

# DEVON FEDERATION OF YOUNG FARMERS CLUBS

## Briefing and guidance for security staff at YFC event

This document has been produced to ensure a consistent and safe approach to managing the event where alcohol is being consumed. Clear communication and planning are needed to help reduce risk and running a safe and successful event.

### Information before the event members should know?

The clubs are given prior notice of forthcoming County event. This gives time to order tickets and make arrangements for any 16 & 17 year old members wanting to attend, as they need to pre-order tickets. The under 18 members attending such an event must be accompanied by a responsible adult (aged 21 or over and a current member or leader). The same adult can only be responsible for 2 members at the same time. The adult needs to be in a fit state to supervise the members they are responsible for. If the under 18 is asked to leave the event their responsible adult must accompany them and ensure they are safe.

### Before the event

- Security staff must be licensed and need to be carrying and displaying their SIA license badges. All security staff must sign in and give badge numbers on the sheet provided.
- The event senior steward should walk round the site with the security team leader and others if necessary before the event starts. Checks should include exits opening and final check for other hazards that may cause an issue during the event.
- Procedures for first aid and safe area will be discussed and agreed before the event starts.

### During the event

- The Security staff will be responsible for checking the ID of all those entering the event. Identification for 18 & overs will need to be a photo driving license or other official form of photo ID such as, Passport or photo ID with pass hologram (if security are unsure of age a YFC membership card is not enough proof).
- Searches and bag searches are recommended at event, this will be carried out by the SIA staff.
- SIA staff are responsible for external and internal patrols during the event.
- The licence holder, senior stewards and security staff are entitled to refuse to admit or to serve anyone who is drunk and can request the person leaves the premises.
- At most events, searches will be carried out by security staff at the point of entry alcohol and other inappropriate items will be confiscated.
- All non-members must be 18 or over, non-members need to be signed in by a current adult member. If no one is prepared to sign a non-member in they can be refused entry.
- 18 & overs and under 18's will be identified by different coloured wristbands.
- Any person found to be buying alcohol for a minor will also be asked to leave.

- Any person considered to be a hazard due to the amount of alcohol they have consumed will be refused further alcohol and may also be asked to leave the event.
- If a person is asked to leave the event due to drunken inappropriate behaviour we need to take steps to ensure they are safe. This could include informing friends so they can take care of them, ensuring they are kept warm until they can be transported home etc.
- The security will take responsibility of clearing people from the building and grounds at the end of the event or during an emergency evacuation.
- In the event of an incident a detail written report needs to be filled out by the security staff. The YFC senior steward will also fill out an incident report form. A copy of both this report needs to be given to the County Organiser. In more serious circumstances they may well be given straight to the Police or other relevant agencies.

### **Members aged 16 and 17**

- Under 18 members attending such an event must be accompanied by a responsible adult (aged 21 or over and a current member or leader). The same adult can only be responsible for 2 members at the same time. Each under 18 member needs to be with their responsible adult when they enter the venue. The adult needs to be in a fit state to supervise the members they are responsible for, for the duration of the event.
- A YFC steward will carry out random spot checks with a breathalyser at the point of entrance for 16 and 17 year old members. Those found with excessive levels of alcohol will be denied entrance and their responsible adult will ensure they are safe. If the minor does not have a responsible adult they will be offered support till they are collected by family or friend.
- 18 & overs and under 18's will be identified by different coloured wristbands.
- If an under 18 is seen with alcohol they will have this removed and given a final warning. If the same person is caught with alcohol on a second occasion at the same event they will be ejected from the event with their responsible adult.
- If an under 18 is drunk they will again be ejected from the event with their responsible adult. If the venue has a safe space both can wait inside till transported home is arranged.
- If the under 18 is asked to leave the event their responsible adult must accompany them and ensure they are safe. If the responsible person can't be found they are not to be ejected without another person being responsible for them. Parent or carers should also be informed if an under 18 is asked to leave and the responsible adult is not with them.
- In the event of an under 18 year old being left unsupervised by their responsible adult, then an alternative and appropriate person must be appointed and agreed on to take responsibility for them.

**If at any time during the event it is felt that outside assistance is required such as Police or Ambulance, please ensure the YFC and security teams are kept informed.**

***Term 'responsible adult' = adult aged 21& over who is a member, leader or advisory***