



Saffron Slam

Safeguarding Policy

*Protecting young people and vulnerable adults at
Saffron Slam events*

This policy is dated 12.02.23 and is due for review on 12.02.25



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Section 0 – Introduction

The organisers of the Saffron Slam and associated events (Warzone: Walden, the Saffron Walden GT etc.) are 100% committed to making **everyone** feel included and accepted at our events. People have commented that our previous events have had a hugely positive, fun, and welcoming atmosphere. We really want this to continue. As such, we have proudly committed to adhering to the National Society for the Prevention of Cruelty to Children (NSPCC)'s National Safeguarding and Child Protection Standards (2019).

The purpose of the NSPCC Standards is to ensure organisations are taking appropriate action to minimise where possible the risk that those attending our events will suffer serious accidental injury, and to protect young people and vulnerable adults from abuse. The Standards also work to help ensure our events are enjoyable and rewarding for all involved, and that we comply with the relevant Safeguarding legislation/national guidance in the UK.

By adhering to the NSPCC Standards, we hope that prospective adult attendees, and the parents/guardians of younger members of our community will have confidence that we are providing a safe environment to enjoy 40k.

We actively encourage players who are new to the Warhammer 40k hobby or the 40k tournament scene to come to a Saffron Slam event, and we'll try to help you enjoy your first event in any way we can. This welcome message extends to people of all faiths, races, genders, and sexual orientations. We'd love to host you in Saffron Walden and share this amazing hobby with you.

If you're nervous or unsure about attending an event, want more detail on our Safeguarding policies, or just want to reach out to find out what the Saffron Slam is all about, please do so. You can email us at elmominiatures@outlook.com.



Section 1 – Protecting Young People and Vulnerable Adults

1.1. Safeguarding Policy Statement

We are committed to protecting young people, vulnerable adults, and members of minority communities at our events and helping them to enjoy the hobby in a welcoming environment. This safeguarding policy is guided by the Children and Social Work Act (2017).

We believe all who volunteer at our events have a responsibility to promote the welfare of young people, vulnerable adults and members of minority communities. We are committed to anti-discriminatory practises, giving equal priority to people regardless of their age, disability, gender, race, religion, or sexual orientation.

We will appoint a dedicated Safeguarding Lead (Lewis Elmes – elmominiatures@outlook.com) who will take overall responsibility for safeguarding and adhering to this policy. This policy will detail the procedures we will follow in regard to safeguarding and we will make sure all our volunteers read and understand these procedures as part of a culture of positive safeguarding at our events.

This statement is supported by processes and procedures detailed in Sections 1.2, 1.3 and 1.4. Where more detailed procedures are required, such as safe recruitment or running safer events, these have given separate sections. Please refer to Sections 2, 3, 4, 5, and 6 for more information.

1.2. Procedures for Responding to Safeguarding Concerns

Safeguarding concerns may be raised by the individual themselves, or volunteers may recognise the signs of abuse as taught during their induction into the organisation (Section 2.4). In the event a safeguarding concern is raised, the general procedure below should be followed by all volunteers assisting at an event. A slightly different procedure should be followed in the event a safeguarding concern is raised about a volunteer or the organisation's Safeguarding Lead (also below).

In the event a safeguarding concern is raised, follow this general procedure:

- If the individual is in immediate danger, call the Police on 999.
- If the individual has disclosed a concern to you about themselves, obtain consent for the issue to be raised to the organisation's Safeguarding Lead. You must not share personal information about an individual without their consent, unless you believe the individual may be in danger of serious harm and contacting the Safeguarding Lead will not make the situation worse. If you are not certain if this applies, contact the NSPCC helpline anonymously on 0808 800 5000 for assistance.
- If you obtain consent or have a concern about an individual, report this to the organisation's Safeguarding Lead. The Safeguarding Lead will then contact local child protection services, the Police, the NSPCC helpline, or the individual's parents/legal guardians, depending on the situation.
- Regardless of the sequence of events, you should take time immediately after any safeguarding concern is raised to make detailed notes on what the situation was, the response of the individual(s) involved, and any advice you were given by the NSPCC or other organisation. The organisation's Safeguarding Lead will also take notes of the situation from



their perspective and all notes will be stored in accordance with the procedures detailed in Section 5.

Safeguarding concerns may be raised about volunteers of the organisation, or indeed the organisation's Safeguarding Lead. In this event, the following procedure should be followed:

- If the young person or vulnerable adult is in immediate danger, call the Police on 999.
- If the young person or vulnerable adult has disclosed a concern to you about themselves, obtain consent for the issue to be raised to either the Safeguarding Lead (if they are not the subject of the disclosure) or anonymously to the NSPCC helpline (0808 800 5000).
- The Safeguarding Lead (or NSPCC) will then contact (or guide you to contact) local child protection services, the Police, or the individual's parents/legal guardians, depending on the situation.
- Regardless of the sequence of events, you should take time immediately after any safeguarding concern is raised to make detailed notes on what the situation was, the response of the individual(s) involved, and any advice you were given by the NSPCC or other organisation. The organisation's Safeguarding Lead will also take notes of the situation from their perspective and all notes will be stored in accordance with the procedures detailed in Section 5.

1.3. Volunteer Code of Conduct

All volunteers assisting at Saffron Slam events must sign up to the Volunteer Code of Conduct during their induction into the team. The text of this Code of Conduct is freely available upon request. Please contact the organisation's Safeguarding Lead for more information.

1.4. Supervision of Young People

The Saffron Slam is committed to safeguarding young people and vulnerable adults at our events. However, Saffron Slam events are not specifically marketed at younger people and are attended by multiple adult members of the public. In addition, our events are open to any member of the public who wants to visit and watch games being played and these individuals do not need to purchase tickets in advance of the event.

As a result, we are not able to provide direct supervision of young people at our events and, by attending our events, the legal parent/guardian of the young person maintains continued responsibility for the individual. We recommend therefore that the parent/guardian of the individual remains with them for the duration of the event. To ensure the parent/legal guardian is aware of their responsibilities in this respect, we will adhere to the following procedure:

- Ensure that information relating to the responsibility of the parent/guardian for a young person attending our event is clear on the ticketing site.
- Send out correspondence in advance of the event reminding those who have purchased tickets of their responsibilities (and include a copy of the Code of Conduct which we expect all event attendees to follow).



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- Request the parent/guardian of the young person contact us in advance of the event to discuss Safeguarding. If they do so, they will be given a copy of this policy document to read and understand. They will also be sent a copy of the parent/guardian consent form to complete prior to the event.



Section 2 – Recruitment, Induction, and Supervision

2.1. Safer Recruitment Policy Statement

We are committed to recruiting volunteers who are suitable to work with young people and vulnerable adults and implementing robust safer recruitment practises.

We will identify and reject volunteers who are unsuitable to work with young people and vulnerable adults and respond to concerns about the suitability of volunteers during the recruitment process or once they have begun their role. We will also ensure all volunteers participate in an induction which includes safeguarding.

2.2. Safer Recruitment Procedure

To recruit a volunteer to assist at a Saffron Slam or associated event, we will follow this procedure.

- Clearly define the role a volunteer is going to offer to help with. The description of the role will highlight the volunteer will have safeguarding responsibilities.
- Advertise the role with a clear safeguarding message. Any request for volunteers to assist at an event should clearly state the organisers of the event are committed to safeguarding young people and vulnerable adults. This should state any records checks (i.e. a DBS check) that will be required to be undertaken by the volunteer.
- Ensure the application form is consistent and captures the relevant information about the prospective volunteer. The application form should also provide an opportunity for a prospective volunteer to disclose, confidentially, any relevant criminal convictions, child protection investigations or disciplinary sanctions on their record.
- Ensure any prospective volunteers provide two references. The referees will be confidentially asked what their relationship is with the candidate, how long they have worked together or known each other, whether they would be considered dependable and if, in their opinion, they would have any concerns about the candidate working with young people or vulnerable adults.
- Shortlist candidates by their suitability for the role and interview them face to face with at least two people present. Any prospective volunteers should be able to establish and maintain professional boundaries and professional integrity. They should also demonstrate how they establish and maintain relationships with young people and vulnerable adults, and how they would take action to protect a young person or vulnerable adult.
- Check the identity of any prospective volunteer at interview stage.
- Make clear to any prospective volunteer that their attendance and assistance at the event is subject to completion of vetting checks.

2.3. Volunteer Vetting Process

Volunteers selected to help at Saffron Slam events will be subject to the following vetting checks.



- Self-disclosure form to give the volunteer an opportunity to confidentially report any historic investigations/disciplinary sanctions.
- Criminal record check by the Disclosure and Barring Service (DBS). This includes a search of the DBS Children's Barred List.
- Identity and Right to Work checks.
- Reference checks as detailed in Section 2.2

If any of the above vetting checks raise concerns, the following procedures shall be followed.

- Self-disclosure form – if cautions or convictions are disclosed which are relevant to the individual working with young people or vulnerable adults, the volunteer offer will be rescinded. Unrelated cautions or convictions will be risk assessed on a case-by-case basis to determine if the individual is suitable to assist at the event.
- Criminal record check – if the individual has been barred from working with young people or vulnerable adults, the volunteer offer will be rescinded. Any other cautions or convictions will be treated using the same process as detailed in the paragraph above.
- Identity and Right to Work checks – if the individual fails to provide the correct identity documentation or is barred from working in the UK, the volunteer offer will be rescinded.
- Reference checks – if a referee expresses concerns, is incomplete or vague, the referee will be contacted directly to address these issues. If concerns are substantiated, the volunteer offer will be rescinded.
- In any of the above cases, if necessary, information about an individual will be passed to the relevant authorities, such as the Police, for further investigation.

2.4. Volunteer Induction Training

Volunteers will take part in an induction into their role. This induction training process will include:

- An introduction to the Saffron Slam events and the vision of the organisation. This will include a discussion of both the Volunteer Code of Conduct and the wider event Code of Conduct.
- A health and safety introduction to take the individual through the event risk assessments and emergency procedures.
- Training from the organisation's Safeguarding Lead on how to identify signs of abuse or neglect and what procedure to follow in the event a concern is raised. This training will be based on HM Government document: "What to do if you're worried a child is being abused, advice for practitioners" and the NSPCC's "Safeguarding 16–25 year-olds: England and Wales" E-learning course.
- Provision of the organisation's event risk assessments and this document for the volunteer to read, understand, and refer to if required. The individual will also be given a copy of the HM Government document used to provide the training on spotting the signs of abuse.



Following induction, volunteers will be required to sign to say they have received and, crucially, understood the induction information given to them, including the copies of this document.

2.5. Refresher Training

The organisation's Safeguarding Lead will refresh their NSPCC safeguarding training every two years.

Volunteers will be required to receive the induction training every two years, after the Safeguarding Lead has completed their refresher training and updated the induction training with new information learned during the course.



Section 3 – Preventing and Responding to Bullying

3.1. Bullying Policy Statement

Bullying includes a range of abusive behaviour that is either repeated or intended to hurt someone either emotionally or physically. We believe that nobody who attends or volunteers at our events should experience abuse of any kind and we are committed to preventing bullying from happening amongst all of our event attendees and volunteers.

We recognise that bullying causes real distress and can cause significant harm. Every person at one of our events has an equal right to protection from all types of harm or abuse and also has a responsibility to help prevent all forms of bullying.

We will work to prevent bullying at our events and, if it does occur, make sure it is stopped as soon as possible and those involved receive the support they need. We will provide our volunteers with the information they need to deal with any incidents of bullying that may occur.

3.2. Preventing Bullying at the Saffron Slam

We have developed a Code of Conduct for all attendees at our events that details how we expect individuals to behave at the Saffron Slam. This will be shared with the group of attendees during pre-event correspondence, so individuals have a chance to read this in advance of the event. We will also discuss this Code of Conduct during the event briefing to make sure all who are present understand and adhere to the same.

In addition, we will also provide our volunteers with training in the content of our Codes of Conduct and recognising the signs of abuse. This is discussed in Section 2.4. in more detail.

3.3. Responding to Bullying at the Saffron Slam

Instances of bullying at the Saffron Slam will be treated as a Safeguarding concern and a breach of the event and/or Volunteer Code of Conduct.

To help the individual who has experienced the bullying behaviour, we will follow the process detailed in Section 1.2. to address the issue.

For the individual who has displayed the bullying behaviour, we will follow the process detailed under the 'What happens if I do not follow the Code of Conduct?' section of our Code of Conduct.

If a volunteer at the Saffron Slam has displayed bullying behaviour, we will follow the process detailed under the 'Inappropriate Behaviour' section of the Volunteer Code of Conduct.

3.4. Diversity & Inclusion at the Saffron Slam

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about welcoming members of Black, Asian, and Minority Ethnic (BAME), disabled, and LGBTQ+ communities to our events.

We will also seek opportunities to learn from members of those communities with lived experiences to help improve our events and celebrate difference at the Saffron Slam.



Section 4 – Running Safer Activities and Events

4.1. Event Risk Assessment & Incident Reporting

We will produce an event risk assessment as part of our Safety Health and Environment Plan (SHEP) to highlight the hazards present at our events, and the mitigation measures we are undertaking to reduce resulting risk ratings. Alongside the event risk assessment, we will maintain Public Liability insurance up to £5m in the event an incident occurs.

Volunteers will be given training during the induction process (refer to Section 2) on safety at the Saffron Slam, our risk assessment process, and carrying out dynamic risk assessments.

All volunteers and participants will be advised during the event briefing to report any incidents or near misses to the organisation's Safeguarding Lead for recording, assessment, and to take steps to mitigate future occurrences if possible. This record can be provided upon request, with personal details redacted as required under data protection legislation.

4.2. Parent/Legal Guardian Consent

The Saffron Slam is committed to safeguarding young people and vulnerable adults at our events. However, Saffron Slam events are not specifically marketed at younger people and are attended by multiple adult members of the public of all ages. In addition, our events are open to any member of the public who wants to visit and watch games being played and these individuals do not need to purchase tickets in advance of the event. As such, we have assumed that, by purchasing a ticket to one of our events, the individual either gives (in the case of the parent/legal guardian purchasing the ticket) or has been given (in the case of the young person/vulnerable adult purchasing the ticket directly) consent.

We are not able to provide direct supervision of young people at our events and, by attending our events, the legal parent/guardian of the young person maintains continued responsibility for the individual. We recommend therefore that the parent/guardian of the individual remains with them for the duration of the event. To ensure the parent/legal guardian is aware of their responsibilities in this respect, we will adhere to the following procedure:

- Ensure that information relating to the responsibility of the parent/guardian for a young person attending our event is clear on the ticketing site.
- Send out correspondence in advance of the event reminding those who have purchased tickets of their responsibilities (and include a copy of the Code of Conduct which we expect all event attendees to follow).
- Request the parent/guardian of the young person contact us in advance of the event to discuss Safeguarding. If they do so, they will be given a copy of this policy document to read and understand. They will also be sent a copy of the parent/guardian consent form to complete prior to the event.

4.3. First Aid

In general, activities likely to be undertaken at the Saffron Slam carry a low risk of injury. In addition, there is no legal requirement to provide first aid for event attendees under the Health and Safety (First-Aid) Regulations 1981. However, the Health & Safety Executive do strongly recommend that



members of the public are considered within risk assessment documents and first aid support is provided.

As such, Saffron Slam events will always have at least one Emergency First Aid at Work trained individual within each event hall who will be able to respond if an incident occurs. In addition, the event briefing and risk assessments will contain guidance for participants to follow in the event of an emergency, including emergency exits and assembly points.



Section 5 – Recording and Storing Child Protection Information

5.1. Creating a Child Protection Record

A Child Protection Record (CPR) will be created in advance of any event where a young person or vulnerable adult intends to visit. A unique CPR document will be created for each individual young person or vulnerable adult, and it will specifically relate to that individual.

The purpose of the CPR is to allow the organisers of the Saffron Slam to understand any specific access or medical needs of the young person, to track any safeguarding concerns, and to have access to an emergency contact in the event an issue arises during one of our events.

Each CPR will contain:

- The parent/guardian consent form and the details therein (emergency contact details, accessibility adjustments/medical issues etc.). This will include any supporting documents the parent/guardian may supply.
- Factual reports of any concerns raised about the individual's safety or wellbeing. This report should include:
 - the date and time of the incident/disclosure
 - the date and time of the report
 - the name and role of the person to whom the concern was originally reported and their contact details
 - the name and role of the person making the report (if this is different to the above) and their contact details
 - the names of all parties who were involved in the incident, including any witnesses
 - the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
 - what was said or done and by whom
 - any action taken to look into the matter
 - any further action taken (such as a referral being made)

As it is expected that a young person or vulnerable adult will only be at any one event for a period of a few hours, any more detailed information regarding the individual is considered excessive for the purpose(s) for which it would be held.

5.2. Storing & Retaining a Child Protection Record

All CPRs will be stored on a cloud-based file storage system with a minimum 256-bit Advanced Encryption Standard (AES). Any device which can access this storage system will be password or biometrics protected.

All existing CPRs will be reviewed within one week of the end of each Saffron Slam event. Any CPR which does not have any outstanding safeguarding concerns raised upon it will be destroyed. This is because retaining this information is not considered necessary after the event.

If there are safeguarding concerns raised on a CPR and relevant authorities (i.e. the Police, Social Services, or the NSPCC) require us to keep a copy of these records, these will continue to be stored. However, within one week of receiving notification that the concern has been addressed by a relevant authority, or receiving confirmation our records are no longer required, the CPR will be destroyed. In



the absence of any notification, CPRs will be destroyed after five years from the date of last entry into them.

5.3. Training

The induction training process for volunteers at the Saffron Slam will include information on child protection records, what they will contain and how the information will be stored/retained.

5.4. Accessing a Child Protection Record

All individuals have the right to see the personal information we hold about them, including young people and vulnerable adults. Parents/guardians can access the information on their child's behalf if they are too young or do not understand it.

Please contact us (elmominiatures@outlook.com) to request your personal information. We will need to confirm your identity and will then search for the information you've asked for.

You may not be able to access:

- Information about or from someone else, especially if that information was given in confidence or where it's confidential to another person.
- Information that may lead to a child or other person being harmed (e.g. if you are identified in a safeguarding concern).
- Information that may be connected to a crime or is protected by legal privilege.



Section 6 – Sharing Child Protection Information & Whistleblowing

6.1. Information Sharing

We will share information with relevant agencies in the following situations:

- If we are specifically asked to share an individual's CPR by a relevant authority (i.e. the Police, Social Services, the NSPCC).
- If a court order requires us to share an individual's CPR.
- If we are concerned that a child, or a member of their family, may be at risk of serious harm.
- If we think a serious crime has been committed, or is about to be committed, which involves someone associated with the individual.

In any of these cases, we will attempt to seek consent to share this information about the individual or their family. However, if this is not forthcoming and we are legally bound to share this information, we will be obliged to do so.

If we are concerned that the process of asking for consent to share this information will put an individual at risk of serious harm, or if a serious crime may have been committed, we will consider sharing this information without consent in the public interest.

If we are to share information without consent, we will keep a written record explaining:

- The steps we took (if any) to get consent.
- The reasons for not securing consent (if known).
- Why (if we did so) we felt it was necessary to share this information without consent.

This written record will be submitted to the relevant agency along with the CPR.

6.2. Whistleblowing

We will encourage all of our volunteers to hold us to account when it comes to Safeguarding. In the event that an individual feels that our Safeguarding procedures (this document) are not clear, concerns are not being dealt with correctly/acted upon, or that there may be repercussions if they raise a concern, they should contact the NSPCC Whistleblowing Advice Line on 0800 028 0285.