



A Plan International Say Yes! To Keeping Children and Young People Safe and Protected Guidance on

**MAKING SURE EVENTS
INVOLVING CHILDREN
AND YOUNG PEOPLE ARE SAFE**

Planning Guidance

ACKNOWLEDGMENTS

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Resources available in the Resource Pack to this guidance

- Resource 1: [Children and Young People Safeguarding Policy for the Event](#)
- Resource 2: [Children and Young People Safeguarding Procedure for the Event](#)
- Resource 3: [Terms of Reference for the Safeguarding Focal Point for the event](#)
- Resource 4: [Guidance notes on risk assessment for events involving children and young people](#)
- Resource 5: [Principles and Ethics of Children's Participation](#)
- Resource 6: [Safeguarding Guidelines for Accompanying Adults/Chaperones](#)
- Resource 7: [Protected and Respected, Mastering the Duty of Care, Chaperons toolkit](#)
- Resource 8: [Briefing Presentation for Chaperons](#)
- Resource 9: [Keeping You Safe - Safeguarding Policy for children and young people at the event](#)
- Resource 10: [Welcome Message to children and young people attending the event](#)
- Resource 11: [Staying Safe and Protected' Safeguarding Briefing Presentation](#)
- Resource 12: [Safeguarding Briefing Presentation](#)
- Resource 13: [Guidelines for Translators/interpreters](#)
- Resource 14: [Guidelines for Journalists and Media professionals](#)
- Resource 15: [Information Guide for hotel/venue staff](#)
- Resource 16: [Child and Youth Delegate Selection Guidance – Example - Day of African Child 2014](#)
- Resource 17: [Safeguarding risk assessment template for children and young people – GYAP example](#)

Forms available in the Forms Pack to this guidance

- Form E1: [Safeguarding Checklist and Guidance Notes for Events](#)
- Form E2: [Events involving children and young people pre-departure information forms](#)
- Form E3: [Recording safeguarding concerns form \[must be completed if reporting an incident\]](#)
- Form E4: [Child/Youth delegate tracking form](#) [for managing events with large child/youth involvement]
- Form E5: [Child/Youth delegation event schedule form](#) [for managing large child/youth involvement]
- Form E6: [Post-event evaluation forms for children, young people, chaperones and organisers](#)

Proposal/Notification and Approval Forms Pack

- Form A: [Initial Proposal/Notification and Approval](#)
- Form B: [Planning Events](#)
- Form C: [Final Proposal and Approval](#)
- Form D: [Safeguarding risk assessment template for children and young people](#)

Process and Authorisation flow-charts Pack

- Events Approval and Authorisation Flow Chart: [All Events](#) (*flow chart for all events on one A3 page*)
- Events Approval and Authorisation Flow Chart: [Local or National Events](#)
- Events Approval and Authorisation Flow Chart: [Regional Events](#)
- Events Approval and Authorisation Flow Chart: [Plan Hosted International Events](#)
- Events Approval and Authorisation Flow Chart: [Major International Events](#)

All materials can be found in the individual zipped folders shared with this document or can be found on [Planet](#) in the [Safeguarding Standards and Implementation Manual Resource Library](#).

If you are a third party and would like a copy of the resources or forms mentioned above please contact your Plan International contact and ask them to submit a request to the Global Safeguarding Unit.

Note: If you click on any links and they do not work, **try copying and pasting the hyperlink into your browser address bar at the planet homepage. This will take you to the document directly.**

INTRODUCTION

Purpose

The following guidance will help you to plan and manage events, which are safe for children and young people. The guidance is relevant for various kinds of events involving children and/ young people including local, national, bi-lateral, regional and global events.

Definition of events

What is a “major/ major international” event?

A major event or activity refers to a high-profile conference, meeting, forum organised by an external agency (e.g. UN General Assembly) that involves transporting children and/ young people significant distances, outside their home country, to a place where they will stay away from family and which is likely to attract or involve some publicity or media attention.

What is a “Plan hosted international event”?

A Plan hosted international event is an event organised by Plan, a management meeting, field visit etc. (e.g. bi-lateral field trip, global management meeting) that involves transporting children and/ young people significant distances, outside their home country, to a place where they will be staying away from family and which is not likely to attract or involve publicity or media attention.

What is a “regional” event?

A regional event is either a regional event organised by Plan, (e.g. regional management meeting) or a high-profile regional conference, meeting, forum (e.g. ASEAN Regional Child Rights Network meeting) that involves transporting children and/ young people from within the region, outside their home country, to a place where they will be staying away from family and which may attract or involve publicity or media attention.

What is a “local” or “national” event?

A local or national event is either a Plan organised national meeting, (e.g. national Youth Advisory Panel meeting) or a high-profile national conference, meeting, forum that involves transporting children and young people some distance within their home country, to a place where they will be staying away from family and which may attract or involve publicity or media attention.

The guidance covers:

- involving children and young people in an event or activities for adults;
- running an event or activity specifically for children and or young people; and
- extra considerations for major events.

The guidance includes:

- principles and standards;
- process guides for planning and preparing for events;

- resources and guidance on roles and responsibilities of everyone attending events, policies and procedures for use at events, resources to use with children and young people to help them understand safety issues and forms and templates for events (these are included in separate packs as annexes and available in [PlaNet](#)); and
- [The forms required for the authorisation of events](#) and the level at which notification and/or authorisation is required

We have a basic commitment to making sure that children and young people who take part in any of our events and activities are safe, and these are in the best interests of those involved. To achieve this commitment, it is essential that any proposed participation is scrutinised, that appropriate authorisation is given, and that we carefully manage the participation of children and young people in any event, using adequate resources. We have designed this document to increase the levels of accountability associated with planning and managing child and youth participation or engagement in events and activities, and to make sure this is, at all times, appropriately authorised and, above all, safe.



Important: Please note that **this guidance is not about** how to provide and evaluate meaningful participation (so, for example, participation is not a 'tokenistic' exercise, but it is informed and initiated by young people and so on). You can find documents providing guidance on ethical and meaningful participation (including tools, resources and supports) on [Plan Academy](#).

Who is this document for?

This document is designed to support all staff involved in planning for involving children and young people in events and activities. It will take you through all the necessary stages, as well as providing links to key documents and authorisation processes.

For local, national and regional events, the country or regional teams will define the authorisation process. **It is only those organising a major event or international event who are required follow the authorisation process laid out in these guidance.** All events are required to ensure ethical and meaningful engagement and undergo risk assessment and management.

It is crucial that managers are aware of our principles, standards and approaches in planning and organising such events, so that they can fully carry out their management responsibilities and hold staff accountable for making sure that events are appropriately authorised and safe.

This document is not intended for children and young people. Staff wishing to provide this information to children and young people will need to consider how best to do this.

What do I need to do?

This document is to be used as good-practice guidance on planning and running any events involving children and young people. Any level of event must also meet with our Safeguarding Standard 10 'Safe Child and Youth Participation' ([English](#), [French](#), [Spanish](#)) and adhere to our relevant guidelines (including those that apply to participation) and local legislation.

Please be aware that any child or youth participation in a major event that does not go through the processes as described in this document, with appropriate sign-off and authorisation, may not be legitimate and will not be supported.

If you do not carry out appropriate risk assessments and this results in a child or young person being put at risk of harm, we could take disciplinary action against you.

1. SAFEGUARDING PRINCIPLES, STANDARDS AND SCOPE

Involving children and young people in a range of events and activities not only improves the quality of our work but is also a necessary part of our work to support them to achieve their rights and full potential. However, when involving children and young people in events and activities, their safety and protection must be our main consideration.

Standard 10 'Safe Child and Youth Participation' of our Safeguarding Implementation Standards states: "Plan International ensures that children and young people are kept safe when they participate in projects, events, activities, research and online social networking, and when visiting Plan International offices."

Safe child and youth participation requires careful, detailed and rigorous planning and preparation, and must meet the highest practice standards. Ensuring children and young people stay safe and protected is of particular importance when the event involves them travelling and staying away from home. For major events, there are extra considerations, which are clearly highlighted throughout this document.

Principles

Participation of children and young people must be based on the following principles¹.

- **An ethical approach: transparency, honesty and accountability:** Everyone involved in preparing and organising these meetings and events follows an ethical process, putting children's and young people's best interests first.
- **A child and youth-friendly environment:** Everyone works towards creating a safe, welcoming, inclusive and encouraging environment that allows children and young people to take part in a meaningful way.
- **Equal opportunities:** All children and young people should have equal opportunities to take part in events and activities, regardless of their age, gender, background, ethnic background, capabilities, class, caste or other factors. Encourage children and young people who meet the specific criteria for at-risk or affected young people to take part.
- **Participation promotes safety and protection of children and young people:** Adults, children and young people follow minimum standards and corresponding guidelines and procedures that promote a safe environment for children and young people to take part in events.

Minimum Requirements

The following standards are the minimum requirements you must meet in order for an event involving children or young people to go ahead, assuming you have fully met other general safeguarding standards. This document also provides guidance on how to meet the following requirements:

1. **Adequate Planning and Risk Assessment:** Special events, activities and project activities (e.g. monitoring, evaluation and research) that involve the participation of children and young people are adequately planned, thoroughly risk assessed and accompanied by a risk management plan. This adheres to relevant Plan International guidelines² and where appropriate, any local legislation governing the care, protection and participation of children or young people. In addition, it focuses

¹ See also Young people Participation in Major Events – 15 Guiding Principles ([English](#); [French](#) and [Spanish](#)).

²For example: Principles and Ethics of Children's Participation - Plan International ([English](#)); Events Involving Children Pack ([English](#), [Spanish](#)); Principles and Guidance for Young people Participation in Major Events ([English](#), [French](#) and [Spanish](#)); 15 Guiding Principles Young people Participation in Major Regional and International Events ([English](#); [French](#) and [Spanish](#)). [PALS: How to - Consult with Children](#), [PALS: How to include children in Monitoring Evaluation and Research Initiatives](#);

on child protection and health and safety risks, including those specific to the project/event and to children and young people where their safety might be of particular concern³.

- 2. Complete Risk Management Plan:** Risk management plans adequately address all issues raised in the risk assessment, and include contact details of safeguarding and youth engagement focal points and other key personnel managing the event. Plans are approved by the office director (country, national) or as delegated.
- 3. Staff Pre-event Training:** Staff accompanying children and young people are responsible for ensuring the safety and wellbeing of children and young people and are adequately skilled and suitable to perform this role. They and others involved in the event (for example contractors, suppliers) receive pre-event briefing and guidance on codes of behaviour and safeguarding concerns pertinent to the particular event being organised as appropriate to their role in the event.
- 4. Informed Consent:** Written informed consent⁴ is sought from parents/carers/guardians⁵ (and from children or young people themselves as appropriate) for the participation of their child/ young person. The consent should be explicit for everything which is significant [including significant associated risks] to the participation and particularly where children or young people are being asked to perform a particular role in a special event and/or when that event takes place away from home.
- 5. Child and Youth Safeguarding Awareness:** Children and young people's participation in events/activities is meaningful and they [the children/ young people] are adequately prepared. In particular, they are made aware of Plan International's Safeguarding Children and Young People Policy, their right to be safe from abuse, to feel safe and able to report and behaviours to expect from Plan International staff and associates.

Safeguarding Young People

In this document, 'child' refers to any person under the age of 18⁶, and 'young people' or 'youth' refers to individuals aged 15 to 24.⁷ The guidance in this document covers children and young people. It therefore also applies to young adults we are supporting or are in contact with, up to the age of 24. Although these young people will be viewed as adults and we will support them to take on as much responsibility as possible, we will still have a duty of care towards them including; insurance, legal and other liabilities.

You should manage the participation of young people in line with our global risk-management guidance ([English](#), [French](#), [Spanish](#)) and the Safeguarding risk assessment ([resource 3](#)). Judgements will need to be made as part of the risk assessment process regarding the nature of the trip and the maturity and capacity of the young people over 18, with the National Organisation or Country Office then using their discretion to put in place appropriate measures.

In **all** cases, the risk assessment ([Form D](#)) and sign-off should follow the usual process as described in this guidance.

³ For example; travelling away from home, children with particular needs or vulnerability

⁴ This means that Plan must disclose everything that is significant to the agreement to which the party/individual giving consent is agreeing to in including significant associated risks.

⁵ Or to the individual whom the parent/carer has delegated authority to give consent – for example teacher

⁶ In line with the United Nations Convention on the Rights of the Child (UNCRC)

⁷ In line with the United Nations definitions

In some cases, the risk may be assessed as low and we may decide that we do not need the entire support package. For example, if a young person aged 18 to 24 who has previously travelled extensively and independently is travelling from Paris to an event in Brussels, we may decide that they do not need to travel with a chaperone. However, in most cases we expect the full support package will be required. For example, if a young person aged 18 to 24 is travelling from a small community in Benin and has never travelled outside his or her village before, it would be appropriate to follow all our guidance on travel for young people aged under 18 – such as travel with a chaperone, sufficient preparation time, travel with a peer and so on.

Events where we have no Plan International office or Plan International is not responsible for organising or controlling the event

Consider the benefits and the possible costs of involving children and young people, including the possible risks and negative consequences for them.

Including children or young people in an event that is mainly for adults always changes the nature of the event and how it needs to be organised. A first question at the initiation stage must always be 'Is it appropriate to include children or young people?' It has to be clear that children or young people can be involved in a meaningful and safe way. Including children or young people can bring many benefits, but will mean that the event must then be planned differently to one that involves only adults.

- **If the event is taking place in a country that has no Plan International office**, the project lead is responsible for the detailed host country risk assessment, with the project manager having final accountability. These circumstances would require thorough planning and we would need to work with the event's organisers and possibly contact other organisations that may be able to help us find information and requirements.
- **If we are not responsible for organising or controlling an event e.g. a UN event**, it will be important to make sure that the standards, principles and approaches described in this and linked documents are met, as follows.
- **If the organisation responsible for the event is a partner**, we have some influence in asking them to keep to minimum safeguarding and youth participation standards, using this document as a guide, because their contract with us says they must keep to Plan's Safeguarding Policy and related minimum requirements for the work they do with us.
- **If we are co-sponsoring an event with another agency**, the agreement or memorandum of understanding (MOU) covering this arrangement should state that the terms of this guidance and linked documents form the main basis for planning and running the event, unless the other agency has higher standards. Alternatively, both Plan International and the other agency can discuss and agree on the standards to be applied to the event. However, the agreed standards must not go below those set by our safeguarding and youth participation standards.
- **If we are part of a consortium of agencies sponsoring an event**, the agencies should, as a group, agree on how the event will make sure children and young people are kept safe. This may involve one agency taking the lead for organising and running the involvement of children and/or young people and for making sure they are kept safe during the event, in which case we might take on this role. Alternatively, responsibility may be shared between agencies and the agencies must follow agreed guidance to support this, in which case we could put forward this guidance or vet the proposed guidance from another agency to make sure it is consistent with our standards and approaches. Where the proposed guidance sets lower standards than those set by our safeguarding and youth participation standards this **must** be included in any discussions and risk assessment at the initial stages of considering the activity and event and inform the decision making process on whether to proceed with sponsorship and the involvement of children and young people.

In any event, we will try to influence other agencies and promote high standards for event management in line with this guidance. **If we are not satisfied that an event is going to be safe for children and young people to attend** and we are not able to influence arrangements to safeguard the children and young people, we have the right to withdraw fully from the event or at least to end our plans on involving children and/or young people.

2. ROLES AND RESPONSIBILITIES

Taking a project-management approach to organising child/ youth participation or the engagement of young people is a requirement when it comes to country, regional or major events. Creating a project team of key people responsible for planning, preparing, coordinating and communicating about an event is an effective way to manage any event and make sure children and young people can take part in the event safely, ethically and meaningfully.

The effective working of the project team will be supported by establishing clear agreements from the outset based on the aims and objectives identified in the proposal form for major events. Clear roles and responsibilities, as well as lines of authority and communication, must also be set at this stage, if not before. It should be clear to everyone involved who will do what, and who has ultimate decision-making authority within the project team.

For major, international and regional events, the team is required to complete the proposal/notification, planning and approval, which ask for details of the project lead and project manager as well as details of how accountability will be maintained throughout the project. The expectation is that a senior manager, either a member of the Country Management Team (for a National Organisation or Country Office) or a director (for IH), will have overall responsibility as project manager. They must ensure delivering safe and effective participation of children and young people at the event through active involvement at key points in the planning and organising process as well as by regularly scrutinising plans and progress.

The project director and project manager are responsible for managing the project. The project lead (day-to-day lead on the event) must report regularly to the project manager to highlight any issues and instances when the agreed plans are not being followed and to ask for help with problems or obstacles that are preventing us from achieving the stated aims of participation at the event. In addition, a project team should be formed to provide adequate co-ordination and communication in planning and organising children's and young people's involvement at the event or activity. We expect that, as a minimum, the team would have the following members (at least for major events).

- Project Lead
- Project manager
- Youth Engagement and or Safeguarding focal point (this may be the same person)
- Liaison staff in all offices involved (media and communications staff from each office)
- A person to deal with admin and logistics.

The roles and responsibilities of the project lead, project manager should be explained, and other roles agreed at the outset as far as possible, including the safeguarding/engagement focal point. It is essential to also identify, as far as possible at this stage, lead staff for areas such as advocacy (including supporting national-level advocacy, if this applies) young people involvement (including safeguarding and chaperoning) and communications, as well as logistics and admin.

Clarify lines of authority, accountability and communication at the initial stage. The key to effective planning and organisation of an event involving children and young people depends on good communication and everyone working to a clear, agreed plan that is monitored regularly. It is essential that there is good communication between everyone involved to make sure that tasks are being completed, timescales are being kept to and, where there are any issues or obstacles, these are being flagged up in good time to allow solutions to be found.

Any event involving children and young people will include a number of individuals in a range of different roles. All of these people have responsibilities for safeguarding children and young people and keeping them safe. There are a number of guides in the resources pack to explain to people attending an event what is expected of them, and their safeguarding responsibilities. The following guides are available.

Resource 3: [Terms of Reference for the Safeguarding Focal Point for the event](#)

Resource 6: [Safeguarding Guidelines for Accompanying Adults/Chaperones](#)

Resource 13: [Guidelines for Translators](#)

Resource 14: [Guidelines for Journalists and Media professionals](#)

Resource 15: [Information Guide for hotel/venue staff](#)

Role of the Youth Engagement and Safeguarding team

It is the responsibility of the appointed safeguarding focal point for the event and chaperones to reduce the risk of harm by promoting good practice and by identifying and managing possible risks. **It is recommended that the Safeguarding Focal Point for the event is also the Youth Engagement Focal Point.** Where these roles are split, we have highlighted the essential role for each. Before the event, the Safeguarding and Youth Engagement Focal Points must work with lead staff members (advocacy, communications and logistics) to do the following:

Activity	Safeguarding Focal Point	Youth Engagement Focal Point	Others
<ul style="list-style-type: none"> Appoint the Safeguarding Committee for the event. This should consist of the Safeguarding Focal Point for the event and representatives from chaperones and young people from the group attending (<i>note size of the committee will depend on the size of the group attending. Where there is only one young person speaking at an event they will be no need for a committee and the chaperone and young person will work together to ensure safe engagement</i>). 	X	X	X (with other lead staff involved in the event)
<ul style="list-style-type: none"> Make sure all chaperones and staff working with young people (internal and external) fully briefed on our Safeguarding Policy, Health and Safety Policy and other guidelines and procedures relevant to the event (e.g. roles and responsibilities of chaperones, guidelines for journalists and media – these are all referenced in this document). 	X	X	
<ul style="list-style-type: none"> Carry out a risk assessment. This should be done in consultation with young people where possible 	X	X	
<ul style="list-style-type: none"> Select countries for invitation 	X	X	X (with advocacy leads)
<ul style="list-style-type: none"> Work with Country and National Organisations senior management 	X	X	
<ul style="list-style-type: none"> Send selection information for young people taking part in an event and chaperones to Country Offices and National Organisations 		X	
<ul style="list-style-type: none"> Prepare and send permission and information forms. 		X	
<ul style="list-style-type: none"> Note any special requirements and tell the logistics lead and Safeguarding Committee about these. 	X		
<ul style="list-style-type: none"> Prepare and send the list of pre-departure activities and send to the chaperones for it to be carried out with the children and/or young people attending the event. 		X	
<ul style="list-style-type: none"> Co-ordinate weekly Skype calls with chaperones from 10 weeks before the event. 	X	X	
<ul style="list-style-type: none"> Share the agenda for the event with chaperones so they can share with young people taking part. 		X	

Activity	Safeguarding Focal Point	Youth Engagement Focal Point	Others
• Act as the key focal point for any safeguarding or health and safety issues that arise during the event (Safeguarding FP).	X		
• Co-ordinate and chair daily safeguarding debriefing meetings during the event.	X		
• Provide a safeguarding briefing at the start of the event.	X		
• Organise a group agreement session at the start of the event (Safeguarding and Youth Engagement Focal Points).	X	X	
• Make sure there is a safeguarding representative present at all media interviews.	X	X	
• Make sure all activities are appropriate, the young people have enough preparation time and you have carried out a full risk assessment for the event.	X	X	
• Make sure that relevant technical advisors and programme managers and directors are told about follow-up activities to make sure the necessary follow-up actions are included in future plans and programmes.		X	

Where additional support and guidance is required and/or there is a need to escalate issues then this can be sought from the Global Safeguarding Unit at International Headquarters.

3. RISK ASSESSMENT GUIDANCE

For any event or activity involving children or young people you must carry out a thorough risk assessment. This must result in a risk-management plan that includes a specific focus on the risks children or young people may face as a result of taking part in the event/activity, particularly if risks to their safety might be increased (e.g. when they are travelling away from home). The risk assessment is relevant throughout the event and activity, and so risk assessments and management plans should be reviewed at key stages and when circumstances change or you become aware of new risks.

The decision to go ahead with the activity or event may very well be affected by the risks posed and our ability to manage them effectively. If risk owners feel that risks cannot be managed effectively, you should consider stopping the activity or event, or not involving children or young people.

Risk assessments and management plans must be reviewed by the relevant Safeguarding Focal Point and approved by the Country or National Director.



Major events require a detailed risk assessment from the host country/country initiating the event (the event risk assessment) and each office sending a child or young people to take part. The risk assessment must be signed off by the Country or National Director, or in the case of an IH-initiated event, by the Executive Director of Global Influence & Partnerships. Risk assessments should be reviewed by the Safeguarding focal point in each relevant location.

There must be a written record of risk assessments, and the assessments must keep to our relevant guidelines and any local legislation governing the care and protection of children and young people. Assessments must cover all potential risks that could jeopardise the health, safety, protection and wellbeing of children and young people. Some of the common risk areas include:

- Children/young people being abused (physically/sexually/emotionally) by adults (Plan staff, non-Plan individuals).
- Children/young people being abused (physically/sexually/emotionally) or bullied by other children/young people.
- The needs of Children/Young People with special needs are not adequately met
- Child/Young Person getting lost or running off when attending international events.
- Risks pertaining to international/long distance travel.
- Injury/sickness/allergies and other health and safety issues.
- Physical safety of the venue where the event is held.
- Home sickness/culture shock/language barriers, etc.
- Backlash/retribution from community/school/government because of the child's/young person's involvement in the activity/event.
- Substance/alcohol use by children/young people attending the event or anti-social behaviours.
- Inappropriate accommodation arrangements during international/residential events.
- Risks associated with online activity or media exposure
- Lack of follow up and support after the event.

The above list is **not exhaustive** and the organisers must pay careful attention to increased vulnerabilities of children and young people with particular needs (for example, health problems, disabilities, younger children and so on).

Risk management plans should include contact details and positions of staff managing the event. You should pay particular attention to the number of staff and whether they are male or female, how the children or young people will be supervised and the safety of the activities being organised.

Risk of a child or young person running away

Although the risk of a child or young person running away is generally low, there are some rare examples of young people using the opportunity of a visit to another country to look for a better life away from home. It is difficult to prevent this from happening if a young person, possibly with the support of their family, decides to take this step. It may become evident in the course of preparing a young person to take part in a major event that they have family in the country they are visiting and perhaps that they want to visit or even stay with them. However, it may also be the case that a young person does not in any way reveal or indicate their plan to run away from the group and stay permanently in the other country. If it is clear that the child or young person will try to run away, or if you or the visa agencies in the other country suspect there is a risk that they may, you must consider withdrawing the child or young person from the event.

If you are hosting an event, you should consider the possibility that a child or young person may try to run away or going missing (getting lost or being abducted) as part of your risk management and contingency plan. You should develop an emergency response plan so that the Project management team and you are clear about what steps to take if this should happen. The emergency response plan should contain all relevant local information and contact details for relevant agencies who should know and/or can respond with assistance.

However, if a child or young person runs away and seeks asylum, it is important that our staff, including those in the host office, are clear about what steps to take and the legal position on this in the relevant country. It is important that the local mapping⁸ of the host country includes information on the legal position, and immigration and other such agencies so that we are prepared in case a child or young person runs away.

What you will need:

- Resource 4: [Guidance notes on risk assessment for events involving children and young people](#)
- Form D: [Safeguarding risk assessment template for children and young people](#)
- Resource 17: [Safeguarding risk assessment template for children and young people – GYAP example](#)
- Global risk-management guidance ([English](#), [French](#), [Spanish](#)) (documents by Plan International's [Risk and Insurance Unit](#))

⁸ It is a Safeguarding Policy standard requirement that all Plan office have a local mapping of the external child protection context and resources. This may include main protection risks facing children, local attitudes towards child abuse, legislation governing child protection/welfare, statutory child protection, list of government agencies, local non-government organisations, community based organisations, health services, and interagency forums etc., which work on or have responsibility for child protection issues. Offices who do not do programme work – such as IH and NOs are required to have a simple map, which would ensure effective response to a safeguarding concern in their country.

4. CHILDREN AND YOUNG PEOPLE SAFEGUARDING POLICY AND PRE-DEPARTURE FORMS

A first consideration when planning for events involving children and young people is making sure that the event will be safe. It is essential that **children and young people safeguarding considerations** are dealt with at the outset and for major events that the [Children and Young People Safeguarding Proposal/Notification/Approval Forms](#) are completed to make sure all risks are covered and suitable safeguards are in place for the event as well as the processes leading up to the event.

Appoint Safeguarding and Youth Engagement Focal Points for the event as soon as possible and give them responsibility for making sure that the Global Policy on Safeguarding Children and Young People [Safeguarding Policy] matters are dealt with throughout the planning, preparation and event-management stages.

Any event which we organise and run is covered by our Safeguarding Policy - the principles and standards for engaging and safeguarding children and young people taking part in events are set out above, in Safeguarding Principles and Standards, as well as what to do when we are not responsible for organising or controlling the event.

Even so, it may be helpful to adapt the Safeguarding Policy, accompanying codes of behaviour for working with children and young people and safeguarding procedures to the specific event, and there are templates for this (see resource pack: [Resource 1](#) and [Resource 2](#)). Events which we run with other organisations, or which are supporting children and young people to attend, must be covered by a clear safeguarding policy, code of conduct and reporting procedures agreed by all organisers and in line with our minimum requirements.

The reporting process must also identify emergency contacts for where Safeguarding Focal points managing the events are not available or issue need to be escalated. In most cases, this will require a referral or escalation to the Head of the Global Safeguarding Unit at the International Headquarters.

The following forms are available to support the event.

For major events, you **must** fill in the travel registration part of the forms before the event. **If this part is not filled in, the child or young person will not be able to attend the event.**

- [Pre-Departure Information and Form - Form E2](#) This contains the following:
 - Guidelines for children and young people taking part in an event
 - Guidelines for chaperones and staff taking part in an event
 - Agreement form for children and young people taking part in an event
 - Consent form for parents/guardians of children/young people partaking in an event
 - Health and safety form for children and young people taking part in an event
 - Information for children and young people taking part in an event and their parents or guardians

Important: For young people aged 18 years and over please see overleaf

[Reporting form for child/ youth safeguarding concerns – Form E3](#) - Once safeguarding concerns have been recorded, they should be processed through our established procedures for reporting child / youth safeguarding incidents. Please refer any incidents to the Safeguarding Focal Point in the country managing the event.



We recognise that 'young people' covers both 'children' (i.e. aged below 18 years) and 'adults' (aged 18 to 24 years) but we feel that young people have particular safeguarding needs and so must be considered separately from younger children and older adults.

You must follow our Safeguarding Policy for everyone under the age of 18 years (this includes those within this age group who are young people i.e. aged 15 to 18 years).

Young people over the age of 18 years (i.e. those aged 18 to 24 years) travelling internationally with us are also considered to be potentially vulnerable and at risk and we have the same duty of care towards them as we do towards young people under the age of 18 years.

So the basic protection principles and approaches set out in the Safeguarding Policy also apply to young people aged 18 to 24 years, with some minor adjustment to reflect their age, as follows:

For involvement in major events or activities:

- You do not need to get consent from a parent or guardian if the young person is over 18 years as we can accept informed consent from the young person. However, you must hold a briefing meeting with their parent or guardian before the young person travels and it is important to be sensitive to any local culture issues relating to permission from parents as young people may still need or want to get this, even for over 18s.

The following requirements still apply for 18- to 24-year-olds.

- You must carry out a global- and country-level risk assessment in line with these procedures which must be reviewed and authorised in line with processes described in the Proposal, Notification and Approval forms (see section 11) ..
- The young person must travel with a chaperone who can provide follow-up support if the risk assessment shows this is necessary.

The young person must be part of one of our existing programmes (this means being involved in, for example, a children's club or young people club, a Youth Advisory Panel, a youth empowerment programme or a youth employment programme which we support and being expected to be involved for six months after the planned event to allow for adequate follow-up or support).

5. CHILDREN/YOUNG PEOPLE SELECTION AND PREPARATION

You must consider which children and young people to select at the initial planning meeting. If the selection process has already happened, it will be important to review this and make sure that it was carried out fairly and in line with our established good practice on this. If the selection process is still to take place then you will need to establish an agreed process.

Peer selection – where the group of children and/or young people make the selection amongst themselves - should be used as the main method of selection. This is in line with our Principles and Ethics of Participation ([See Resource 5](#)). There should be the same processes for all gender identities to take part, and these processes should be non-discriminatory and as inclusive as possible.

Peer selection also:

- provides a space to develop the group's understanding of the event;
- provides peer support for preparing for and consulting on the event;
- provides peer support for continued advocacy following the event;
- provides psychosocial support; and
- avoids favoritism within the group.

The peer selection should take place at a face-to-face meeting using set criteria for the event.

Selection weekends can be a good way of bringing together potential participants and working with them to look at the proposed participation, the demands and requirements of this and the interest, ability and availability of children and/or young people to attend. At the selection events, young people should demonstrate a high level of participation and responsibility, which they should then maintain throughout the whole planning and preparation phase and when it comes to making strategic decisions, and planning, organising and evaluating the event itself. ([See Resource 16 - Young People Delegate Selection Guidance](#))

There is an important ethical point to consider when selecting children and young people, which revolves around making sure that the authenticity of participants is balanced against their particular circumstances. For example, a child or young person who is out of school may be very well placed to speak about the right to education, but investing in this child or young person to attend an event and not also providing them with educational support may raise challenging ethical questions about our concern for the children/ young people we are working with. It is important when selecting children and/or young people to make sure they have access to or are part of our programmes that help with their circumstances – this will allow the young person to speak from experience, but also discuss the opportunities available for them to deal with their situation.

Specific considerations for children and young people with specific needs

Some children and young people have specific needs that place additional responsibilities on those who care for and work with them.

With differently abled children it is often factors relating to the situation and/or environment that disable the child, rather than the physical or intellectual difficulty the child experiences. Where possible, the environmental factors for any event should be adapted to the child/ young person's needs.

Attitudes and norms which may prohibit inclusion of the child/young person must be addressed through education and information. Children/Young People who have a disability or other special

needs have the same rights as any other child and young person, in line with the UN Convention on the Rights of the Child and Universal Declaration of Human Rights.

Furthermore, our Safeguarding Policy requires us to respect and apply these rights to children and young people irrespective of their differing gender and other identities.

- Work in partnership with the child/young person, parents/guardians and any professionals involved to establish how the child can be included and supported.
- Make sure inclusion is possible before bringing the child/young person into the group.
- Make reasonable adjustments to the environment and the ways in which the event will be run.
- Chaperones must build a mutually respectful rapport with the child/young person
- If the child/young person has a communication impairment or particular communication requirements, it will be useful to acquire some key skills in their communication method and/or ensure their method of communication can be incorporated at all times
- Some specific training for staff and chaperones may be useful or required to ensure that they have the appropriate attitude and skills to ensure inclusion and meeting the specific needs of the child/young person.
- Children with specific needs may be more likely than other children/young people to be bullied or subjected to other forms of abuse. As with all events, irrespective of whether there are children/young people with specific needs in attendance, it is vital that as well as the adult on child/young people codes of behaviour, appropriate codes of behaviour and awareness on the same between the children and/or young people themselves is established.
- It may be necessary to ensure other children /young people are sensitised and made aware of the specific needs of an individual child in order to ensure inclusion and support if required (for example if a young person with epilepsy has a seizure when there is no staff or chaperone present)
- Ensure that reporting and responding pathways are sensitive to the specific needs of the children and young people and are user friendly. It is particularly important that children with specific needs are carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns, and so that the importance of what they say is not underestimated.
- Hazard assessments may be necessary to ensure the safety of some children and young people with specific needs.
- Higher staff ratios may be required if the child/young person has additional needs or challenges with behaviour.

Intimate Care Needs/ Help with anything of a personal or private nature that the child/young person is unable to do themselves

It may be necessary to establish whether the child or young person has intimate care needs and who should provide or assist with this if necessary. However, it is important to remember that not every child or young person with a disability has intimate care needs. This will vary according to or be defined by the individual, personal experience, cultural expectations and gender.

Generally, staff/chaperones etc. are not expected to be involved in the provision of intimate care of children. This should be undertaken by suitably qualified people. It should be agreed in advance who will carry out intimate care and how it should be done.

The involvement and accompaniment of parents/guardians/carer is acceptable when children/young people with disabilities are involved as they are best positioned to provide for specific support needs of the child/young person. However, it is important to first check with and ensure that this is what the child/young person wishes as they may actually like the idea of travelling without a parent/guardian/carer/ and find it easier to participate with some neutrality. In some instances, Plan

International may decide together with the parent/guardian/carer that they would best placed to also take on the role of the chaperone for the child/young person. In this case Plan should ensure that the parent/guardian/carer are provided with full support and knowledge to take on this wider role (see section 6. Chaperones/Accompanying Adults).

Guidelines to be borne in mind when providing intimate care include: the sensitive nature of such tasks; the need to treat every child with dignity and respect; the need to ensure an appropriate degree of privacy and confidentiality; the need to involve the child or young person as much as possible in their own care; and trying to ensure consistency in who provides care

Consent

Informed consent⁹ - It is essential that before we give any approvals for children or young people to take part in projects, events and activities, which we organise or support, we must get all relevant permission from parents and carers as and if appropriate. This consent will normally be written and signed by parents or carers, and the children/ young people themselves as appropriate – for major events see [Pre-Departure Information and Forms \(Form E2\)](#). You should ask for written and informed consent from parents or carers if you are asking children/ young people to carry out a particular role in a special event, particularly if the event takes place away from home.

Schedule meetings at regular intervals and ask for progress updates in-between to make sure the plans are on track. If any problems arise, that could have a significant effect on the children and young people attending the event, it is important that the project manager raise these with the project director as soon as possible. If a problem puts the safety of children and young people at risk or means that the child/ youth participation would not be in line with our principles, unless solutions can be found you must consider not going ahead with the plan.

Good communication and co-ordination with the host Plan International office is essential in making sure things go smoothly at the event. Therefore, pay attention to making sure this relationship is well established from the outset and that there are clear lines of communication and co-operation.

You can invite chaperones, children, and young people themselves into project meetings at key points or, as is more likely, you can arrange separate meetings to discuss, plan and prepare with them. Members of the project team can also arrange these meetings at country level.

Involving children and young people in planning

It is important to involve children and young people in planning as much as possible to make sure that they are well prepared and that they have meaningful input into the planning process. One way of achieving this is to set up steering committees for the young people that allow them to work with each other and discuss the coming event (e.g. young facilitators, recreational activity organisers, risk assessment group, etc.), as well as providing a way for adult organisers to effectively include and communicate with young people as part of the planning process.

Briefing children and young people

Before the event, it will be important to talk to the children and young people taking part about the nature of the event and our expectations regarding their participation – the nature, extent and scope of this. It is also important to agree goals and targets with the young people.

It is also crucial that children or young people taking part in projects, events and activities are made aware of their right to be safe from abuse and are provided with advice and support on keeping themselves and others safe, including information about where to go for help. You should tell children/

⁹ This means that we must give the person we are asking for consent all information that is relevant to what that person is agreeing to.

young people about our Safeguarding Children and Young People Policy, the commitments we make to keep them safe, the expectations we have from our staff and from the children and young people themselves, and also what they should do if they have any concerns or complaints about safety and protection issues.

The best practice is to involve young people in assessing safeguarding risks from their own perspectives. You can assign a group of participating young people to complete a risk assessment using a simple template (e.g. Resource 17: [Safeguarding risk assessment template for children and young people – GYAP example](#)) and use the completed draft to seek inputs from the entire group. This is an effective way of managing safeguarding risks as young people become more conscious of different risks and takes greater responsibility to manage them in their own capacities.

To support this, we should provide a summarised child/ youth-friendly version of our Safeguarding Policy, and the complaints procedures and publicise these at specific events and activities.

The following resources are available in the resource pack to help with briefing on and explaining safety and protection issues for children and young people attending events.

- Resource 9: [Keeping You Safe – Safeguarding Policy for children/young people at the event](#)
- Resource 10: [Welcome Message to children/young people attending the event](#)
- Resource 11: [Staying Safe and Protected – Safeguarding Policy Briefing Presentation](#)
- Resource 16: [Youth Delegate Selection Guidance](#)
- Resource 17: [Safeguarding risk assessment template for children and young people – GYAP example](#)

Protection from harmful information

Children and young people have the right to be protected from any information they do not need to know and which they may not have the understanding and maturity to cope with. This is especially true if the information deals with sexual matters. All adults at the event have a duty to make sure that no child or young person is harmed as a result of information from presentations and discussions, whether these are in spoken, written or visual form or any other kind of communication.

This means that at events involving children and young people there should be:

- no shocking or offensive stories or case studies or no shocking images;
- no emotional personal accounts of abuse and exploitation;
- no role play or drama depicting rape or other sexual or violent acts;
- sensitivity to other cultures; and
- no 'bad' (improper or offensive) language.

All adults should be alert to such situations and are responsible for safeguarding children and young people attending the event. **Organisers must be prepared to stop discussions or presentations that are inappropriate and remind the people taking part that:**

- we **must** protect children and young people at the event;
- activities must remain within professional limits; and
- it may be necessary for children and young people to take some time out from the event.

Anyone (child/ young person or adult) who feels uncomfortable or needs a break from a presentation or discussion should be able to leave. It is important if possible to identify a quiet place at the meeting venue when counsel and support can be provided if needed.

Working with partners

If children and young people are coming from other organisations to take part in an event, we must make sure there are high levels of co-operation with designated representatives from the partner organisations. Our staff may need to work very closely with partners to support them and to make sure that their processes, planning and preparation are satisfactory and in line with our principles and standards. It may also be necessary for our staff to push quite hard to make sure that children and young people get all the information and preparation they need to avoid them having a negative experience of taking part in the event.

Media and communications strategy

It is important from the outset to consider the nature of media and publicity activity that will surround the event. Media and communications staff should be responsible for developing a strategy that clearly identifies what media activity is expected both from our organisation and in terms of media interest and staff who will ask for contact with children and young people involved in the event. The strategy should set out how our staff will co-ordinate this and how media activity will be managed at the event itself, especially in relation to safeguarding children and young people from too many demands, inappropriate questioning, and preventing external media from releasing the names and images of children and young people for example.

Developing a media strategy, as well as helping to manage the demands of media attention on young people, will also allow young people to make the most of their participation. **Our media staff should prepare a list of talking points at least 6 weeks before the event that young people can use to help them prepare their speeches.**

In addition, media training should also be arranged with the communications teams to ensure young people are well-prepared to answer questions. This training should include mock interviews. As much as possible, media and communications staff should ask for interview questions in advance from interviewees to ensure youth are well prepared.

6. CHAPERONES/ACCOMPANYING ADULTS

The event project management team should also discuss the selection of **chaperones** to make sure that there are enough available for an event and that the chaperones are suitable when it comes to supporting the children and young people.

Guidance for selecting chaperones to accompany children and/or young people

When selecting chaperones we must base our decision on whether they have the necessary skills, knowledge, experience, maturity and attitude to fully support the child or young person. How we select chaperones will vary depending on the type and location of the event and whether we are asking children and young people to travel internationally.

Unless absolutely unavoidable, we expect that chaperones will always be our members of staff who have been appropriately trained and are skilled to act as chaperone.

The involvement and accompaniment of parents/guardians/carer is acceptable when children/young people with disabilities are involved as they are best positioned to provide for specific support needs of the child/young person. However, it is important to first check with and ensure that this is what the child/young person's wishes as they may actually like the idea of travelling without a parent/guardian/carer/ and find it easier to participate with some neutrality. In some instances, Plan International may decide together with the parent/guardian/carer that they would best placed to also take on the role of the chaperone for the child/young person. In this case Plan should ensure that the parent/guardian/carer are provided with full support and knowledge to take on this wider role.

In the exceptional cases where it is not possible to use a member of our staff as chaperone and we use a non-Plan International staff as chaperones, such as a member of staff from a partner organisation, we should apply the same principle as we would if we were employing an external person to carry out the role. In addition, you need to make a case for this and the project director needs to sign off the decision.

Chaperones must have received child protection training including the risk module, which specifically covers events.

- Selection should include an assessment of the person's skills, knowledge, maturity and experience to carry out duties based on an interview process.
- The person must be appropriately vetted in line with our safe recruitment practices, including background checks available in the relevant country.
- The person must sign up to and receive briefing on our Safeguarding Policy and Code of Conduct so that, while they are acting as chaperone, they must keep to the same codes of behaviour set out in the Code of Conduct and any extra codes we identify for the event.
- Along with other staff involved in the event, the chaperone should receive a full briefing pack on the event that lists the Safeguarding focal points for the event and the reporting process they should follow for any safeguarding issues.
- The chaperone must have been appropriately trained or received enough briefing from us to make sure they can carry out their chaperone duties to the standard we would expect.
- There must be an agreement in place for managing situations where the chaperone breaks the terms of policies, codes and so on set for the event. (For example, if we are not satisfied with the person's performance, it must be clear who we should report this to in the partner organisation.)

For this reason, it is important to make sure planning starts before chaperones are needed so that we can start to identify staff chaperones as soon as possible and, if this is not possible, that there is enough time to identify and prepare others for the role.

Guiding principles on selecting chaperones/accompanying adults

- The child or young person's views on who should chaperone them must always be given the highest importance.
- Whilst young people whom we work with – i.e. beneficiaries – may play a mentoring role to the children we engage, they **must never** be used as chaperones for the event.
- A chaperone must always be above 24 years of age.
- The chaperone must be mature enough to make sound judgements about the young person's safety and wellbeing. This means that they should have the necessary evidenced experience in good judgement, critical thinking, crises management and relationship building.
- At all times, the chaperone is there to protect, support and supervise the child/young person so that they can take part in the event effectively.
- Involving a male chaperone to accompany a young girl is discouraged for protection reasons and the male chaperone might not be able to respond effectively to specific needs of a young girl (e.g. sanitary needs).
- The chaperone should have met the child or young person more than once before the child or young person leaves for the event, and should have met the child/ youth's – if aged below 18 years - parents at least once. Where young person is below 18 years this meeting must be face to face. Where the young person is aged 18 or over whether the meeting take place face-to-face or by other modes (for example by telephone or skype) is at the discretion of the country and should be based on the risk assessment.
- A senior manager should decide and agree how many chaperones are needed for an event, and the gender balance, depending on:
 - the children's and young people's ages and gender;
 - whether the children and young people have any special needs; and
 - the nature of the event and the accommodation arrangements.
- **Always** make sure there will be extra chaperones available in case needed in an emergency. Contingency plans should take into account that a chaperone may not be able to travel at the last minute or may be taken ill at the event, in which case other staff should be prepared (visa and passport ready for example) and on standby to replace at Country Office or National Organisation and at the host Country Office.
- **Chaperones must not have another role at the event** unless it is to translate for the children and young people. If a chaperone is also providing translation, you should be careful to make sure that their chaperone responsibilities take priority over their translation duties.
- Chaperones should have a clear set of expectations that are approved by the relevant manager, and this manager should approve the staff member to act as chaperone.

Some lessons we have learned from experience:

- **If it is an international event, it may be the first time the chaperones have been overseas** and you should consider their ability to cope with the culture shock and so on. It is as important for the adults to prepare for this as it is for the children and young people, and adults may find it harder than children and young people to be away from home, so we need to keep a watchful eye on how the chaperones are coping.

- If we select our members of staff as the chaperones, it is important to **use a transparent selection procedure and consult children and young people** fully during this.
- **Parents acting as chaperones can be controlling of and competitive** for their children. In addition, they may not take the roles and responsibilities of chaperone as seriously as someone not related to the child/ young person. Being aware of these possible risks is important in the planning stage and you should seriously consider whether it is appropriate to choose a parent as a chaperone (see introduction to this chapter for instances where you may consider this such as in the case of a child/young person with a disability).
- **It is not advisable to use a volunteer of any description to act as chaperone** as we regard this as placing too much responsibility on them.
- **Find out what is possible before making commitments. Make sure you understand what is prohibited under the Safeguarding Policy.** Field staff/chaperones have sometimes made promises to parents that cannot be kept (for example, a chaperone may have promised to sleep in the same room as the child/ young person). It is important to find out what is possible before making any commitments. Please note that this example is not allowed as it would be breaking our Safeguarding Policy and Code of Conduct Policy and overstepping professional boundaries for a chaperone to sleep in the same room as the child/ young person.
- **If chaperones are attending the event for other reasons** (for example, to represent a Non-Government Organisation accompanying children and young people attending an event which we have organised), **it is important to clarify the effects of this in the planning stage.**
- **Chaperones should be given a clear explanation of their role** and what we will expect of them. It is also important to ensure they have adequate language skills to take part in planning meetings and the event, and to provide a good level of interpretation for the young person.
- **If the chaperones are hoping to use the visit as an opportunity to visit family or friends**, you must discuss this with relevant managers. If the managers consider this is appropriate, you must make appropriate arrangements to make sure this does not distract from the chaperone's professional responsibilities to support and protect the child or young person. If it is not possible to make sure the child or young person can be adequately supervised at all times while the chaperone is visiting friends or family, then managers cannot approve such visits. Also, be mindful about immigration or visa restrictions that might affect chaperones using their visits to see friends or family.
- **Chaperones should be provided with training and support** as necessary. It is important to make sure they have at least some awareness (but ideally experience or have been trained) of working with children and young people. Our staff may also need training to make sure they are sensitive to the needs of children and young people and recognise power issues. This will help them be able to give control to young people and make sure young people are involved in making decisions and setting strategies and priorities at all stages.
- **Ongoing support for chaperones and staff is vital**, both in informal and structured ways. This gives them the opportunity to discuss any worries, concerns or needs they may have in relation to carrying out their role. It is important to ensure chaperones have down time to rest, recuperate particularly where events involve long travels, and run over many days.
- It is vital that **managers prioritise the time of their staff acting as chaperones**, so that they are able to attend planning meetings and support children and young people as necessary to prepare for the event.
- It is important to also set aside time with **chaperones to go through the safeguarding arrangements** and make sure that they fully understand all the risks, protection and practical arrangements that have been made to keep children and young people safe before, during and after the event.

The resource pack contains the following useful guidelines for briefing and training chaperones.

Protected and Respected, Mastering the Duty of Care, Chaperons toolkit: ([Resource 7 document](#) and [Resource 8 power point presentation](#)) – a practical toolkit and set of briefings for Chaperones/ adults extending support to/accompanying children and young people involved in major events, it also includes essential and desirable criteria to qualify to be a chaperone. (Developed by Plan International Asia Regional Office).

7. VETTING, CHECKING AND BRIEFING

It is important that everyone who will be involved with children and young people in the activity or at the event has been appropriately vetted or been fully briefed on and signed up to our Safeguarding Policy for the event. When events are planned, service providers such as the hotel or venue, and non-staff individuals involved (such as non-staff chaperones, one-off helpers, volunteers or fundraisers) are often overlooked.

It is particularly important that **everyone** involved in the event or activity understands and is briefed on any child and youth safeguarding standards and codes of behaviours for working with children and young people they are expected to keep to.

Staff accompanying, supervising or working with children and young people at an event or activity are responsible for protecting the safety and well-being of the children and young people. To make sure they are able to provide adequate protection, they must receive briefing and guidance before the event on child/ youth protection concerns in general and those that are relevant to the particular event or activity being organised and what steps they should take to prevent or deal with these. Staff must be aware of and provided with guidance on procedures for reporting and responding to concerns about child/ youth safety in the local context.

Where organising an event which will involve children/ young people visiting or staying at a venue or hotel, it is crucial that the contract or agreement with the venue reflects our Children and Young People Safeguarding Policy, the venue management has been briefed on standards of behaviour we expect its staff to meet in relation to contact with children, and the venue has been checked and is assessed as a safe environment for children/ young people (fire risk, health and safety, first aid and so on).

See our Safeguarding Standards and Implementation Manual ([English](#), [French](#), [Spanish](#)) for standards relating to safe recruitment and involvement, behaviour with children and young people and reporting and responding to safeguarding concerns.

Also see Resource 15: [Information Guide for hotel/venue staff](#) (from *Plan Asia Region*), contained in the Resource Pack to this guide.

8. LOGISTICS AND ADMINISTRATION

A major part of any planning for events is the logistics and administration aspects. For most major events, it will be necessary to have a dedicated logistics and administration staff who supports the planning and preparation stages. The project team should include someone with good logistical and administration skills who can take on the tasks of co-ordinating the practical details of travel, accommodation, organising meetings and managing budgets and resources, as well as supporting the project team itself. This could involve a considerable amount of time and effort, and you should work with the person's line manager to agree that a significant proportion of the person's time can be set aside for the project.

It is also a good idea to have a local person (for example, staff from the Plan International office acting as host for the event) to work as logistics support. This person can work with the overall logistics person on the project team to help make local arrangements, and can also act as the contact point for logistics and admin support at the time of the event.

Work on logistical arrangements such as booking flights and accommodation, and arranging visas, should begin as soon as possible at the start of the process. Arranging visas can be particularly problematic and you will need to focus attention on this to avoid any major issues in terms of staff and children or young people attending the event.

Permissions/consents - The planning process explained above and associated forms we have already referred to will cover gathering necessary information and permission from children and young people taking part in an event. Also, closer to the time of travel, you should send 'Events involving children and young people pre-departure information form' ([See Form E2](#)).

Before a child or young person travels to an event, it is essential to check that all necessary consents and permissions are in place and that all travel documents and arrangements are in order. It is also **crucial to check that the health information you have received is still accurate**, and to check whether or not there have been any significant changes to the child's or young person's health. You should also check before the child or young person leaves for the event whether they have any current illnesses or injuries and make a decision (possibly with the support of medical advice) on whether they are fit to travel.

9. EVENT MANAGEMENT

As many events tend to be large scale, complicated and sometimes rather chaotic, it is essential to set detailed day-to-day arrangements for managing child/ youth participation at the event, including communication and co-ordination, child protection, as well as the practicalities of meeting, eating, specific dietary requirements, translating, having safe spaces to meet, providing good information, religious requirements (time for praying) health and safety provision, and so on.

Helpful tips and hints

Although all events will be different, the following information provides some good-practice examples, hints, and tips based on learning from previous events that children and young people have taken part in, which may be helpful in planning your event.

- **If we are not running the event**, work with the organisers of the event to make sure that the venue is suitable to meet the needs of children and young people and also that the event itself will be run in a way that is child- and young people-friendly, in line with our principles.
- **You should work with the event organisers on issues such as the following.**
 - The timing of sessions and pacing of the event overall. Make sure children and young people are not left behind in a fast-moving event.
 - Making sure, the children and young people are given adequate information in good time and in ways that are accessible to them.
 - Making the event child- and young people-friendly by briefing adult presenters on the use of language, presentation style, interacting with and including children and young people, and avoiding long speaking sessions and relying on PowerPoint.
 - Ensure there is a separate quiet area if a child/young person, chaperone needs time-out.
- **Make sure there is good information about health and safety** issues such as fire drills and fire escapes, as well as what to do in other kinds of emergencies.
- **Make sure there is a good space for children and young people to work in.** This should be private if possible or at least access to children and young people should be managed to make sure they can be kept safe
- **Make sure that translation will be available** as necessary and make sure children and young people have enough information about the event and logistics so that everyone is clear about how to access the things they need and who or where to go to when they need help or need to meet up with our staff.
- **Produce a written schedule or agenda for each day**, review this with everyone at the start of the day and **tell people clearly about any changes**. Set up a communications system to tell everyone about changes to the agenda during the course of the day, for example by text alerts or 'check ins' at set times when everyone comes together to receive updates.
- It is **essential that everyone is able to communicate with each other** (for reasons of safety as well as productivity) and this will mean making sure all staff and children and young people taking part in an event have mobile phones that are able to work where the event is taking place. This may mean providing children and young people with mobiles for the duration of the event or making sure that their own mobiles are enabled to work in the relevant country.
- **Do not forget to give children and young people time off!** It is important they have breaks and times to rest and time to fit in some leisure activities. It is vital that children and young people are not overburdened to the extent that they become stressed and unable to take part as fully and

effectively as they would want to. Schedule in plenty of breaks or group play activities and ensure activities such as sightseeing tours (bearing in mind safety and protection), and stick to these! Do not make the day too long.

- **Children and young people must also be given lots of space and opportunity to generate their own material** and design and deliver speeches, workshops and interventions in ways that are relevant and meaningful for them. This involves staff supporting them and offering to help, but not taking over or trying to control the output.
- **Consider running workshops before the event** at the venue itself as a way of preparing the children and young people and supporting them to take part in the event.
- **Using young people advocates has proved successful.** These are young adults (i.e. aged 18 years and above) who are engaged to work as consultants to support people in organising and delivering workshops at the event, for example.

Using young people to organise sessions with their peers is also a good way to increase participation and support the preparation of young people taking part in an event.

- **Have a room sharing plan organised** well in advance and make sure that this is thoroughly risk assessed to mitigate potential risks such as child-to-child abuse, bullying, etc. Room sharing arrangements must be based on the same gender/gender identity (as per the wish of a young person who may be transitioning and the risk assessment) and same age groups (e.g. never put a 16 year old with 24 year old). **Always** consult young people if they feel safe and OK with the room sharing plan. In addition ensure that young people know the room numbers of the chaperone in the event they need support 'after hours'.
- **Appoint one person as head of the delegation so it is clear who is in charge and who has ultimate decision-making responsibility at the event.** This would normally be the project manager, assuming they are attending the event. It is still important to refer any major issues to the project director.

If the event is being held in a country where we have a presence, the relevant Plan International Country or National Office will normally act as host and will be an important reference point for our delegation, but responsibility for decision-making should still rest with the head of the delegation for the event. However, the project manager and the representative of the host Plan International office should still consult and co-operate closely with each other during the event.

- **As suggested previously, managing media activity at the event can be a challenging area. The following advice may help you deal with media demands.**
 - Plan for when there may be peak demand for interviews with children and young people and make sure there is enough support around for them at these times.
 - Get the questions from media staff beforehand as far as possible so you can be prepared for the questions that will be asked and can go through these with the children and young people.
 - Take a firm line with media agencies that ask different or inappropriate questions, and complain to their organisations.
- **Have daily debriefs with young people to help them process the activities of the day and support their learning.** This can also be a check in point to ensure their health (physically, mentally and spiritually) is in good state and to remind them of meeting points and start times for the following day.
- **At the end of the event, one staff member should stay in the city of the event or of departure until all the children and young people have left** in case there are problems with departures.

10. PREPARING FOR AFTER THE EVENT

Remember that taking a child or young person out of the day-to-day reality, which may well represent a very challenging set of circumstances for them, and transporting them to another country where they may experience a very different situation from what they are used to, can have a hugely significant effect on them. So much so, that it can be very difficult for some children and young people to adjust back to the reality of their home lives.

Provide support to children and young people for when they return home

You should prepare and provide support to children and young people for when they return home so as to help them to deal with any issues that may arise from this change. For this, you should hold discussions with our staff, our partners and the children and young people to prepare everyone for the possibility of some challenges in adjusting to normality, as well as tell everyone about support that is available. Details of the support should be agreed before the event, and systems should be established so children and young people can ask for support and staff can monitor the children/ young people's situation and make sure that they have successfully adjusted back to their lives with their families and communities.

Evaluation and lessons learned after the event

As part of the evaluation process, an evaluation of the engagement and event should be done for learning purposes. For major events, it is compulsory for the staff, chaperones and young people to complete the Evaluation Survey in the month after returning from the event ([see Form E6](#)).

It is important to carry out reviews and evaluations with young people at the end of the event and your planning should make sure that there is time allocated to do this. During your evaluation, you should evaluate a child or young person's participation against key benchmarks. As a minimum, you should answer the questions in the evaluation provided in [Form E6](#).

Young people should also be at, and have input into, the evaluation after the event and they should have access to any information about the effects of their participation and how their views were interpreted. Make sure their views are included when you complete the Evaluation Survey.

If there are any lessons learnt for next time, please feed these back to the Global Safeguarding Unit at IH, so others can learn from your event.

Action plans and next steps

Prior to the event, an event action plan should be developed. One aspect of making child/youth participation meaningful is by making sure they can continue to be involved in a project. It is important that children and young people who have taken part in an event are involved after the event (for example, by planning further young people advocacy on the issue) and that they can continue to contribute to our work in the area they have been involved with. Ensuring that there is an action plan prior to the event will also support children and young people's learning and focus of activities during the course of the event.

Planning for children and young people to take part in any event must include details of the follow-up process and how the children and young people will be given opportunities to give feedback, take part in evaluations, reviews and learning, and have the opportunity to develop or recommend further actions and activities on the back of the event involved. Here are some examples of how you can do this:

- Involve programme, communications and advocacy managers in the planned follow-up activities, ideally with the young people.

- Identify projects and programmes, which these activities can be incorporated into and funded with. This may mean linking with other organisation or government schemes.
- Support a process for the young people to feedback to their peers on the action they have taken, the lessons they have learnt and commitments that their governments have made.
- Identify ways in which young people can be supported to continue their discussions with the young people they have met.
- Make sure that any follow-up packages produced by the project director and committee are shared with the young people involved to support their follow-up work.

11.PROCESS FOR INVOLVING CHILDREN AND YOUNG PEOPLE IN EVENTS

For all events, guidance must be followed in full including full risk assessments. However, there are different levels of sign-off required for different events; this section is specific for “major events¹⁰”. To see the classification and sign off for your event please see below classification of events:

What is a ‘major/ major international event’? A major event or activity refers to a high-profile conference, meeting, forum organised by an external agency (e.g. UN General Assembly) that involves transporting children and young people significant distances, outside their home country, to a place where they will staying away from family and which is likely to attract or involve some publicity or media attention. ***IH Sign-off required***

What is a ‘Plan hosted international event’? A Plan hosted international event is an event organised by Plan, a management meeting, field visit etc. (e.g. bi-lateral field trip, global management meeting) that involves transporting children and young people significant distances, outside their home country, to a place where they will be staying away from family and which is not likely to attract or involve publicity or media attention. ***If there is multi-country travel, IH sign-off is required. If this is bi-lateral IH should be informed but sign-off is not required***

What is a ‘regional event’? A regional event is either a regional event organised by Plan, (e.g. regional management meeting) or a high-profile regional conference, meeting, forum (e.g. ASEAN Regional Child Rights Network meeting) that involves transporting children and young people from within the region, outside their home country, to a place where they will staying away from family and which may attract or involve publicity or media attention. ***Regional Director sign-off required. IH should be informed.***

What is a ‘local or national event’? A local or national event is either a Plan organised national meeting, (e.g. national Youth Advisory Panel meeting) or a high-profile national conference, meeting, forum that involves transporting children and young people some distance within their home country, to a place where they will staying away from family and which may attract or involve publicity or media attention. ***Country or National Director sign-off required.***

Although much of this document provided good-practice guidance on planning and running events involving children and young people, **certain parts of the process are compulsory for those organising a major event or Plan hosted international events.**



Important and Compulsory for Major Events or Plan Hosted International Events :

- **Form A: Initial Proposal/Notification and Approval** accompanied by the event risk assessment must be completed by the host/event initiating office must be submitted for approval within **6 months but no later than 4 months before** the event with a signature from senior management.
- **Form B: Planning Events** accompanied by supporting documents, including country level risk assessments, and updated event risk assessment and **Form C: Final Proposal and Approval** and risk assessments from each participating country, **must be submitted 3 months but no later than 2 months before the event.**
- **Form E6: Evaluation Survey** and action plan to be completed by both staff and young people in the **first month after** the event.

If this does not happen then children or young people must not physically attend the event.

¹⁰ This process is defined and managed by the Global Safeguarding Unit based at IH

Forms for and flow chart representations of the process for notifying and approving the involvement of children and young people in events

In the Proposal/Notification and Approval Forms Pack accompanying this guidance you will find the following:

- [Form A: Initial Proposal/Notification and Approval Form](#) which must be completed to gain initial approval for engaging children and young people in an event
- [Form B: Planning Events](#) which lists a number of tasks to help with planning and preparation for the event which must be completed when submitting the proposal for the final approval for the engagement (Form C)
- [Form C: Final Proposal and Approval Form](#) - which must be submitted to gain final approval for the engagement in the event
- **There are flow-charts which show and explain the process for proposal/notification, approval and timeline for the 4 types of event i.e.**
 - Events Approval and Authorisation Flow Chart: [All Events](#) (*flow chart for all events on one A3 page*)
 - Events Approval and Authorisation Flow Chart: [Local or National Events](#)
 - Events Approval and Authorisation Flow Chart: [Regional Events](#)
 - Events Approval and Authorisation Flow Chart: [Plan Hosted International Events](#)
 - Events Approval and Authorisation Flow Chart: [Major International Events](#)

Please be aware that any child or youth participation in a Major or Plan Hosted International event that does not go through the clear process as described in this document, with appropriate sign-off and authorisation as detailed in the forms and flow chart, may not be legitimate and we may not support it.

If you do not carry out appropriate risk assessments and this results in a child or young person being put at risk of harm, we could take disciplinary action against you.

Having identified an event that children or young people (or both) may be able to meaningfully take part in¹¹, you must do the following “**in Principle Agreement**”:

- As the Project Lead, get an ‘in principle’ agreement from your manager that this represents a reasonable opportunity for us to get involved in and to involve children and/or young people in the process. This could be a verbal or written agreement.
- Reach out to potential country offices you would like to engage with for preparations.

It is also worth remembering that you should start to plan your event as soon as possible as preparing children and young people to attend may involve a large amount of detailed and time-consuming work (such as defining and implementing selection criteria, allocation tasks of chaperones, briefing, informing and gaining appropriate consents, in some cases seeking VISA’s for travel and getting appropriate travel medication, briefing and preparing etc.)

¹¹ major events must be identified as such in line with Principles and Guidance for Young people Participation in Major Events ([English](#), [French](#) and [Spanish](#)).

DEFINITIONS AND ACRONYMS

- ❖ **Child:** In line with the UNCRC, for the purposes of the Safeguarding Policy and strategy, **a Child** is defined as any person under the age of 18 years (UNCRC Article 1).
- ❖ **Youth / Young Person/people** – In line with UN definitions, Plan International understands a ‘young person’ or ‘youth’ to include individuals aged 15 to 24 years old.
- ❖ **Child protection/Safeguarding**, with reference to Plan International’s Safeguarding Children and Young People **Policy, Say Yes! To Keeping Children and Young People Safe** and all other policy related documents, is defined as the responsibilities, and preventative and responsive measures that Plan International undertakes to protect children and young people ensuring that no child or young person is subject to abuse as a result of their association with us, their contact with Plan International Staff, Associates and Visitors and/or their participation in any Plan International activity, including our projects and programs. In addition, it incorporates our responsibility to ensure that where there are concerns over a child or young person’s welfare or where a child or young person has been subject to abuse, actions are taken to address this; concerns are reported and responded to appropriately and in line with the relevant global and local procedures; and incidents are analysed so as to ensure continued learning and growth in the field of organisational safeguarding/child protection.
- ❖ **Risk** is the chance that an event or action will occur that will impact on Plan International’s ability to achieve its objectives. *(Definition from Plan International’s Global Risk Management Unit).*
Safeguarding /Safeguarding Policy Risks –refers to the risk of Plan International failing in its commitments under the Safeguarding Policy to ‘do no harm’ to children or young people. That is, the risk that a child or young person may be abused or otherwise come to harm as a result of their association with Plan International, either through their contact with Staff, Associates and Visitors and/or their participation in, or the impact on them of, Plan activities and/or our failure to appropriately report and respond to safeguarding concerns.
- ❖ **Risk Assessment** refers to the overall process of risk identification, analysis and evaluation.
- ❖ **Risk Management** – is a set of co-ordinated activities to direct and control our response to risk. It is an integral component of effective corporate governance and requires a focus on establishing a supportive culture, clearly defined roles and responsibilities and a robust but simple process. *(Definition from Plan International’s Global Risk Management Unit).*

Acronyms

CD	Country Director
CO	Country Office
CoC	Code of Conduct
SCYPP	Safeguarding Children and Young People Policy
IH	International Headquarters
ND	National Director
NO	National Organisation
RD	Regional Director
RO	Regional Office