

GUIDANCE NOTES ON CHILD PROTECTION

1 GENERAL

- 1.1 It is recognised that Hirers may have their own Child Protection Policy in place. However as a minimum requirement we suggest that all groups hiring the Premises will ensure that there is an appropriate ratio of adults to children.
- 1.2 For children up to the age of 7 the suggested minimum ratios are:
- 0-1 years: 1 adult to 3 children
 - 2-3 years: 1 adult to 4 children
 - 4-7 years: 1 adult to 8 children
- 1.3 For children/young people aged 8 years up to 17 years the suggested minimum ratios are:
- Up to 20 children/young people: 2 adults (preferably one of each gender)
 - For every additional 10 children/young people: 1 additional adult
- 1.4 For the purpose of paragraphs 1.2 and 1.3 above an adult is a person aged 18 or over.
- 1.5 Adults must have a list of names of all children/young people attending together with emergency telephone numbers for each one.
- 1.6 Adults must be aware of any medical problems e.g. allergies asthma diabetes and diet restrictions.
- 1.7 Adults must know where first aid equipment is kept and should be able to administer basic first aid requirements.
- 1.8 All children/young people must be kept within sight and should ensure that no child/young person leaves the Premises without an adult.
- 1.9 Adults must know what arrangements have been made for each child to be safely picked up at the end of the event.
- 1.10 It is the responsibility of the Hirer to ensure that an adult remains until all the children/young people have been picked up and that all children/young people are taken safely from the Premises when the event is over.