

Lostock Gralam Parish Council
Draft Child Safeguarding Policy
Christmas Light Switch-On Event

1. Purpose

Lostock Gralam Parish Council is committed to providing a safe and welcoming environment for everyone attending the annual Christmas Light Switch-On event.

This policy outlines the safeguarding arrangements for children attending the event and clarifies the responsibilities of parents, carers, volunteers and event organisers.

2. Scope

This policy applies to all Parish Councillors, volunteers and any individuals acting on behalf of Lostock Gralam Parish Council during the Christmas Light Switch-On event.

3. Responsibility for Children

The Christmas Light Switch-On is a public community event and **is not a childcare provision**.

Children attending the event remain the responsibility of their parent, guardian or other responsible adult at all times.

The Parish Council does not accept responsibility for the supervision, care or welfare of children attending the event.

Parents and carers are expected to:

- Supervise children throughout the event.
- Ensure children behave safely and responsibly.
- Make arrangements to collect children promptly following any organised performances.

4. Lostock Gralam Primary School Choir

The Lostock Gralam Primary School Choir will perform as part of the event.

The choir will be accompanied and supervised by members of staff from Lostock Gralam Primary School during the performance.

Parents, guardians or responsible adults are expected to:

- Attend the event while their child is performing.

- Remain available throughout the performance.
- Collect their child immediately following the choir's performance unless alternative arrangements have been made directly with the school.

Responsibility for the children remains with their parents or guardians except where the school is exercising its own duty of care during the organised performance.

5. Lost Child Procedure

A clearly identified Lost Child Point will be provided during the event.

The Lost Child Point will be staffed by at least one Parish Councillor or authorised event volunteer.

If a child becomes separated from their parent or guardian:

- The child should be taken to the Lost Child Point.
- The child will remain with the Parish Council representative until reunited with their parent or guardian.
- Every effort will be made to reunite the child as quickly as possible.
- Details of the child will only be shared where necessary to locate their parent or guardian.
- If a parent or guardian cannot be located within a reasonable period, or if there are concerns for the child's welfare, Cheshire Police will be contacted.

Parish Councillors and volunteers will not take a child away from the designated Lost Child Point unless required for the child's immediate safety.

6. Santa's Grotto

Any individual appointed by Lostock Gralam Parish Council to act as Santa as part of the official event will hold a current enhanced Disclosure and Barring Service (DBS) check where appropriate.

Children visiting Santa should be accompanied by a parent, guardian or responsible adult wherever possible.

7. Photography

Parents and visitors may take photographs of their own children.

Anyone taking photographs should do so respectfully and avoid photographing other children without the permission of their parent or guardian.

The Parish Council may arrange for official photographs to be taken for publicity purposes. Where children are identifiable, appropriate permissions will be obtained where required.

8. Reporting Concerns

If any Parish Councillor or volunteer witnesses or becomes aware of a safeguarding concern during the event, they should:

- Report the concern immediately to the Event Lead.

- If a child appears to be at immediate risk of harm, contact Cheshire Police by calling 999.
- Record the details of the concern as soon as practicable following the event.

Parish Councillors and volunteers should not investigate safeguarding concerns themselves.

9. Event Location

The Christmas Light Switch-On takes place at:

The Slow and Easy Public House

Lostock Gralam

Activities will take place both inside the premises and within the adjoining car park.

Appropriate measures will be taken to ensure safe movement of attendees between event areas.

10. Review

This policy will be reviewed before each annual Christmas Light Switch-On event or sooner if legislation or event arrangements change.