



SPORT INTEGRITY  
AUSTRALIA

Safeguarding  
in Sport

# Safeguarding Considerations for Events Held in Public Areas

NOVEMBER 2023



This document provides safeguarding guidance for an organisation responsible for planning and running sporting events for children and young people in public spaces, (e.g. on fields, parks or other areas that are open to the general public). Safeguarding arrangements must consider the needs of all children and young people, under the age of 18, attending the event in any role, including members of the public.

This guidance should be incorporated into your sport's Children and Young People Safe Practices, event planning process and risk register, where relevant.

## Event Management Processes

### Pre-Event

#### PRE-EVENT SITE VISIT AND RISK ASSESSMENT

- Identify all entrances and exits to the event area – and the security of any boundary fences, hedges, or walls, and whether any of the space will need to be cordoned off.
- Identify any specific potential risk features (e.g. bodies of water, buildings, roads, lighting, equipment etc.).
- Highlight areas where young participants may encounter the public (e.g. toilets, cafes, shops etc.) and where additional supervision may be required.
- Check that the facilities and activities are accessible for children and young people with disabilities or accessibility needs.
- Identify the nearest emergency healthcare facilities, including hospitals and doctors or medical clinics.
- Check that the parking facilities for the event includes accessibility for emergency vehicles.
- Establish if other activities will be held on the site at the same time of planned event or activity and assess any risk.
- Check that mobile telephone coverage is available across the whole area.



**Following the site risk assessment, review and plan the following topics to safeguard children and young people at your event:**

## **SUPERVISION OF CHILDREN AND YOUNG PEOPLE**

- Ensure extra supervision as required by the nature of the site in addition to the usual ratios for adults to children/young people. This will be determined by the pre-event risk assessment.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split into small groups each with named leaders).
- Provide participants and the adults managing them with recognisable/identifiable clothing and ensure they are worn.
- Brief participants before the event on what to do if separated from the group and ensure that all relevant adults are aware of the procedure for responding – including establishing key meeting points.
- Brief children and young people on arrangements for toilet use when using public toilets.
- Implement the requirements around the safe use of changing room facilities if changing rooms are being used.
- Ensure there is an event person present at toilets, cafes and other facilities if members of the public will be using them. These persons should:
  - Monitor and ensure that contact between children/young people and members of the public is appropriate.
  - Motivate and encourage children/young people to return to their groups in a timely manner.
  - Help children/young people if they are lost etc.

## **STAFFING**

- Determine the appropriate number of event staff/volunteers are appointed to conduct event/activities (e.g. event lead, MC, first aid, referees/umpires).
- Determine areas that require event staff/volunteers as per the pre-event risk assessment. This may include entrances and exits, and areas where interaction with the public may occur.
- Ensure all event staff/volunteers have been vetted and have current valid Working with Children Checks (WWCC).
- Provide event staff and volunteers with identification and identifiable clothing (e.g. accreditation, high-visibility vests, or coloured t-shirts for staff) so they can be easily recognised.
- Ensure event staff/volunteers have access to a working mobile telephone and have been provided with key contact information. If the area has poor mobile reception, then other forms of communication should be considered, such as two-way radios.
- Provide event staff/volunteers with clear roles and responsibilities and code of conduct documents, including their safeguarding obligations.
- Develop event staff briefing notes that includes but is not limited to missing children and young people procedures, group control measures (e.g. buddy systems), public toilet usage procedures for children and young people, public changing room procedures for children and young people, supervision ratios and shared public facility supervision requirements (e.g. stationed supervision at cafés or outside public toilets).

## SECURITY AND SIGNAGE

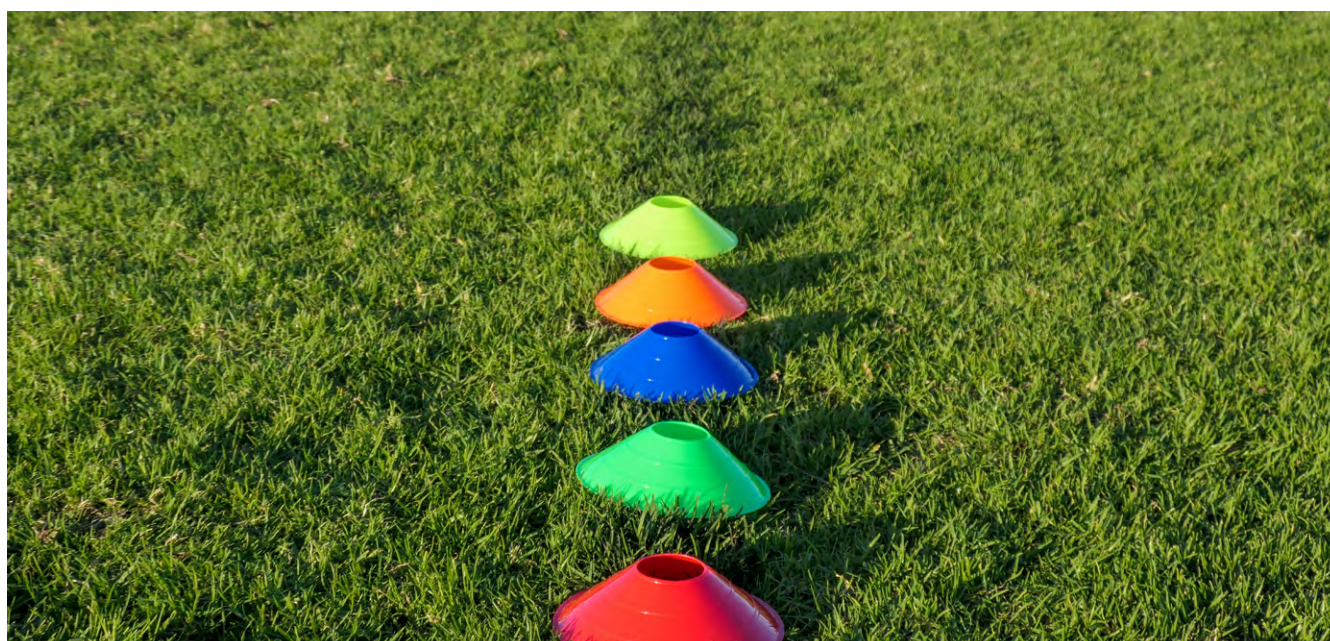
- Prepare signage (appropriate for children and young people, including at their eye level) to help them find their way around the site/s and to locate event areas such as administration, first aid etc.
- Prepare signage that details the schedule of event/activity and location (if multiple events occurring).
- Depending on the size and complexity of the site, provide site maps for staff, volunteers, participants, and parents/carers.
- Establish and signpost an information/lost children point and establish a procedure to respond to lost/found children who have become separated from their parents/carers.

## WEATHER CONTINGENCIES

- Develop and execute contingency plans for extreme weather conditions.
- Communicate proposed contingency plans to all involved in the event, including providing a timeframe or threshold to when a decision will be made to activate the plan or cancel the event.
- Provide information on available cover/shelter/sun protection at the venue (e.g. in the event of hot weather or a storm).

## OTHER ON-SITE ACTIVITIES

- Identify any other activities taking place on the site (e.g. other groups or events on the day).
- Inform group leaders, parents/carers or team managers of any other facilities that participants may use in down times (e.g. playgrounds).
- Ensure there are appropriate safeguarding measures in place if the sport is organising third party contractors to provide entertainment such as bouncy castles or face painters, including having valid WWCCs and following the safeguarding requirements of the sport.





## PRE EVENT INFORMATION TO BE COMMUNICATED

- Ensure that parents/carers and team managers are aware of when the duty of care is transferred from the organisation and back to the parent/carer (i.e. drop off/collection at event site or at club departure points, and at what times).
- Provide a schedule of event/activities that details drop-off and pick-up times.
- Emphasise the importance of parents/carers adhering to these timeframes – particularly at the end of the event where it is vital that a formal handover takes place to avoid confusion or fears that children or young people are missing.
- Inform parents/carers of available catering facilities and approximate costs if there are catering facilities available.
- Inform parents/carers that participants will need to bring their own food and drink to the event/activity if there are no catering facilities available.
- Confirm whether participants are required to come already dressed for the event/activity or if changing room facilities are available.
- Detail what onsite first aid facilities and medical aid will be available and information on closest hospital and other medical services. If no first aid or medical personnel will be on site, it will need to be highlighted that first aid provisions will be the responsibility of the participants or teams.
- Outline the extreme weather contingency plans and how they will be activated.
- Communicate that members of the public who are not part of the event may be taking photographs as the event is being conducted in a public place.
- Inform parents/carers that toilets/cafes and other facilities may be being used by people who are not part of the event.
- Detail car parking facilities and the distance of these facilities from the event area.
- Emphasise that parents/carers should advise their children or young people not to speak to strangers and to stay with their group.



## Event Day

### SET-UP

- Check that all areas are safe and clear of debris and litter.
- Set up all areas relating to the event/activity (e.g. administration area, first aid area etc).
- Put signage up to identify areas relating to the event/activity and schedule of events.
- Put signage up to advise that in a public place, photographs may be taken by members of the public.
- All facilities and the activities remain accessible for people with disabilities.
- Check toilets and changing rooms (if being used) are open and accessible.
- Check that all volunteers have a mobile phone (or two-way radio) and relevant contact numbers.
- Register all participants and sign them in and out of the activity as required.
- Brief all staff/volunteers on arrival.
- Provide water and sunscreen for participants/volunteers/staff.

### BRIEFINGS FOR STAFF AND VOLUNTEERS

Before the event starts, staff and volunteers should be briefed on:

- Their roles and responsibilities.
- Supervision ratios and group control measures (e.g. buddy systems)
- The need to be always visible while on duty by the wearing of the allocated clothing and/or accreditation.
- Timetable of the event/activity and a plan of the venue.
- Procedure in case of an emergency, including a contact person and number.
- Communication expectations – including access to a working mobile phone (or two-way radio) and key contacts.
- Requirements of supervision around car parks, roads, toilets, changing rooms or any other identified areas.



- Potential hazards associated with the site.
- Information on how to respond to suspicious behaviour by members of the public or staff/volunteers.
- Provide and outline the Code of Conduct for the event including not consuming alcohol or smoking, even though members of the public may smoke or consume alcohol (in designated areas).
- Lost/missing child or young person procedure.
- Break and meal arrangements.

## BRIEFINGS FOR CHILDREN AND YOUNG PEOPLE

Before the event starts, children and young people should be briefed on:

- What to do if they get lost or separated from their group.
- Their timetable for the day including arrival, departure, meeting times, any free time and event/activity times.
- Where key facilities are on-site.
- Any potential hazards associated with the site – including areas that are off-limits.
- Group discussion and agreement on standards of behaviour expected when representing their sport, club, school or region, and potential consequences of breaches. This may simply be reinforcing what they have already agreed to.
- Requirements for moving around the venue. (e.g. being in groups of 2 or 3 (buddy system) etc).
- What to do if they are concerned about someone's behaviour, including peer or adult behaviour.
- Reminding children and young people to take extra care of personal belongings, particularly any valuables such as mobile phones.
- Reminding children and young people to be aware of people they may not know given they are in a public place.





## Post Event

### REVIEW OF SAFEGUARDING PROCEDURES

- Review all safeguarding concerns/cases arising at the event.
- Evaluate and recommend any future changes.
- Survey participants and parents/carers to gain feedback.
- Check social media sites as far as possible to ensure photographs/posts are appropriate.



## Contact us

To enquire, provide feedback or reproduce the contents of the document please contact:

### **Sport Integrity Australia Safeguarding**

PO Box 1744

Fyshwick ACT 2609

[safeguarding@sportintegrity.gov.au](mailto:safeguarding@sportintegrity.gov.au)

Safe Sport Hotline: 1800 161 361

Enquiries: 1300 027 232

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