The Role of the
Event Safeguarding Lead

(Formally known as temporary safeguarding lead)



The National Spiritual Assembly has overall legal responsibility for keeping children safe in activities organised by the Bahá'í community. The Office for Safeguarding Children and appointed *Cluster Safeguarding Leads* are responsible for supporting the community with implementing the Safeguarding Children Policy.

Certain activities require a specific person to oversee safeguarding arrangements, called the *Event Safeguarding Lead*. These activities include all overnight activities where children are staying, and some day-based activities (for example, more than 30 children attending). Children are defined as everyone under the age of 18.

The following guidance explains this role and responsibilities:

APPOINTMENT – the Event Safeguarding Lead needs:

1. A criminal records check (a DBS, PVG, or an AccessNI check verified by the National Spiritual Assembly).
2. To have completed safeguarding training levels 1, 2, and 3.
3. Endorsement from a Bahá'í Institution that the person is suitable for this role (a criminal records check and attending training is not enough).

ROLE – the Event Safeguarding Lead needs to:

4. Be part of the organising team for the activity from the beginning to support them with understanding the National Assembly's safeguarding children policy (all approved wording for the policy is at *bahai.org.uk/safeguarding*).
5. Advise and work together with the organisers on all aspects of the activity that impact on child care and child safety, including
   - The timetable and planned activities
   - Collaborating with those responsible for Health & Safety and risk assessments (see National Spiritual Assembly's Health & Safety policy)
   - Managing distress, boundaries, and discipline
   - Childcare ratios
   - The balance of staff numbers (gender, age, experience, etc.)
6. Ensure everyone working with children has criminal record checks via the SRP database, shares this information with the organisers (e.g. using a spreadsheet), and advises if any checks may not be completed in time.
7. Arrange to deliver Level 1 safeguarding training to everyone responsible for children at least two weeks before the start of the activity.
8. Liaise with the activity registrar to ensure that there are enough staff to care for the number of children attending (the childcare ratios), and if any bookings highlight additional needs to be considered (e.g. caring, behavioural, medical, or learning needs, and any children attending without their parents including those with private arrangements).
9. Attend the activity (and be resident on site overnight) where children are staying / sleeping.
10. Ensure incident and accident reports are completed in a timely manner and shared through the National Spiritual Assembly's reporting system.