

SAFEGUARDING PRINCIPLES AT EVENTS

- When assessing the risks of the venue and activities being planned, always give special attention to the welfare and safety of children and young people (i.e. all those under 18 years old). This should be a paramount consideration at any event.
- Treat all children with respect and value their views and wishes.
- Always seek parental consent before children become involved in or attend an event. Ensure that parents or carers or other responsible adults attend the event with the children. Should this not be possible for any reason, always obtain an emergency contact number for a parent or carer so that they can be contacted if necessary during the event.
- Always ensure there are a minimum of two adults at events with children or young people.
- Do not get into a situation where you are alone with a child outside of the sight or hearing of other people.
- Do not remain in contact with a child or young person after an event for any reason other than for CF Trust fundraising or other charity purposes and always with the knowledge and consent of their parent or carer.
- If needed, only keep the minimum amount of personal information about children and young people, and ensure you comply with the principles of data protection in storing and using the information. (See the Information Commissioners Office website www.ico.gov.uk for guidance).
- Always obtain parental consent before taking photos of children or young people at events. These should not be published or passed on without permission.
- When possible, obtain references or checks on people and organisations who you ask to provide a service at your fundraising event.
- Always report immediately any concerns you have about a child or young person, or an adult to the organiser and/or to the Police (if appropriate).
- Always report any allegations made to you about a child, or by a child to the organiser and/or to the Police (if appropriate).
- Seek advice from child protection and safeguarding experts when needed such as your local Social Services or other bodies.

The CF Trust's Child and Young Persons Protection Policy and procedures can be obtained by contacting your local CF Trust Regional Fundraising Manager for your area or the Director of Operations of the Cystic Fibrosis Trust, 11 London Road, Bromley, Kent. BR1 1BY.

www.cftrust.org.uk

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 events@cftrust.org.uk