



# ANNEX 3

## ECPAT INTERNATIONAL CHILD-SAFE EVENT PLANNING CHECKLIST

As per ECPAT policy and procedures, there must be a written record of child safeguarding risk assessments conducted in case of any activity, in person or online, conducted where children may participate.

### Some of the common risk areas include:

- Children being abused (physically/sexually/emotionally) by adults (ECPAT International staff, non-ECPAT International individuals).
- Children being abused (physically/sexually/emotionally) or bullied by other children/young people.
- The needs of children with special needs are not adequately met.
- Child getting lost or running off when attending 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.
- Homesickness/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 behaviour.
- Inappropriate accommodation arrangements during international/residential events.
- Risks associated with online activity or media exposure.
- Lack of follow-up and support after the event.

This checklist should be applied and adapted for online events as well.

No.	Safeguarding Item	Action to take	Resources to be used	Person Responsible	Done/Not Done	Additional Comments
1	Planning, Information and Awareness	<p>The objectives and expectations from the participation of children in the event/travel must clearly stated to the:</p> <ul style="list-style-type: none"> <li>▪ Child</li> <li>▪ Parents, caregivers, or other legally required entity/individual</li> </ul>	No fixed template – this should be based on project document and presentation of the event/travel objectives and expectations			

No.	Safeguarding Item	Action to take	Resources to be used	Person Responsible	Done/Not Done	Additional Comments
2	Risk Assessment	<p>Conduct a child safeguarding risk assessment to cover all potential risks that could jeopardise the health, safety, protection, and well-being of participants.</p> <p>Regularly update the risk assessment and share with all staff involved in the event. Keep a written record of the risk assessment on file.</p> <p>In case of international travel – individual risk assessments have to be conducted with the concerned child (and potentially caregiver) to identify risks and needs prior to travel).</p>	Safeguarding risk assessment			
3	Supervision / Accompanying Arrangements	<p>Ensure that there are adequate supervision arrangements in place and appoint chaperones/ accompanying adults for children and young people involved in the event.</p> <p>In case of travel – accompanying adults are mandatory.</p> <p>The accompanying adults must adhere to the minimum standards as set out in the Safeguarding Procedures and ECPAT Code of Conduct</p>	See requirements for accompanying adults			
4	Health and Safety	<p>For international travel, medical cover and travel insurance should be obtained in advance.</p> <p>Children should not travel internationally without adequate insurance or a reasonable alternative preparation for potential medical expenses.</p> <p>Written permission from the child's parents/caregivers to act on their behalf for medical emergencies (included informed consent together with a medical history/record of the child.)</p>				

No.	Safeguarding Item	Action to take	Resources to be used	Person Responsible	Done/Not Done	Additional Comments
4	(cont.) Health and Safety	Should the child require vaccinations for travel, the vaccinations should be fully completed two weeks prior to departure.				
5	Safeguarding Focal Point	Appoint a lead safeguarding focal point to act as the first point of contact for advice and to respond to any safeguarding concerns that arise during the event.				
6	Roles & Responsibilities	Ensure that all staff and any contracted individuals or suppliers (if relevant) are aware of their specific safeguarding responsibilities at the event.				
7	Supervision Arrangements	Ensure that there are adequate supervision arrangements in place and appoint chaperones for children and young people involved in the event.				
8	Participant's Information	Collect essential information for all participants including name, contact number, address, and emergency contact details and health records. Keep them in a secure place as per our policy.				
9	Child Safeguarding Code of Conduct	Ensure that all staff and any contracted individuals or suppliers (if relevant) who will be involved with the event sign the Child Safeguarding Code of Conduct.				
10	Safeguarding and Information Pack	<p>Prepare a Child Safeguarding Events Pack that includes all essential safeguarding information.</p> <ul style="list-style-type: none"> <li>▪ Distribute this to participants before the event.</li> <li>▪ The pack should include at the very least the child safeguarding policy, code of conduct, safeguarding focal point contact details, reporting channels and child safeguarding guidelines for the event.</li> </ul>				

No.	Safeguarding Item	Action to take	Resources to be used	Person Responsible	Done/Not Done	Additional Comments
10	(cont.) Safeguarding and Information Pack	<ul style="list-style-type: none"> <li><b>In case of national or international travels</b> – the pack should also include basic information about the place visited, culture, contexts, and other security information and emergency numbers.</li> </ul>				
11	Consent & Permission	Prepare and send consent and permission forms <sup>1</sup> to the participants in advance of the event. Children in the event must get consent from parents/carers, particularly if they are being asked to perform a specific role in a special event and/or when the event takes place away from home.				
12	Media and communication	Prepare and agree with the child and parent/caregiver in case specific media and communication will happen before, during and after the event.				
13	Reporting and complaint mechanism	Arrange for clear and accessible reporting channels at the event and inform participants of what steps to take if they have a concern.				

**Name of Event:** \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Responsible ECPAT staff member/s \_\_\_\_\_  
(list):

Other members, partners, agencies involved \_\_\_\_\_  
(list all):

\_\_\_\_\_

Follow-up Needed (Y/N). if Y, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. This can include but is not limited to medical, audio, visual and text consent forms.