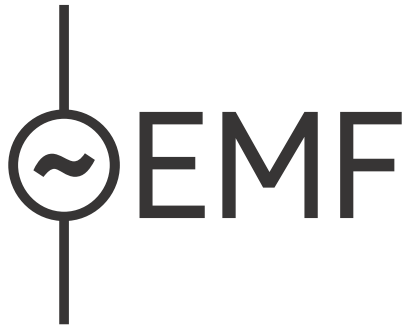


# Electromagnetic Field 2014



Event Management Plan

July 14, 2014

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# 1 Event Overview

Electromagnetic Field (EMF) is the UK's largest technology-focused camping festival: A three-day event for people with an inquisitive mind and an interest in science, engineering, technology, crafts, DIY, and computer security.

EMF can be seen as a cross between a conference and a festival, with talks and workshops on a wide range of subjects across a series of marquee-based stages. In addition, there will be demonstrations and art installations by attending members of the community, and a some music (which will comprise a limited amount of the programme).

EMF is a non-profit event run by a dedicated team of volunteers who have experience staffing and organising similar events across Europe.

## 1.1 Key Information

Public Event Hours	08:00 Friday 29 <sup>th</sup> August – 17:00 Monday 1 <sup>st</sup> September 2014
Site Capacity	1500
Ticket Price	£90–£120
Location	Hounslow Hall Estate, Drayton Road, Newton Longville, MK17 0BU

## 1.2 Context

EMF 2014 is the third event, and the second major camping festival, organised by Electromagnetic Field Ltd.

EMF follows in the footsteps of a number of similar events across Europe and the USA, the most recent being the successful 3500-capacity OHM 2013 festival last year in the Netherlands.

Our last three-day festival in 2012 brought more than 600 attendees to Pineham Park in Milton Keynes for talks and workshops on topics ranging from genetic modification to electronics, blacksmithing to high-energy physics, reverse engineering to lock picking, computer security to crocheting, and quadcopters to beer brewing.

## 1.3 Demographic

EMF events have historically attracted a broad spectrum of attendees due to the variety of talks and workshops available.

The audience demographic is expected to broadly range in age between 18 and 50, with the majority of attendees being between 22 and 35, and a slight male bias.

# 2 Management

Electromagnetic Field is an entirely volunteer-run event, but we strive to operate the event to a standard equivalent to professionally-run events. A number of members of the organising team have significant experience running similar events across Europe, including the 3500-capacity OHM 2013.

Overall responsibility for the operation of the event lies with the Directors of Electromagnetic Field, Russell Garrett and Jonty Wareing.

Those volunteers involved in running the event are formed into teams, with each team having an experienced lead and a deputy lead who are accountable for that team.

Organisational meetings of all team leads (the "organising team") are held periodically prior to the event. During the event, meetings of the organising team will be held daily to deal with any issues arising.

An experienced member of the organising team will be designated as the "duty site manager", and will be on call 24 hours a day during the event to respond to incidents.

### 3 Site

The event will be located in farmland at the Hounslow Hall Estate, Newton Longville. The site is operated by Explore The Country and EMF has a license to use it between Monday 25<sup>th</sup> August and Thursday 4<sup>th</sup> September.

Where not otherwise secure, the site will be surrounded by a Heras-style fence for security purposes. This perimeter will surround the event tents and all camping areas. All licensed activities will happen within the perimeter.

The entrance gate will be staffed 24 hours per day, and tickets will be exchanged for wristbands on entry.

Further detail of the site layout, including the locations of tents, toilets, and water supply, may be found on the site plan.

### 4 Licensing

EMF will be covered by a Premises License for the sale of alcohol and the provision of regulated entertainment. The proposed licensed hours are:

Friday 29 <sup>th</sup> August	1200 – 0200
Saturday 30 <sup>th</sup> August	1200 – 0200
Sunday 31 <sup>st</sup> August	1200 – 0100

#### 4.1 Alcohol Sales

The bar will be operated by EMF and staffed by volunteers. All bar staff will receive a briefing on legislation and event policies before starting work. The bar will operate a “Challenge 21” policy for dealing with under-18s, and will only accept approved documents as proof of age. Bar staff will be instructed not to serve customers who are drunk, and will be familiarised with the strength of the drinks they are serving.

A full price list will be provided at each bar, which will include the ABV levels of each drink and the measured quantity in which spirits are being sold.

Drinks will not be served in glass containers. Attendees will be advised not to bring glass onto the site.

Previous events have had no recorded alcohol-related disorder, and we do not expect this event to be any different.

#### 4.2 Regulated Entertainment

The main focus of EMF is talks and workshops, however we will provide some live music and DJs, as well as ancillary recorded music between talks. Music is a secondary focus of the event, and will not be a major component of any promotion or advertising.

#### 4.3 Public Nuisance

The event site is not in direct proximity to any residential areas - the nearest residential properties are approximately 900m to the south-west and 1.5km to the north-west of the site - and is located in a natural dip in the land.

EMF is a camping festival, and no day tickets will be on sale. The majority of attendees are not expected to leave the site during the event, and due to the location of the site within the Hounslow Hall estate, leaving the site on foot will be strongly discouraged.

Because of this, there is a very low risk of attendees causing public nuisance outside the site.

## 5 Noise

We are mindful of the need to keep noise nuisance to an absolute minimum and EMF will cooperate fully with Environmental Health and local residents to achieve this.

Staff involved with noise monitoring, the duty site manager, and staff at any locations within the site using amplified music will be in radio contact and instructed to effectively and swiftly reduce noise levels if necessary.

No amplified music will be permitted on site outside of the licensed hours.

### 5.1 Control

In order to manage the noise impact on the local area, EMF will implement the following noise control plan.

As agreed with Environmental Health, EMF will ensure noise output remains below the following thresholds, measured over a 5 minute period, at noise sensitive boundaries:

Before 2300	15dB(A) above ambient
After 2300	10dB(A) above ambient

In addition, EMF will ensure that the noise level in the frequency band 63–125Hz will not exceed 70dB(L) at noise sensitive boundaries at any time.

Noise levels will be checked at noise sensitive boundaries using a calibrated sound level meter, at least once before 2300 and once after 2300 each day, whenever there is amplified music being played.

## 6 Children

The event will be family-friendly with a dedicated children's area. Under-5s will receive free tickets and under-16s will receive a discount.

All reasonable efforts shall be made to ensure that there are no unaccompanied under-16s on site.

A DBS-checked volunteer will always be on-call in case of a lost child situation. The lost child policy can be found in appendix B.

## 7 Water

Mains water is available on site. This supply will be buffered by a 10,000 litre water tank which will supply all water to the site. Taps and washbasins will be provided.

All temporary water installation will be handled by a contractor in compliance with Water Authority Regulations. Before any attendees arrive on site, the mains water supply will be tested by a laboratory to ensure water quality.

In the event of a water supply failure, an emergency contract will be in place with the water supplier to refill the water supply tank from tankers.

## 8 Toilets & Sanitation

As there are no toilet facilities on site, a minimum of 20 toilets and 5 urinals, as well as two disabled toilets, will be provided. This is well in excess of the recommendations made by the HSE Event Safety Guide.

Showers will also be provided.

## 9 Food

Food on site will be provided by commercial food concessions. Food hygiene certificates will be checked and kept on file for all food vendors.

## 10 Staffing

As is common with similar events, we aim to provide as many staff as possible by asking attendees to volunteer. All stewarding will be overseen by an experienced stewarding co-ordinator.

### 10.1 Staffing Levels

Staff levels will be allocated as follows:

Role	Period	Staff
Main Gate	24/7	2 – 4
Information Point	24/7	
Roving	24/7	2 – 4
Bar	Licensed Hours	2 – 5
Per Tent	During Talks	2
Control	24/7	1

As well as these staff, a dedicated duty event manager will be on call at all times during the event.

In the unlikely event staffing levels cannot be guaranteed, external stewarding services will be sought.

## 11 Communication

### 11.1 Radio

All key members of staff will be issued with a radio and a contact list, and will be trained in its use.

A “control” member of staff within the site office will be contactable by radio at all times and will have emergency contact details for the organisation team.

### 11.2 Telephone

A number of fixed and mobile phones will be available at the site office so contact telephone numbers can be made available to external parties and staff who may be out of radio range.

### 11.3 Emergency Communications

Public information shall be capable of being broadcast at all stages by the stage managers. Loud hailers will be available for use by relevant staff to give information directly to attendees.

## 12 First Aid

First aid will be provided by EMF's trained volunteers, including those with advanced St John's Ambulance qualifications and previous experience in large-scale festival first aid.

During setup and teardown there will be at least one qualified first-aider on duty. During the licensed period, there will be at least four qualified first aiders are on duty at all times.

Further information on first aid can be found in the first aid policy in appendix A.

## **13 Transport and parking**

Attendees will be encouraged to use public transport or car-share as much as possible. Car parking on site will be ticketed, and vehicles will not be allowed on site without a pass. A shuttle bus service will be provided between the site and Bletchley station.

Around 500 vehicles are expected to park on site, although the capacity of the car parking fields is in excess of 1000. Some of the car parking fields are located some distance away from the festival site, and if these are used, a shuttle service will run between the two locations.

### **13.1 Approach Routes**

The published approach route for attendees arriving by car from the M1 or the South will be along the A4146/Stoke Road, which will avoid directing traffic through Bletchley and Newton Longville.

Sufficient stewarding capacity will be provided to ensure all cars are promptly parked as they arrive to reduce any queueing on public roads to a minimum.

### **13.2 Traffic Management**

The sole means of access to the site is from a single access road off Drayton Road, with a length of approximately 1.5km. While cars are arriving, stewards will be posted to marshal the traffic.

There is a gate which controls access to Hounslow Hall Estate, which will be closed during off-peak hours. The gate can be remotely operated by staff if vehicles need to be allowed onto site. The telephone number for the site office will be posted at this gate and will be made available to emergency services on request.

Procedures will be in place to quickly clear the access road of traffic by running vehicles off into adjacent fields if emergency services require access to the site. Stewards handling traffic management will be briefed on these procedures.

### **13.3 Vehicle Safety**

Vehicle movements within the perimeter fence will be restricted to essential journeys during peak hours (11:00–23:00) and co-ordinated by radio. No un-marshalled vehicles will be allowed to move during peak hours.

Only competent members of staff will be allowed to use site plant. Their training and certification will be checked before the event.

## **14 Fire risk**

### **14.1 Sources of ignition**

The main sources of ignition at EMF are:

- Hot exhaust from generators
- LPG appliances in catering area
- Camp fires and gas appliances used by attendees



## **14.2 Steps to minimise risk**

The following steps will be taken to mitigate risks of fire:

- Generators provided by EMF will be sited away from all combustible materials in accordance with supplier's guidance.
- No other generators will be allowed on site.
- Combustible materials will be stored away from structures.
- Firefighting equipment will be provided on site and make staff aware of its location. Fire extinguishers will be sited in all event tents.
- Fire lanes will be provisioned within camping areas and clearly marked.
- Camp fires will not be allowed on the ground.
- Attendees will be instructed not to use gas appliances in tents.
- Fire lanes will be provided in camp sites and monitored to be kept clear.
- Roving staff will be instructed to monitor the site for any fire hazards and contact control over radio.
- Catering/concessions staff will be made aware of regulations regarding gas storage.
- Catering area will be sited well away from camping area.
- Sufficient access to the site will be provided and maintained clear for access of fire appliances.
- Weather conditions will be monitored in case of very dry conditions raising the risk of spread of fire through vegetation.

## **14.3 Emergency plan**

All stewards will be briefed on steps to take if a fire is discovered which will include alerting other staff by radio and, if necessary, evacuating attendees.

## 15 Overall Risk Assessment

Hazard	Risk	Affected Parties	Control Measures	Resulting Risk	Responsible Team	Comments
Electrocution	Moderate	Everyone	All electrical installations to conform to BS7671. 30mA RCDs on all final circuits. Regular visual checks. Attendees who require power should be briefed on the risks.	Moderate	Power	
Fire	Moderate	Everyone	Please refer to previous section on fire risks.	Low	All	
Injury from vehicles operating on site	Moderate	Everyone	Vehicle movements on site to be restricted during peak hours (11:00–23:00) and co-ordinated by radio. No unmarshalled vehicles during peak hours.	Low	Stewards	
Trips & Falls	Moderate	Everyone	As far as is practical, ensure all cables are buried or flown above head height. Ensure site is adequately lit.	Moderate	Setup	Trip hazards (guy ropes, etc.) will always be present on a camp site.
Glass injuries	Moderate	Everyone	Discourage bringing glass onto site. Alcohol should be served in plastic or paper cups.	Low	Stewards	
Drowning in Lake	Moderate	Everyone	Lake to be well-lit and adequately fenced off with pedestrian barriers.	Low	Setup	
Public order issues	Low	Everyone	Stewards to monitor situation and report by radio.	Low	Stewards	Event is expected to be low-energy.
Injury from temporary structures	Low	Everyone	Reputable contractors should be used.	Low	Setup	
Dehydration & Sunburn	Low	Everyone	Water readily available. First aiders on site.	Low	First Aid	
Insect bites & stings	Low	Everyone	First aiders on site.	Low	First Aid	

## **16 Event Contact**

Russ Garrett (Event Manager & Designated Premises Supervisor)

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London N1 3JL

Email: [russ@emfcamp.org](mailto:russ@emfcamp.org)

Telephone: 07799 027 946 (email contact preferred, unless urgent)

## **A First Aid Policy**

### **A.1 Overview**

In accordance with the Health and Safety Executive guidance, EMF camp will provide, at any one time, 4 first-aiders, available and on call 24 hours a day for the duration of the festival. Their remit is threefold:

- Provision of first aid to any festival attendees, and EMF staff or volunteers, throughout the duration of the festival and during setup and strike-down
- Support for the basic welfare of the festival attendees and EMF staff and volunteers
- Management of any situations involving lost children for the duration of the event, in conjunction with the Children team. (see document - Lost Child Policy)

First Aid practice is defined by the 10th Edition of the First Aid Manual (Published 2014, Dorling Kindersley), the official manual of the Red Cross, St John's Ambulance and St Andrew's Ambulance. First-aid volunteers will be required to be familiar with this document and operate within its instructions. A copy of the manual will be available on site for reference.

### **A.2 Recruitment**

All first-aiders at EMF are volunteers and must present two different kinds of credentials to the First Aid Team Lead: Each volunteer must have, as a minimum, a qualification that meets the guidelines and criteria as defined by the Health & Safety Executive (HSE) in respect of the 1981 (First Aid) Regulations, such as a First Aid at Work certificate.

Those with qualifications that are equivalent to, or superior than, first-aid-at-work will also be accepted. Examples include:

- Healthcare professionals, for example GPs, nurses, or paramedics
- Community First Responder
- First aider with St John's Ambulance
- First aider with the Red Cross

In all cases, a copy of the relevant qualification(s) will be checked by the First Aid Team Lead before the event. A digital copy will be retained by the First Aid Team Lead and the event organiser in a secure format in accordance with the Data Protection Act.

### **A.3 Disclosure**

As first aid volunteers may need to work with children or vulnerable adults an Enhanced Disclosure from the Disclosure and Barring Service is required. Proof of this must be presented to the First Aid Team Lead and the festival organiser before the event. Those without a current Enhanced Disclosure will be required to apply for one through the EMF before the event. Digital copies of disclosure paperwork for all volunteers will be kept securely by the First Aid Team Lead and EMF organiser in accordance with the Data Protection Act.

## **A.4 Strategy**

First aid cover will be provided 24 hours a day for the days when the festival is open to the public. In addition, cover will be provided for the setup and strike-down of the festival as long as EMF staff and volunteers are on site.

Cover will be organised as 3 shifts of 8 hours, with four first aiders on duty at any one time. First aiders will operate in pairs, with one pair roaming the site, and the other pair based at the designated first aid point. Both teams will be provided with radios.

The shifts will commence at 10am in the morning. The 2am to 10am shift will be covered by two first aiders and will be an 'on-call' service, i.e a mobile phone number will be provided to all the EMF personnel and stewards for the first aiders on duty.

One member of the four will be designated the "shift-leader", responsible for the organisation of the two teams for the duration of the shift.

The first aid point will also operate as a welfare point. It will therefore be equipped with bottled water, sun-cream, camp beds and heaters (see below).

The first aid point will be in a dedicated tent, clearly marked on the site plan, and signposted outside. Its location will be made known to EMF staff, volunteers and attendees and will be staffed from 8am to midnight through-out the event, with the overnight first aid cover provided on an on-call basis.

## **A.5 Access**

Access to the site is via road (Drayton Road). The first aid point is located near the entrance to the site, next to the info-desk and NOC tent. In the event of an ambulance being required on scene, the first-aid team will liaise with the stewards and EMF volunteers to make sure the area of road around the site entrance is kept clear.

Non-urgent casualties who require hospital treatment but not an ambulance will be taken to the receiving hospital via car, either by a car belonging to the first-aid team, or a taxi. In both cases, the casualty will be escorted by a member of the first-aid team, if requested to do so by the casualty or if the first-aider deems it necessary.

The site itself is a mixture of fields and tracks and a lake. There are trackways throughout the site, with extra firelanes marked for emergency vehicles. In the event an ambulance is required at another part of the site, the first-aid team will liaise with the stewards to direct the vehicle and provide clear access.

## **A.6 Communications**

The First-aid team will work closely with the volunteer, info-desk and children teams.

Volunteers and stewards will be made aware of the location of the first-aid point and the mobile phone numbers for the first aid team. Both of the first aid pairs on duty will be provided with a mobile phone and these two numbers will be circulated to the info-desk, volunteer and children teams.

Volunteers and members of the general EMF team who respond to a first-aid situation should advise the casualty to make their way to the first aid point if they are able to do so. If not, the volunteer should contact the first aid team immediately and stay with the casualty until members of the first aid team arrive.

Between the hours of 2am and 10am, the first-aid team will be available via the first aid mobile number. Volunteers responding to first aid situations at this point should proceed as above, but call the first aid mobile number immediately.

Both the first aid point and the roaming team will be provided with a radio. Radio protocols, such as channels, codewords and such will be circulated at the initial briefing, on-site. Particular attention is given to the lost and found child reporting (see Lost Children Policy).

## **A.7 Equipment**

Equipment will be provided for each first aid volunteer. These will include a first aid kit, a high-visibility tabard and a radio. Volunteers will be advised to bring appropriate warm and waterproof clothing and footwear.

First aid supplies and equipment will be purchased from St Johns Ambulance supplies. The First Aid Team Lead will be responsible for the first aid equipment and consumables for the team, and checking that it meets the required standards.

## **A.8 Medical waste disposal**

All medical waste will be disposed of in the correctly marked bags (orange, clinical waste bags) and will be kept at the first aid point until the end of the strike-down, whereupon they will be disposed of in accordance with the local health authority's requirements. Sharps bins will be provided and disposed of in the same fashion if used.

Standard waste will be disposed of using the facilities provided by the sanitation team.

## **A.9 Reporting**

All first aid administered will be recorded electronically on the 'patient-report-form', with any serious incidents being reported on an additional RIDDOR form. Patient report forms will be kept by the First Aid Team Lead and the EMF organiser with a copy sent to the patient upon request. This data will be kept in a secure format and accordance with the Data Protection Act.

These members of the first aid team who are members of St Johns, Red Cross or another organisation who have their own paperwork requirements may fill out their own paper-work in addition to EMF's requirements.

## **A.10 Local Authorities**

Both the local ambulance service control room and the local police service will be informed, prior to festival, that an event is taking place where first aid cover is being provided.

### **Hospitals**

The nearest hospital is:

Milton Keynes Hospital, Standing Way, Eaglestone, Milton Keynes, Buckinghamshire MK6 5LD, United Kingdom

Milton Keynes Hospital is located 8 miles away from the EMF Camp site and is accessible via two major roads.

First Aid volunteers will be made aware of the hospital location. In addition, the local ambulance service shall be made aware of EMF Camp prior to the event.

### **Social Services**

Given the nature of the event, it is recommended that local social services be made aware of EMF.

## **A.11 Major Incidents**

In the event of a major incident occurring on site, all personnel, unless actively treating a patient are to report to the First Aid Post for instructions. This includes these first-aid volunteers who are currently on shift.

All EMF first-aid resources will be placed under the direction of the Ambulance Service NHS Trust either on site or until their arrival.

Any fatalities will be dealt with by the Police in conjunction with the Event Management Team and the NHS Ambulance Service in line with the Police Plan for this eventuality.

## **B Lost Child Policy**

This policy document has been prepared for the guidance of everyone working as part of the volunteer team at EMF and follows Home Office and Department of Health recommendations. It is essential that all team members adhere to these guidelines. In the event of a query, team members are advised to consult the team co-ordinator or her assigned deputy or the appropriate shift leader for further guidance.

These guidelines are intended as a practical framework for people working with children in voluntary settings to help ensure the safety, well being and protection of children in their charge.

It is the responsibility of every member of the EMF volunteer teams to prevent the physical, sexual and psychological abuse or neglect of children and young people, or vulnerable adults, in our care and to report any such abuse that may be suspected or discovered.

The Lost and Found Children service will be provided 24 hours a day while ticket holders are onsite. All enquiries and dealings regarding lost and found children will be co-ordinated by the EMF First Aid Team and all staff onsite will be briefed about this.

The EMF First Aid Tent is the designated lost child point and will be marked as such on any maps, printed or online EMF information.

### **B.1 Reporting Protocols**

Upon receiving a report of a missing or found child, young person or vulnerable adult, staff will notify HQ as soon as practicable. HQ will forward this information on to the first aid team, either via radio (between the hours of 8am and midnight) or via mobile phone (between the hours of 2am and 10am).

All staff at EMF should be made aware as soon as possible, noting the caveat concerning radios below. All staff on gates to the site should not allow any child to leave the site until it has been confirmed with the First Aid Team that the child is not reported lost. Announcements should be made at each stage. These announcements will be treated as a priority and will be broadcast at the earliest opportunity. Announcements will not refer to the child specifically or give personal details, descriptions or names.

Found children should be reported to HQ in a similar manner. In addition, upon finding a lost child or vulnerable adult, the volunteer in question should make immediate steps to bring another volunteer to the scene as quickly as practicable, if they are on their own. It is essential that a lost child or vulnerable adult not be left in the care of one person. A pair of first aiders from the will be dispatched and visit the scene in order to escort the child or vulnerable adult to the EMF First Aid Tent.

While in the care of the EMF First Aid Team, every effort will be made to ensure the comfort, safety and well-being of the child, young person or vulnerable adult in a manner which does not violate their human rights and follows the recommended guidance. Efforts will be made to re-unite the individual with their parent or guardian, as appropriate, or referral to statutory agencies as appropriate.

It should be noted that the EMF First Aid Team has no right to detain any person – child or considered vulnerable adult – against his or her wishes. Efforts will be made to negotiate the best course of action for that individual.

If there is any suspicion of abuse or neglect of the child or vulnerable adult, the EMF First Aid Team Leader or Deputy Team Leader must be informed and a decision will be taken whether to involve the relevant services, such as the Police & Social Services.

Time scales will be taken into consideration. If a child or vulnerable adult is not found within a reasonable time, or a found child is not re-united with a parent or guardian within a certain time, local authorities will be contacted, and the situation escalated.

Any individual who is behaving, or expressing a serious intention to behave, in a manner likely to harm themselves or others should be considered at risk. Support from security and/or Police may be needed while the situation is assessed.

Any parent/guardian of a child or young person, or friend of a missing person, who reports them missing may need support and it is to be expected that the member of EMF staff will direct them, or escort if necessary, to



the EMF First Aid Tent. They may be considerably distressed. At this point, staff should keep details minimal when notifying the EMF First Aid Team; the team will take full details.

When a child is reunited with their parent or guardian, identification should be requested and recorded. Only in extreme circumstances should a child be allowed to leave without the parent providing some form of ID. Should the child seem afraid or unwilling to accompany the parent or guardian then assistance from the Police should be sought. Equally, should the parent or guardian seem in any way unfit to care for that child then assistance from the Police may be sought.

## **B.2 Radio Usage**

All efforts will be made to restrict the amount of information given over the radio, such as names or other identifying details. A fixed or mobile phone line should be used wherever possible. Radio 'code words' for children will be in use at this event, and all staff with radios will be briefed on these.

## **B.3 Definitions and Key Terms**

The Children's Act (1989) defines a child as any person under the age of 18 years. For practical considerations at events such as this, each young person will be assessed on a case by case basis with regards to the safety and well being of a minor.

The definition of a vulnerable adult is given in the 'No Secrets' guidelines published by the Department of Health in 2000 as someone "who is or may be in need of community care services by reason of mental or other disability, of age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" Further, it defines abuse as "a violation of an individual's human and civil rights by any other person(s)."

In particular, it should be noted here that adults (i.e. those aged 18 years or higher) have the right to make their own decisions unless there are clear grounds to override this as a result of their lack of capacity OR if wider public interest is involved.

The law in relation to adults offers far fewer opportunities or responsibilities in relation to intervention. The principle here is to promote negotiation with regard to the individual's capacity at that time.

It is essential that the boundaries of confidentiality are explained to the child or young person or vulnerable adult - if possible before disclosure, i.e. where it is suspected they might be about to disclose. Under the Children's Act (1989), we have a duty to inform Social Services of any reports of abuse involving children and cannot therefore keep such details confidential. This is for the protection of the individual and possibly others. It is the role of the team co-ordinator or her assigned assistant to liaise with Social Services in this matter and she is responsible for making them aware of the disclosure.

Written notes will be kept of all relevant information. Information should however only be shared on a strictly 'need to know' basis.