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1. Use of Terminology

1.1. A **child** is defined as a person under the age of 18, as per the **Children Act 1989 & 2004**.

1.2. A **vulnerable adult** is defined under the **Care Act 2014** as an adult who has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves.

1.3. **Safeguarding** refers to protecting children and vulnerable adults from abuse, neglect, exploitation, and ensuring they live in safe environments that promote their well-being.

1.4. The term **employee** refers to permanent employees, temporary workers, contractors, and volunteers of YAS.

1.5. **Abuse** can take various forms, including physical, emotional, sexual abuse, financial exploitation, discrimination, domestic abuse, modern slavery, and self-neglect.

1.6. **Neglect** refers to the persistent failure to meet an individual's basic needs, which may result in serious harm.

1.7. The **Designated Lead Safeguarding Officer (DLSO)** is **Lynsey Pack.**

2. Principles

2.1. The YAS Safeguarding Policy and Procedure are based on the following principles.

2.2. The welfare and safety of children and vulnerable adults are the primary concerns.

2.3. Everyone, regardless of age, disability, gender, race, religion, or sexual orientation, has the right to protection from all types of harm or abuse.

2.4. It is everyone's responsibility to report concerns, but safeguarding specialists will determine if abuse has occurred.

2.5. All incidents and allegations will be taken seriously, responded to appropriately, and handled in compliance with UK safeguarding legislation.

2.6. Confidentiality will be maintained in line with the Data Protection Act 2018 and UK GDPR.

2.7. Compliance with this procedure is mandatory for all YAS employees and volunteers.

2.8. The Mental Capacity Act 2005 must be considered when supporting vulnerable adults, ensuring individuals have the right to make their own decisions where they have capacity.

3. **Actions for YAS Employees**

3.1. Employees must always maintain professional conduct to safeguard children and vulnerable adults, protecting themselves and the organisation from false allegations.

3.2. Best practice includes:

- Treating all children and vulnerable adults equally and with respect.
- Prioritising their welfare.
- Maintaining appropriate physical and professional boundaries.
- Keeping accurate records of concerns or allegations.
- Being aware of signs of abuse and neglect, including changes in behaviour, unexplained injuries, or sudden withdrawal.
- Understanding how to respond to disclosures appropriately (see section 5 below).

3.3. In serious cases or if abuse is suspected, employees must immediately report concerns to the **Designated Lead Safeguarding Officer (DLSO)**.

4. **Unacceptable Actions or Conduct by YAS Employees**

4.1. Employees must never:

- Work alone with children or vulnerable adults.
- Consume alcohol while responsible for safeguarding.
- Provide alcohol to children or allow its supply.
- Engage in inappropriate physical contact including holding hands.
- Participate in or allow contact/physical games with children.
- Form inappropriate personal, intimate or sexual relationships.
- Share explicit content or make inappropriate comments.
- Help, even if in good faith, by way of any physical act of a personal nature for children or vulnerable adults

- Accept or send social media requests, text messages, emails or phone calls to children or vulnerable adults.
- Ignore or dismiss concerns raised by children, vulnerable adults, or colleagues.
- Use degrading or humiliating language towards children or vulnerable adults.

4.2. Employees should also take reasonable steps to avoid smoking/vaping in the presence of children.

5. **Responding to Disclosure, Suspicions and Allegations of poor practice or abuse**

5.1. If a person says or indicates that they are being abused (i.e., discloses abuse), or information is obtained which gives concern that a person is being abused employees must:

- Remain calm and listen carefully.
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a speech disability and/or differences in language.
- Avoid leading questions.
- Reassure them they were right to speak up and are not to blame.
- Explain that confidentiality cannot be guaranteed.
- Record the details accurately and as soon as possible, ideally using the YAS-FOR-83 Incident/Concern Record Form, and report them to the **DLSO**.
- Ensure the individual receives appropriate support and safeguarding.

5.2. In cases of immediate danger, employees must contact emergency services (999) immediately.

NOTE

Some individuals may not be able to express themselves verbally (for example very young or disabled children). Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of an individual, record what has been observed in detail and follow procedures to report these concerns.

6. What to do if you have a concern

6.1. Any incidents involving suspected harm or abuse must be reported to the **DLSO**.

6.2. If you are concerned someone is in immediate danger, contact the police straight away on 999.

6.3. Concerns must be reported to the **DLSO**. If the safeguarding officer is unavailable, concerns should be escalated to the **CEO**.

6.4. External safeguarding contacts include:

6.4.1. **North Yorkshire Council Child protection team:** 01609 780 780 (24-hour line) or visit www.northyorks.gov.uk/child-protection

6.4.2. **NSPCC Helpline:** 0808 800 5000

6.4.3. **Police (for emergencies):** 999

6.4.4. **Local Authority Designated Officer (LADO) for Allegations Against Employees**

7. Record Keeping

7.1. Employees must complete a **YAS-FOR-83 Incident/Concern Report Form**.

7.2. Records should be accurate, factual, and stored securely.

7.3. Information should only be shared on a need-to-know basis.

7.4. If the matter is urgent and relates to the immediate safety of a child, then contact the police immediately on 999.

8. Employee Responsibilities and Training

8.1. All employees and volunteers will receive safeguarding training.

8.2. Refresher training will be provided in line with **Working Together to Safeguard Children 2018**.

8.3. Security and event employees will be provided with the contact number of the DSLO to report any concerns.

9. Review and Compliance

9.1. This procedure aligns with UK safeguarding legislation, including the **Children Act 1989 & 2004**, the **Care Act 2014**, the **Safeguarding Vulnerable Groups Act 2006**, and **Working Together to Safeguard Children 2018**.

9.2. It will be reviewed annually to ensure compliance with current legal requirements.

9.3. Feedback from employees, volunteers, and attending schools will be considered for improvements.

10. General Safety Arrangements

10.1. The Society ensures all Society organised events take reasonable steps to protect children and vulnerable adults.

10.2. Unaccompanied children under 12 are not admitted to Society events.

10.3. Emergency contact procedures will be in place for all events involving children or vulnerable adults.

10.4. The Society will monitor its website and social media feeds to ensure that they contain nothing which could harm a child directly or indirectly. Detailed information about children (names, address, interests etc.) will not be disclosed in posts.

11. Safety Arrangements for the Great Yorkshire Show (including Lost and Found Child Procedures)

11.1. Children are always the responsibility of parents and carers whilst on the Showground including the caravan and camping parks. Unaccompanied children under the age of 12 are not admitted to the Great Yorkshire Show.

11.2. Unless by a government body (e.g. Police or other child protective service), no child will be removed from the event or Showground if the person responsible for their care is still at the event or on the Showground.

11.3. All employees, stewards and contractors will be informed prior to each GYS of the Safeguarding Children Policy and their obligations outlined in the policy.

Accommodation

11.4. Children must not be left unaccompanied by their parent or carer in a caravan or tent.

11.5. Employees receiving a report of any children found or unaccompanied in a caravan or tent after the Show has closed should remain with them until the parent or carer is located. **However, employees must never be alone with the child and must abide by all safeguarding best practice.** If a parent or carer can not be located, the employee should contact the police and social care (social services).

11.6. While accompanied children are welcome in most caravanning and camping areas at the Great Yorkshire Show, the Red Camping area (exhibitors and employees) and the exhibitor's hostel, DJ House, is not suitable for children under 18.

Missing and Found Child at GYS

Missing Child Procedure

11.7. If a missing child report is made to employees/stewards/police, then they should contact the Lost Children Reception Point (Green Gables Nursery next to White Gate), via the phone or radio, to ascertain whether the child is there.

11.8. If the child is there, then parents/guardians/teachers should be directed or escorted directly to the Lost Children Reception Point.

11.9. If the child is not there, then parents/guardians/teachers should be directed to the Lost Children Reception Point to record their contact details along with a description of the child.

11.10. Details of the missing child should then be forwarded to Event Control (via the phone or radio) who will inform employees/stewards/police of the description so that they can remain vigilant and may use the public announcement system (without naming the child) if necessary.

11.11. Any member of employees/stewards/police finding the lost child must contact the Lost Children Reception Point immediately. The child must then be escorted immediately to this point. **However, employees must never be alone with the child and must abide by all safeguarding best practice.**

11.12. The above is not an exclusive list of considerations depending on individual circumstances and factors.

Found Child Procedure

11.13. Any child that is separated from the person responsible for their care will be supervised by a member of the team, steward, or police officer until they can be transferred to employees at the Green Gables Nursery. **Employees must never be alone with the child and must abide by all safeguarding best practice during this time.**

11.14. Upon finding a child the following procedure should be followed:

11.14.1. Check if the child has a wrist band that could help identify their parent/carer and try to contact them.

11.14.2. Details of the child are to be forwarded to Event Control (via phone or radio). Event Control will pass details of the child to all stewards/employees and police in case they are contacted by a parent/guardian/teacher.

11.14.3. Event Control will them coordinate with the Lost Children Reception point (Green Gables Nursery next to White Gate) to advise that a child has been found and check if the parent/guardian/teacher is there.

11.14.4. The child should ideally remain where they were found, in case their parent/guardian returns, until a member of Green Gables Nursey staff is able to collect the child and escort them to the lost children point.

11.14.5. No food or drink, except plain water should be given to children in case of allergies.

11.15. Employees of Green Gables Nursey will then take responsibility for the lost child and will take over safeguarding responsibility.

11.16. This same process applies to found children who are part of an organised school group however, employees of Green Gables Nursey will be provided with the schools' emergency contact information by the Charitable Activities Team ahead of the show.

11.17. Employees should take note of the reaction of the child to the Parents/guardians/teachers claiming them to reassure themselves that the person collecting the child is genuine. If there is any doubt, or the child expresses concerns over the adult collecting them, the child must not be released, and the police must be contacted to determine if the child should be allowed to go with the person who is claiming them.

11.18. The responsible adult must provide identification or verification to collect the child.

Lost Child Point Arrangements for GYS

11.19. The lost child point at GYS is located at Green Gables Day Nursery. This operates as a daycare facility year-round but during the show, the nursery operates as a drop-in daycare for show visitors. The same employees operate the facility during the show as the rest of the year. They are fully trained in Safeguarding and this procedure. Green Gables Nursery is self-contained with facilities to cater to children.

Unaccompanied Young People (Aged 12-18) at GYS

General Policy

11.20. Children under 12 must be accompanied by a responsible adult at all times.

11.21. Children aged 12-18 may attend unaccompanied but must have parental/guardian consent.

11.22. All employees and volunteers must be aware of safeguarding responsibilities and procedures.

Pre-Event Measures

11.23. Information regarding the safeguarding procedure for unaccompanied children will be available on the GYS website.

11.24. Clearly signposted Lost Child Points will be established across the showground.

Identifying and Supporting Unaccompanied Young People

Employees must never be alone with the young person and must abide by all safeguarding best practice during this time.

11.25. Employees and volunteers should be vigilant for unaccompanied young people who appear distressed, lost, or in need of assistance.

11.26. Any unaccompanied young person who seeks help should be taken to the Lost Child Point at Green Gables Nursery.

11.27. If a young person appears to be at risk or vulnerable, a safeguarding officer should be notified immediately.

11.28. If an unaccompanied young person is found lost or in distress:

11.28.1. Reassure them and keep them in a safe, visible area.

11.28.2. Ask for their name, age, and whether they have a mobile phone to contact their parent/guardian.

11.28.3. Notify Event Control and take the young person to the Lost Child Reception Point.

11.29. Employees of Green Gables Nursey will then take responsibility for the lost child and will take over safeguarding responsibility.

11.30. If a parent/guardian reports their child missing (e.g. the child was not a pre-agreed collection point when expected):

11.30.1. Obtain their details and last known location of the child.

11.30.2. Contact the Lost Children Reception Point (Green Gables Nursery next to White Gate), via the phone or radio, to ascertain whether the child is there. If not, proceed as follows:

11.30.3. Forward details of the missing child to Event Control (via the phone or radio) who will then inform employees/stewards/police of the description so that they can remain vigilant and may use the public announcement system (without naming the child) if necessary.

12. Safety Arrangements for Countryside Days (including Lost and Found Child Procedures)

Employees must never be alone with the child and must abide by all safeguarding best practice.

12.1. Countryside Days is for children aged 7-11 years old. Children are always the responsibility of teachers/school staff whilst on the Showground

12.2. Unless by a government body (e.g. Police or other child protective service), no child will be removed from the event or Showground if the person responsible for their care is still at the event or on the Showground.

12.3. All employees, stewards and contractors will be informed prior to each Countryside Days of the Safeguarding Children Policy and their obligations outlined in the policy.

Missing and Found Child at Countryside Days

Prevention Measures

12.4. All schools/groups must provide a designated contact person responsible for their children.

12.5. Wristbands are provided ahead of the event for every child with a space to record the emergency contact number.

12.6. Teachers and group leaders should maintain regular headcounts.

12.7. The Lost Child Point is located at the Hall 1 Welcome Desk.

12.8. A Guide for Teachers and school staff is provided ahead of the event detailing safety information including this procedure.

12.9. A Teacher familiarisation day is offered for Teachers and school staff to get to know the site.

Lost Child Procedure

12.10. If a teacher/group leader reports a missing child:

12.10.1. Obtain the child's name, description, school/group, and last known location.

12.10.2. Notify event security and the Designated Safeguarding Lead or Designated Safeguarding Officer via radio or designated communication method immediately.

12.10.3. A tannoy announcement will be made (without naming the child) to alert employees and attendees.

12.10.4. Employees and security will conduct a coordinated search of the event area.

Found Child Procedure

12.11. If a child is found alone and appears lost:

12.11.1. Approach the child calmly and reassure them.

12.11.2. Ask for their name, school/group, and if they know where their teacher/group leader is.

12.11.3. Escort them to the nearest Lost Child Point (Hall 1 Welcome Desk).

12.11.4. Notify the Designated Safeguarding Lead or Designated Safeguarding Officer via radio or designated communication method.

12.11.5. A tannoy announcement will be made (without naming the child) to alert employees and attendees.

12.11.6. If a child remains unclaimed after a reasonable time or there are safeguarding concerns, event management will contact the police.

Reuniting the Child

12.12. Employees should take note of the reaction of the child to the teacher/staff claiming them to reassure themselves that the person collecting the child is genuine.

12.13. If there is any doubt, or the child expresses concerns over the adult collecting them, the child must not be released, and the police must be contacted to determine if the child should be allowed to go with the person who is claiming them.

12.14. The responsible adult must provide identification or verification to collect the child.

12.15. Record details of the incident for reporting and future improvements.

Lost Child Point Arrangements for Countryside Days

The Lost child point at Countryside Days is located at the Welcome Desk of Hall 1. It is always staffed by two people, at least one of whom will be trained in safeguarding to level 3. Toilet facilities are available close by in Hall 1.

13. Safety Arrangements for Springtime Live (including Lost and Found Child Procedures)

Employees must never be alone with the child and must abide by all safeguarding best practice.

13.1. Springtime Live is for families with children aged up to around 9 years old. Children are always the responsibility of their parents/guardians whilst on the Showground.

13.2. Unless by a government body (e.g. Police or other child protective service), no child will be removed from the event or Showground if the person responsible for their care is still at the event or on the Showground.

13.3. All employees, stewards and contractors will be informed prior to each Springtime Live of the Safeguarding Children Policy and their obligations outlined in the policy.

Missing and Found Child at Springtime Live

Prevention Measures

13.4. Wristbands are available on the doors for every child with a space to record the emergency contact number.

13.5. The Lost Child Point is located at the Hall 1 Welcome Desk this is marked on the event map sent out with tickets and provided on the doors.

Lost Child Procedure

13.6. If a child is reported missing:

13.6.1. Obtain the child's name, description, and last known location.

13.6.2. Notify event security and the Designated Safeguarding Lead or Designated Safeguarding Officer via radio or designated communication method immediately.

13.6.3. A tannoy announcement will be made (without naming the child) to alert employees and attendees.

13.6.4. Employees and security will conduct a coordinated search of the event area.

Found Child Procedure

13.7. If a child is found alone and appears lost:

13.7.1. Approach the child calmly and reassure them.

13.7.2. Ask for their name, and if they know where their parent/guardian is.

13.7.3. Escort them to the nearest Lost Child Point (Hall 1 Welcome Desk).

13.7.4. Notify the Designated Safeguarding Lead or Designated Safeguarding Officer via radio or designated communication method.

13.7.5. A tannoy announcement will be made (without naming the child) to alert employees and attendees.

13.7.6. If a child remains unclaimed after a reasonable time or there are safeguarding concerns, event management will contact the police.

Reuniting the Child

13.8. Employees should take note of the reaction of the child to the adult claiming them to reassure themselves that the person collecting the child is genuine.

13.9. If there is any doubt, or the child expresses concerns over the adult collecting them, the child must not be released, and the police must be contacted to determine if the child should be allowed to go with the person who is claiming them.

13.10. The responsible adult must provide identification or verification to collect the child.

13.11. Record details of the incident for reporting and future improvements.

Lost Child Point Arrangements for Springtime Live

The Lost child point at Springtime Live is located at the Welcome Desk of Hall 1. It is always staffed by two people, at least one of whom will be trained in safeguarding to level 3. Toilet facilities are available close by in Hall 1.

YORKSHIRE AGRICULTURAL SOCIETY

Code of Conduct for Working with Children & Vulnerable Adults

Our Commitment

- ✅ The welfare of children and vulnerable adults is our top priority.
- ✅ Treat everyone with dignity and respect.
- ✅ Maintain professional boundaries at all times.
- ✅ Report all safeguarding concerns immediately.
- ✅ Follow UK safeguarding laws and YAS policies.

DO

- ✔ Prioritise safety and well-being.
- ✔ Communicate clearly and appropriately.
- ✔ Obtain consent for photos/videos.
- ✔ Document and report any concerns.
- ✔ Follow YAS safeguarding procedures.

DON'T

- ✖ Work alone with children or vulnerable adults.
- ✖ Engage in inappropriate physical contact.
- ✖ Make suggestive remarks or jokes.
- ✖ Use social media to contact children.
- ✖ Ignore safeguarding concerns.

- All employees and volunteers must complete safeguarding training.
- Non-compliance may result in disciplinary action.
- Review Date: February 2026
- 📌 Stay vigilant. Speak up. Protect those at risk.

Report Concerns Immediately

- 📞 Designated Lead Safeguarding Officer (DLSO) - **Lynsey Pack - 07432400461**
- 📞 Emergency Services: 999 (for immediate danger)
- 📄 Complete a YAS-FOR-83 Incident/Concern Report Form

Complies with YAS-PRO-94 Safeguarding Children and Vulnerable Adults Procedure Issue 2