

COCKTAILHIRE

Safeguarding Policy

1. Purpose

Cocktailhire is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults at events where family-friendly or mixed-age audiences are present.

2. Scope

This policy applies to all staff, contractors, and representatives working at or on behalf of Cocktailhire.

3. Safeguarding commitment

Cocktailhire is committed to:

- Providing a safe, respectful, and inclusive environment
- Acting in the best interests of children and vulnerable adults
- Ensuring safeguarding concerns are taken seriously and addressed appropriately

4. Staff conduct and responsibilities

Staff must:

- Act professionally and respectfully at all times
- Avoid inappropriate language, behaviour, or physical contact
- Never be alone with a child or vulnerable adult unless unavoidable and appropriate
- Follow all age-verification and responsible alcohol service procedures

5. Recognising safeguarding concerns

Safeguarding concerns may include:

- Signs of distress, neglect, or abuse
- Unsafe or inappropriate behaviour by adults or peers
- Situations where an individual appears at risk

Staff are expected to remain vigilant and report concerns promptly.

6. Reporting concerns

Any safeguarding concern must be reported immediately to the event organiser and Cocktailhire management. Where necessary, concerns will be escalated to the appropriate authorities.

7. Confidentiality

All safeguarding matters are handled sensitively and confidentially, with information shared only on a need-to-know basis.

8. Review

This policy is reviewed annually and updated to reflect best practice and relevant guidance.