To monitor if requirements were met, report on these, & learn from any unexpected situations, to assist improvement of planning for future events. | Information can be gathered post event to reflect on process & outcomes.  |

Updated by Eve MacLeod, Health Improvement Specialist, Public Health Directorate, NHS Highland, and Donna Munro, Highland Child Protection Committee, Highland Council, September 2020. Review autumn 2021.

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Welfare Requirements & Safeguarding Checklist ![S:\Eve\Health Improvement Specialist\Images\NHS_Highland(cmyk) [Converted].bmp]()

The purpose of this checklist is to assist the NHS Highland Health Improvement ![S:\Eve\Health Improvement Specialist\Images\NHS_Highland(cmyk) [Converted].bmp]()team (Public Health) and the Highland Child Protection Committee in being assured that welfare and safeguarding requirements have been appropriately considered prior to event sign off. Please refer to the Recommendations for ![S:\Eve\Health Improvement Specialist\Images\NHS_Highland(cmyk) [Converted].bmp]()Requirements table in Welfare Provision when completing this checklist.

**It is your responsibility as event organiser to ensure the safety of all people attending the event.**

|  |
| --- |
| Event Name: |
| Event Organiser: |
| Aspects of welfare | Please tick (✓) each action as appropriate |
| Yes | No  | N/A |
| Communication  |  |  |  |
| Communication as per Communication Plan (Appendix 2) |  |  |  |
| Fully brief other services involved in the organisation & management of an event, such as stewards & emergency services, about the nature of available welfare & information services.  |  |  |  |
| First Aid / Welfare Tents / Areas / Provision: |  |  |  |
| First Aid / Welfare will be situated in arena  |  |  |  |
| First Aid / Welfare will be situated in campsite\* |  |  |  |
| First Aid / Welfare will contain sectioned off areas to ensure children & adults are not in the same area |  |  |  |
| First Aid / Welfare will include ‘chill out’ area |  |  |  |
| First Aid / Welfare staff will have completed suggested training & briefing  |  |  |  |
| First Aid / Welfare staff will maintain close, regular contact with onsite medical team  |  |  |  |
| First Aid / Welfare will be clearly signposted  |  |  |  |
| Child Protection / Safeguarding |  |  |  |
| There is a Child Protection Policy\*\* |  |  |  |
| There is a Safeguarding Policy |  |  |  |
| All welfare staff have been PVG checked via Disclosure Scotland  |  |  |  |
| The designated lead named person(s) for child protection / safeguarding is (are) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name(s) & role(s)) |  |  |  |
| The age of responsibility of children & young people is 21\*\* (if not 21 – what age? \_\_\_\_\_\_) |  |  |  |
| The number of non-familial attendees an adult can sign in is limited to \_\_\_\_\_ (please insert no.)\*\* |  |  |  |
| Drinking water: |  |  |  |
| Is free & available  |  |  |  |
| Sun Awareness: |  |  |  |
| Sun screen is available  |  |  |  |
| Sexual Health: |  |  |  |
| Condoms are available |  |  |  |
| Access to emergency contraception is supported\* |  |  |  |
| Smoking / tobacco |  |  |  |
| Consider offering smoke free children’s areas within the event\*\* |  |  |  |
| Alcohol: |  |  |  |
| Consider stopping alcohol sponsorship\*\* |  |  |  |
| Consider offering alcohol free areas within the event\*\* |  |  |  |
| Alcohol vendors will have received pre-event training from the licensee  |  |  |  |
| Challenge 25 will be advertised & implemented |  |  |  |
| Maximum number of drinks per sale has been set: at \_\_\_\_\_\_\_ (please insert no. of drinks) |  |  |  |
| Driving under the influence awareness has been communicated |  |  |  |
| Other drugs: |  |  |  |
| Harm reduction messages have been agreed |  |  |  |
| There is a duty to communicate messages of safety for all  |  |  |  |
| A communication plan for drugs of particular concern in circulation has been considered \*Template available - Appendix 5 |  |  |  |
| The costs & benefits of use of drug detection dogs has been given due consideration |  |  |  |
| Will drug detection dogs be at this event? |  |  |  |
| Amnesty bins will be available & managed by stewards |  |  |  |
| Gender-based violence: |  |  |  |
| We support a culture that is unaccepting of gender-based violence & provide support if required  |  |  |  |
| We will use language & act in ways that are non victim blaming |  |  |  |
| Risk Assessment: |  |  |  |
| Tobacco has been considered within the event risk assessment |  |  |  |
| Alcohol has been considered within the event risk assessment |  |  |  |
| Drug use has been considered within the event risk assessment |  |  |  |
| Child Protection\*\* / Safegurading has been considered within the event risk assessment |  |  |  |
| Gender-based violence has been considered within the event risk assessment |  |  |  |
| Any other relevant public health issues have been considered within the risk assessment  |  |  |  |
| Policy: |  |  |  |
| A tobacco policy is included within the Event Management Plan |  |  |  |
| An alcohol policy is included within the Event Management Plan |  |  |  |
| A drug policy is included within the Event Management Plan |  |  |  |
| A child protection policy\*\* / safeguarding policy is included within the Event Management Plan |  |  |  |
| A gender-based violence policy is included within the Event Management Plan  |  |  |  |
| Debrief:  |  |  |  |
| We will debrief within one month of the event  |  |  |  |

|  |
| --- |
| If you cannot meet requirements we may have to object to your licence application. |

|  |
| --- |
| Declaration: I declare that the above Welfare Requirement & Safeguarding Checklist has been completed accurately & is a true reflection of the arrangements that will be in place for the event.  |
| Signed: |
| Print Name: | Date: |

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**Appendix 2. Communication Plan**

Welfare Requirements

Communication Plan

Messages that will be shared:

|  |  |
| --- | --- |
| Message | Tick (✓) |
| Whole poster |  |
| Individual Messages: |  |
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How will these messages be communicated?

Eg press release / via social media / paper form, placed in commonly used areas at the event (eg toilets / bar area) / within ticket information or other event mail outs / side of stage screens / staff briefing / other?

When will these messages be shared?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Message | Prior to event | During event | Date | Time |
|  |  |  |  |  |
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| Message | Run up to the event | During the event | Date | Time |
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|  |  |  |  |  |

How often will these messages be shared?

Will any of these messages be shared more than once? If so, which and when?

Who will share / distribute the messages?

Welfare Requirements Communication Plan Sign Off

I agree to the above details of the communication plan, plus the content and appearance of messages, as discussed in the group; signed:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Organisation | Signature | Date: |
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**Appendix 3: Sample Policies and Policy Statements**

These sample policies and policy statements have been provided to help your event planning and procedures. For decisions on whether to consider a policy, or shorter policy statement please consider the following options:

**Sample Tobacco Policy**

[Name of event] is a family friendly / friendly event. We welcome attendees to our event to have an enjoyable time. The safety, health and wellbeing of attendees are paramount. One way to ensure this is to encourage smoke free environments.

One way to do this is to adhere to all relevant legislation, including**:**

* Smoking, Health and Social Care (Scotland) Act 2005 (Scottish Parliament Act, 2005)
* Tobacco and Primary Medical Services (Scotland) Act 2010 (Scottish Parliament, 2010)
* The Sale of Tobacco (Display of Tobacco Products and Prices etc.) (Scotland) Regulations 2013
* The Sale of Tobacco and Nicotine Vapour Products by Persons Under 18 (Scotland) Regulations 2017

We will communicate which areas (if any) are smoke free at our event.

We will not sell tobacco at our event.

We will consider the risk of fire from discarded cigarettes.

At [name of event] we recognise that children and young people have a particular need for a smoke free environment and that all children should play, learn and socialise in places that are free from tobacco. Therefore we will offer smoke free children’s areas within our event and communicate which areas are smoke free. We recognise there is further support available, offered by NHS Highland Health Improvement team.

**Sample Alcohol Policy**

[Name of event] is a family friendly / friendly event. We welcome attendees to our event to have an enjoyable time. The safety, health and wellbeing of attendees are paramount. One way to ensure this is to encourage mindful alcohol consumption.

We will adhere to all relevant legislation, including the Licensing (Scotland) Act 2005 and the 5 core licensing objectives

* Preventing crime and disorder
* Securing public safety
* Preventing public nuisance
* Protecting and improving public health
* Protecting children and young people from harm

With this, we will ensure required training with alcohol vendors is completed.

We will operate the Challenge 25 scheme.

We will ensure free drinking water is available.

No alcohol can be taken into the arena by attendees.

There will be bins at the entrances in which alcohol can be disposed of.

Alcohol is allowed to be taken into campsite areas. This must be decanted out of glass containers. There may be a restriction on the amount of alcohol which can be brought into the campsite. This will be communicated if this is the case.

Our bar will sell [types of alcohol and strength] in [types of vessels].

This will be a [cash / card machine / token] bar.

Our bar restricts the number of alcoholic drinks sold per transaction to [insert number].

The bar(s) opening hours will be [timings].

Any attempted illegitimate sales will be recorded. This includes the attempt to purchase alcohol for children and young people. This also includes attempting to buy alcohol for another adult who has been refused further sale of alcohol.

[For family events] We recognise children want a childhood free from alcohol. Therefore we will consider stopping alcohol sponsorship at our event. We will also provide separate, alcohol-free areas for children, young people and families. We will also address issues where parents/carers use alcohol in excess.

If attendees excessively use alcohol and become ill, depressed or frightened we encourage them to go to a welfare / first aid area or ask a steward to direct to one of these facilities where they will receive help and support required.

Our staff and volunteers must present for work free from the effects of alcohol during working hours.

We will communicate our alcohol policy and alcohol messaging, as provided by NHS Highland Health Improvement team, in the following ways: [omit as required]

* An audience email that is distributed to every ticket holder prior to the event
* [Name of event] official website
* [Name of event] official social media channels
* Signage at the event

**Sample Drug Policy**

 [Name of event] is a family friendly / friendly event. We welcome attendees to our event to have an enjoyable time. The safety, health and wellbeing of attendees are paramount to us. One way to ensure this is to encourage a drug free environment, which complies to all relevant legislation, including the Misuse of Drugs Act (1971) and the Psychoactive Substances Act (2016). Drug enforcement laws are as applicable on site as anywhere else in the country. The term ‘drug’ applies to drugs controlled under the Misuse of Drugs Act (1971) and the Psychoactive Substances Act (2016), prescribed drugs, over the counter (OTC) mediation, and solvents. Our staff and volunteers must present for work free from the effects of drugs during working hours. Employees / volunteers using prescription or OTC drugs which may affect their behaviour and or work have a responsibility to inform their line manager.

The dealing in or use of drugs and New Psychoactive Substances is not permitted by [name of event]. New Psychoactive Substances (NPS) (previously known as legal highs) are not to be taken in to or consumed at the event. No drugs, other than prescription drugs used as per medical instruction, are allowed at [name of event].

Police officers may be on site and will deal with drug offences in accordance with national guidelines. If you deal in drugs, it is likely that you will be arrested. When there is a strong suspicion of drug dealing, [name of event] will inform and assist Police Scotland. [Name of event security] will take an active role monitoring the any supply of drugs and will work in full co-operation with Police Scotland.

Neither anti-social nor illegal behaviour will be tolerated. If attendees behave in such a manner they will leave themselves liable to eviction from the site.

The [name of event organisers] reserve the right to conduct security searches and confiscate any item which is not permitted on the event site and eject (without refund) any person refusing to be searched.

We understand that the use of drug detection dogs may result in unintended consequences, including increased risky behaviours relating to drug concealment and methods of use, which have the potential to cause serious harm. Therefore, if drug dogs are to be used, we will offer amnesty bins managed by stewards to provide an option for drug disposal, rather than panic consumption. The use of drug detection dogs will be one component of our strategy to prevent harm from drugs.

If drugs of particular concern are identified as being in circulation at the event we will communicate this risk with our attendees to protect their safety, health and wellbeing. This communication will be guided by the suggestions within the Welfare Requirements ‘**Example statement to share if potent drugs are in circulation at event’** and on site professionals, e.g. Police Scotland.

[Name of event welfare / first aid] are trained in emergency first aid. The [Stimulant Overdose Awareness e-learning](https://evemacleod.typeform.com/to/PGfx6o) has been communicated to the welfare / first aid services.

We accept that despite our policy, and indeed the law, some attendees will choose to use drugs. We also accept we have a duty to try to keep attendees safe, regardless of choices they make. Therefore, we note that using drugs can lead to adverse reactions. Content cannot be guaranteed by appearance and therefore reactions may differ from expectation. In an altered state of mind, the crowds and the nature of the event can be very frightening and disorientating.

If attendees do take drugs and then become ill, depressed or frightened we encourage them to go to a welfare / first aid area or ask a steward to direct to one of these facilities where they will receive help and support required.

If an attendee is being evicted from the site for not abiding by the event ethos / standards by being intoxicated through alcohol or drug use then [Name of event] will endeavour to encourage the attendee to remain with welfare / first aid until they can leave in a safe manner.

We will communicate our drug policy and drug messaging, as provided by NHS Highland Health Improvement team, in the following ways: [omit as required]

* An audience email that is distributed to every ticket holder prior to the event
* [Name of event] official website
* [Name of event] official social media channels
* Signage at the event

***Consider****: (the following have been adapted from Crew’s resource “Are you an event organiser? Things to consider to reduce harm (in addition to drug testing)”.*

*Are there ample, free water points at various locations on site?*

*Are these clearly signposted? Is free water available at bars?*

*Do you allow customers to keep the lid of their bottle to refill with water later?*

*Do you have staff roaming with free water and sun lotion?*

*Do you have contingency plans in place in the case of an interruption to the water supply? Do you have adequate seating and areas to chill out?*

*Do you have a welfare area where people can get help before an emergency presents? Do you have drug works on site, or drug information?*

*Do you provide health promotion and harm reduction information on alcohol and other drugs before and during the event?*

*Do your customers know there are potent drugs in circulation?*

*Do your customers know the risks of mixing of taking too much?*

*Do they know the importance of eating well and staying hydrated?*

*Are you being realistic about the fact people may take drugs?*

*Do people on site know the signs of an overdose and where to get help in an emergency?*

*Are your welfare and medical services well signposted and easy to get to?*

*Is it stocked with equipment necessary to rapidly cook people who are overheating?*

*Are your staff (including security) trained in drugs overdose including overheating and serotonin toxicity?*

**Sample Child Protection Policy**

**Child Protection Policy for*….(name of event)***

We believe that every child or young person regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in them being harmed or at risk of harm. If we have suspicions about a child’s safety or welfare we will take action.

In order to keep our event safe and enjoyable for children and young people, we will do the following:

1. We will check that all adults in positions requiring PVG/Disclosure checks have been appropriately vetted – this includes staff and volunteers working or providing services on behalf of us
2. We will ensure we have carried out necessary checks in relation those providing any additional activities and services for children and young people within our event as appropriate e.g. references, child protection policy
3. We will provide all staff/volunteers/service providers with copies of the Code of Practice – this includes welfare providers, event security staff, on-site service providers and general event staff and volunteers (*as appropriate to the event*)
4. We will ensure event policies and procedures include specific provisions in relation to children and young people. This includes lost and missing children, camping/onsite accommodation, ejection from event, drug/alcohol use, use of images/filming, transportation, health and wellbeing/medical care (*as appropriate and proportionate for the event*) – further guidance on these issues can be sought from the Child Protection Committee - [www.hcpc.scot](http://www.hcpc.scot)
5. Where necessary, we will ensure there is tailored messaging for children and young people
6. We will ensure that children and young people have safe spaces for support which are separate from those supporting adults e.g. lost children, young people under the influence of drugs/alcohol
7. We will ensure the event has at least one nominated lead for child protection/safeguarding who is suitably trained and aware of local sources of support. Face-to-face and e-learning courses for all staff and volunteers in relation to child protection is also available through: [www.hcpc.scot/training](http://www.hcpc.scot/training)
8. We will respond to any allegations, observations or suspicions of harm to children and young people appropriately and ensure correct procedures are followed to record and report child protection concerns (as advised by Child Protection Lead/Police/Social Work)
9. We will report and remove any member of staff or volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm

**Responding to Concerns**

|  |
| --- |
| Many people worry about *‘Child Protection’* - they may be anxious about ‘getting it wrong’, ‘over-reacting’ to situations, or ‘interfering’ unnecessarily in family life. However, a proportionate response to concerns about children and young people often means that they can receive the right help and support at the right time. It is vital that staff and volunteers are supported to respond to child protection concerns confidently and effectively, and that the nominated child protection/safeguarding lead is informed and supported by event organisers and local services.  |

Staff and volunteers will share child protection concerns with the group’s nominated child protection/safeguarding lead(s) in the first instance. If they are unavailable and the child is believed to have experienced (or be at risk of) significant and/or immediate harm, don’t delay – contact the Police of local Social Work Team.

Event staff and volunteers should follow the procedures below:

1. Listen to any disclosures or concerns carefully and/or observe any obvious signs of harm in the child or young person – don’t ‘investigate’ by interviewing, examining or taking photos of the child/young person (or their injuries);
2. Make sure the child or young person is safe and supervised (where possible);
3. If a child or young person is at immediate risk of harm, the Police should be contacted;
4. Contact the nominated child protection/safeguarding lead to discuss concerns and to decide on action to be taken and ensure any action is recorded and stored accordingly;
5. If at any time during the event you become concerned about the behaviour of an adult towards children and young people, you should report it immediately to the event organisers or the Police (as appropriate);
6. If you have more general concerns about child protection during the event, you should raise these with the event organiser(s) as soon as possible

Child Protection is Everyone’s Responsibility

Contact numbers for Local Agencies and the Police are available at [www.hcpc.scot](http://www.hcpc.scot)

Further advice and support is available from Highland Child Protection Committee [www.hcpc.scot](http://www.hcpc.scot)

For ease of reference note them below:

Local Social Work Team (Care and Protection): [TO BE COMPLETED]

Police: 101 (non-urgent)/999 (urgent)

Out of hours Social Work Emergency Service: 08457 697284

**Sample Safeguarding Policy Statement**

**Safeguarding Policy for*….(name of event)***

We believe that all event attendees have a right to feel safe and protected from any situation or practice that results in them being harmed or at risk of harm. If we have suspicions about the safety or welfare of an individual we will take action. This policy statement refers to adults who may have experienced or be at risk of harm. This includes adults who may be considered vulnerable.

NB: Any events which have children and young people in attendance require a child protection policy/policy statement (as advised).

In order to keep our event safe and enjoyable, we will do the following:

1. We will check that all adults in positions requiring PVG/Disclosure checks have been appropriately vetted – this includes staff and volunteers working or providing services on behalf of us
2. We will provide all staff/volunteers/service providers with copies of the Code of Practice to ensure everyone is clear about their roles and responsibilities in relation to safeguarding – this includes any medical/welfare providers, event security staff, on-site service providers and general event staff and volunteers (*as appropriate to the event*)
3. We will ensure any relevant event policies and procedures include specific provisions in relation to safeguarding – e.g. missing people, drug/alcohol use, use of images/filming (*as appropriate and proportionate for the event*)
4. We will ensure messaging is available to highlight key issues in relation to safeguarding
5. We will ensure the event has a nominated lead for safeguarding who is suitably trained and aware of local sources of support.
6. We will respond to allegations or suspicions of harm appropriately and ensure correct procedures are followed to record, report and respond to adult protection concerns (as advised by Police/Social Work).

**Responding to Safeguarding Protection Concerns**

Many people worry about how to respond to *‘safeguarding’* issues - they may be anxious about ‘getting it wrong’, ‘over-reacting’ to situations, or ‘interfering’ unnecessarily in people’s lives. However, a proportionate response to concerns often means that they can receive the right help and support at the right time. It is vital that staff and volunteers are supported to respond to concerns confidently and effectively, and that the nominated safeguarding lead is informed and supported by event organisers and local services.

Staff and volunteers will share concerns with the group’s nominated safeguarding lead(s) in the first instance. If they are unavailable and an adult is believed to have experienced (or be at risk of) significant and/or immediate harm, don’t delay – contact the Police or local Social Work Team.

Event staff and volunteers should follow the procedures below:

1. Listen to any disclosures or concerns carefully and/or observe any obvious signs of harm – don’t ‘investigate’ by interviewing, examining or taking photos of the person (or their injuries);
2. Make sure the person is safe and supervised (where possible);
3. If a person is at immediate risk of harm, the Police should be contacted;
4. Contact the safeguarding lead to discuss concerns and to decide on action to be taken and ensure any action is recorded and stored accordingly;
5. If at any time during the event you become concerned about the behaviour of an adult towards another adult (particularly those who appear vulnerable), you should report it immediately to the event organisers or the Police (as appropriate);
6. If you have more general concerns about safeguarding during the event, you should raise these with the event organiser(s) as soon as possible

**Safeguarding is Everyone’s Responsibility**

For ease of reference note them below:

Adult Support and Protection: 0800 902 0042

Child Protection information: [www.hcpc.scot](http://www.hcpc.scot)

Police: 101 (non-urgent)/999 (urgent)

Out of hours Social Work Emergency Service: 08457 697284

**Code of Conduct for ….. *(Name of Event)***

*We will:*

* Work together to ensure the safety of those attending the event;
* Treat people with respect and dignity – keeping in mind people who may be potentially vulnerable to harm;
* Respect a person’s right to privacy – this includes photographing, filming and publication of images on website pages/social media where consent may be required (seek advice from event organiser where necessary);
* Limit any physical contact with vulnerable adults (with the exception of providing essential medical and wellbeing services);
* Be aware of our own behaviours and actions towards others – these can be misinterpreted no matter how innocent and well intentioned the action(s) may be (e.g. hugs, jokes, horseplay);
* Provide an example we would wish others to follow and challenge inappropriate behaviour towards others;
* Ensure the appropriate ratios of adults to vulnerable adults involved in activities are in place (where required) in order to support staff/volunteers and protect everyone;
* Remember to REPORT not INVESTIGATE any suspicions or allegations of harm;
* Share concerns and seek support from Safeguarding Lead for the event (or Police in an emergency);
* Seek help and advice from appropriate services where we are worried about an adult at risk of harm.

**Nominated Safeguarding Lead for [name of event]:**

Name:

Contact Details:

***Code of Conduct should be issued to all event staff and volunteers and/or displayed in prominent places at the event.***

**Sample gender-based violence policy**

[Name of event] is a family friendly / friendly event. We welcome attendees to our event to have an enjoyable time. The safety, health and wellbeing of attendees are paramount to us. One way to ensure this is to encourage a safe environment, free from gender-based violence.

[Name of event] is unaccepting of sexual harassment, sexual violence and assault.

Gender-based violence is an overarching term which encompasses a number of abusive behaviours which can affect any gender, but are more commonly carried out against women by men. However, it is important to note that it can impact individuals of any age, gender, sexual orientation, faith or ethnicity. Types of violence that may occur at an event can include:

* Domestic abuse (including coercive control)
* Stalking
* Harassment or any unwanted conduct which has the purpose or effect of violating the dignity of an individual, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them, relating to their gender, sexual orientation or gender identify.
* Rape and sexual assault
* Child and childhood sexual abuse
* Commercial sexual exploitation, including prostitution, pornography and trafficking

We recognise that staff at our event may encounter attendees who have experienced incidents of gender-based violence. Staff will respond to survivors in a compassionate manner, according to the needs and preferences of the survivor.

Therefore, when communicating with attendees experiencing gender-based violence we will talk to the survivor in a safe, quiet and confidential setting. The conversation should be supportive, therefore ensure we will listen in a non-judgemental manner and allow the survivor to speak freely.

We recognise that we live in a victim blaming society. With this, sometimes survivors may not be believed and perpetrators may not be prosecuted. Therefore, survivors may have concerns over disclosure, as this carries an element of risk.

We recognise survivors have experienced traumatic situations and want to ensure they feel supported; therefore we will consider our body language and attitude towards the person, and act in ways that are non-judgemental, non-blaming and respectful. We believe survivors.

We acknowledge self-blame can be a common response to gender-based violence and so we will reinforce that abuse is not their fault, and as no justification. The fault lies with the perpetrator.

We will ensure that actions of support will be guided by the survivor’s preference, except where safeguarding is an issue. (Refer to Child Protection / Safeguarding policy statement).

We understand that our role is not to investigate, simply to listen, support and guide as appropriate. We will not ask for unnecessary information. However, we will support action to gather evidence, and facilitate prosecutions if the survivor wishes to proceed with reporting the incident.

It would be the survivor’s preference of whether they wish to proceed with reporting to the police, except where safeguarding is an issue.

We accept that is it the decision of the survivor whether to report incidents to the police, or not. We accept this is their decision. It is not our decision to make.

We will advise they seek medical help to address injury, risk of unwanted pregnancy, or contracting a sexually transmitted infection. ([Highland Sexual Health](http://www.highlandsexualhealth.co.uk/) 01463 888300)

We will signpost to further options for support including

* [Rape Crisis Scotland](https://www.rapecrisisscotland.org.uk/) (08088 01 03 02, Open daily, 6pm - midnight)
* [RASASH](http://www.rasash.org.uk/) (03330 066909 **/**support@rasash.org.uk Monday/Wednesday/Friday 9.30am to 1.00pm, Tuesday/Thursday 1.00pm to 4.30pm).

[RASASH can provide both emotional support and or practical advice and support to anyone over the age of 13 who has been raped or sexually abused throughout Highland, as well as to non-offending friends and family members]

 We will share the following resources with [event / first aid / welfare / stewards / bar] staff to support a positive ethos at our event:

* [Who are you?](https://www.youtube.com/watch?v=iUj2OHLAG3w)
* [Tea Consent](https://www.youtube.com/watch?v=oQbei5JGiT8)

We will communicate our gender-based violence policy and messaging, as provided by NHS Highland Health Improvement team, in the following ways: [omit as required]

* An audience email that is distributed to every ticket holder prior to the event
* [Name of event] official website
* [Name of event] official social media channels
* Signage at the event

**Appendix 4:** **Template Risk Assessment Input**

The Purple Guide states effective planning, and carrying out a systematic assessment of the risks to employees, volunteers and the public, are central to putting on a safe event. Effective planning includes the safe management of activities through identifying then eliminating the risk. Where this is not practicable, the aim should be to reduce, isolate or control hazards and risks.

Below are suggested input for your events risk assessment, which should be adapted to suit your event and protect the people in attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard | Who is at risk | Controls in place | Further action needed (eg rules / procedures / training) |
| Smoking / tobacco use | Members of the public at the event. Staff / volunteers. Children and young people. | No smoking enforced as per regulations.Observation by stewards, bar staff and other staff. | Staff are reminded of smoking policy and regulation.  |
| Alcohol use (causing personal injury to self or others) | Members of the public at the event. Staff / volunteers. Children and young people. | Challenge 25 in operation, as well as other licensing conditions. Observation by stewards, bar staff and other staff. | All bar staff to have completed mandatory training and are not to serve alcohol to those intoxicated.  |
| Drug use  | Members of the public at the event. Staff / volunteers. Children and young people. | Observation by stewards, bar staff and other staff. | [Stimulant Overdose Awareness e-learning](https://evemacleod.typeform.com/to/PGfx6o) to be completed |
| Child Protection / Safeguarding  | Members of the public at the event. Staff / volunteers. Children and young people / vulnerable adults  | Policy and Designated person for child protection/safeguarding Observation by security / events staff | Policy documents and further information [www.hcpc.scot](http://www.hcpc.scot).Training and advice/support available from Child Protection Committee [www.hcpc.scot](http://www.hcpc.scot).  |
| Gender-based violence  | Members of the public at the event. Staff / volunteers. Children and young people. | Staff and stewards will monitor for inappropriate behaviour | Staff to view [Who are you?](https://www.youtube.com/watch?v=iUj2OHLAG3w)(video link for staff) [Tea Consent](https://www.youtube.com/watch?v=oQbei5JGiT8) (video link for staff). |
| Any other relevant public health issues  | Dependent on situation  | Dependent on situation | Dependent on situation, informed by Public Health Scotland / NHS Inform.  |

**Appendix 5: Example statement to share if potent drugs are in circulation at event**

As recommended by the Purple Guide, drugs communications should use simple language, with short, positive sentences. This should be repeated as necessary.

Drug alerts are an important tool in communicating specific harms that have been identified on site. They have also been known to help identification of dealers on site. The following has been adapted from communications shared by [The Loop](https://wearetheloop.org/drug-alerts).

It’s important to be specific about colour and appearance of drug.

*“Specific drug (if known), with [colour], and [appearance / design, eg – ‘Skype’ pills / N-ethylpentyone crystal], are circulating on site. [include photo in communication if possible]*

*These drugs have been associated with: (omit as required) prolonged unwanted side effects /medical incidents / hospital admissions / fatalities.*

*Take care, look after your friends and seek medical help if unwell.”*

Repeat as required.