

## **Public Entertainment Licence – Welfare Provision and Safeguarding (Child Protection) document – Advice for Applicants**

When processing applications for public entertainment licences (PEL), the Council requires to ensure that applicants for a public entertainment licence consider the welfare of those attending and in particular the issue of child protection.

A welfare guidance document has been produced to assist you and requires actions to be completed by all applicants for a PEL and signed off by NHS Highland and a representative from the Highland Child Protection Committee.

A licence cannot be issued until we have received sign offs from both these agencies.

This requirement relates to **ALL** applications for public entertainment licence.

Two versions of the guidance have been produced.

**Full Version** – This is for applicants of events which fall within the following categories:

- Any event which involves a Safety Advisory Group.
- Any large outdoor event with a capacity of over 501.
- Any indoor event with a capacity of over 501.

**Action required by applicants:** Checklist to be completed and submitted together with a copy of your Child Protection Policy or Safeguarding Policy, depending on whether children under 18 are permitted to attend. Within the guidance document there are sample statements which you can use.

**Basic Version** - This is for applicants of events/activities which fall within the following categories:

- Any outdoor event with a capacity of up to 500.
- Any indoor event with a capacity of up to 500.
- Any application for indoor PEL e.g. community halls, sports halls etc.
- Any application for funfairs etc.

**Action required by applicants:**

Confirmation to be submitted to the Licensing Office that is processing your application that either:

- You have a Child Protection Policy Statement or Safeguarding Policy Statement in place.
- If you do not currently have policies or policy statements in place, the guidance provides you with sample Policy Statements that you can use or adapt. Once this is completed please confirm this to your local Licensing office.
- The welfare guidance document provides contact details if support is required with the policy statements

The contacts referred to above are detailed below. They would be happy to answer any queries which you may have in relation to these requirements.

<b>NHS Highland</b>  Barry Collard Public Health Directorate Larch House Stoneyfield Business Park Inverness IV2 7PA	<b>Highland Child Protection Committee</b>  Donna Munro Highland Child Protection Committee Family Resource Centre Limetree Avenue Inverness IV3 5RH
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