

CIHT Event Safeguarding Policy

Version: January 2026

Applies to: All CIHT organised events, including conferences, awards, meetings, private-room receptions, social events, and virtual events

Audience: Members, non-members, guests, sponsors, speakers, volunteers, staff, venue partners, and contractors

1. Purpose

CIHT is committed to ensuring that all attendees at our events feel safe, respected, and able to participate without fear of harassment, discrimination, intimidation, or harm.

This **Event Safeguarding Policy** sets out:

- how CIHT safeguards all participants at events
- clear procedures for reporting concerns
- responsibilities of staff, contractors, venues, sponsors, and attendees
- how safeguarding concerns will be managed and escalated

This policy **complements** (and does not replace):

- **CIHT Safeguarding Policy (organisation wide)**
 - **CIHT Membership Code of Conduct**
 - **CIHT Complaints Policy & Disciplinary Procedures**
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2. Scope

This policy applies to *all* individuals participating in CIHT events, regardless of membership status, seniority, or affiliation.

This includes:

- CIHT members and non-members
- speakers, panellists, facilitators
- sponsors, corporate partners, and host companies
- staff, volunteers, trustees
- contractors, security teams, and venue personnel

It applies to all event settings, including:

- private rooms and hospitality suites hosted by external companies

- receptions, dinners, and afterparties linked to CIHT events
 - Off programme social activities where CIHT delegates are involved
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3. Principles

CIHT adopts the following core safeguarding principles:

3.1 Safety first

All participants have the right to feel safe and be safe at CIHT events. Zero tolerance for harassment, bullying, sexual misconduct, discrimination, intimidation, or violence.

3.2 Dignity and respect

Everyone must be treated with courtesy, professionalism, and respect, in line with CIHT's values and Equality Act 2010 protections.

3.3 Inclusive environments

Events must be welcoming, accessible, and inclusive, with behavioural expectations clearly communicated.

3.4 Confidentiality and support

All safeguarding reports will be handled sensitively and confidentially, with appropriate support offered to those raising concerns.

3.5 Accountability

CIHT may take action against *any* attendee — member or non-member — who breaches this policy or the Event Code of Conduct.

4. Responsibilities

4.1 CIHT (as organiser)

CIHT will:

- assess safeguarding and behavioural risks as part of event planning
- clearly communicate conduct and safeguarding expectations
- appoint Designated Safeguarding Officers (DSOs) for major events
- ensure staff and volunteers receive safeguarding briefing/training
- ensure venues understand CIHT's expectations and reporting routes

- maintain secure records of safeguarding concerns

4.2 Attendees

All attendees must:

- behave in line with CIHT's conduct guidelines
- avoid any behaviour that could cause harm, distress, or discomfort
- report concerns promptly to CIHT staff, DSOs, or venue security

4.3 Host Companies / Private Room Hosts

Corporate hosts providing private rooms or hospitality linked to the event must:

- uphold CIHT's safeguarding and conduct standards
- ensure safe environments, including staff oversight and responsible alcohol management
- cooperate fully with CIHT if an incident occurs involving their guests or staff

4.4 Venue Staff & Contractors

Venues must:

- provide appropriate security presence
- support the removal of individuals where required
- report incidents to CIHT DSOs immediately

5. Behaviour Covered by this Policy

Examples of safeguarding concerns include (but are not limited to):

- unwanted physical touching or invasions of personal space
- sexual harassment, sexualised comments, or suggestive behaviour
- intoxication leading to unsafe conduct
- bullying, threats, stalking, or intimidation
- discriminatory language or behaviour
- photographing/recording without consent
- aggressive or violent behaviour
- any conduct creating a hostile, unsafe, or degrading environment

6. Reporting Procedures

6.1 Reporting during an event

Participants may report concerns to:

- a **Designated Safeguarding Officer** (clearly identified at major events)
- any CIHT staff member or volunteer
- venue security
- by email: **safeguarding@ciht.org.uk**

Reports can be made **in person, by phone, or in writing**, and may be made anonymously if the reporter prefers.

6.2 What happens after a report is made

CIHT will:

1. Ensure the immediate safety of the individual raising the concern
2. Take steps to address any urgent safeguarding risks on site
3. Conduct a **fact-finding assessment**
4. Determine which route(s) apply:
 - **Event conduct breach**
 - **CIHT Member Code of Conduct investigation**
 - **Safeguarding Policy escalation**
 - **Venue or host company escalation**
 - **Police involvement (for criminal allegations)**
5. Keep the complainant informed of next steps
6. Record the incident securely

7. Enforcement & Sanctions

CIHT reserves the right to take proportionate action, including:

- verbal or written warnings
- removal from the event without refund

- banning the individual from future CIHT events
 - notifying employers, sponsors, or corporate hosts
 - referring CIHT members to the Professional Conduct Panel
 - reporting serious concerns to authorities
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8. CIHT's Relationship with Other Policies

This Event Safeguarding Policy operates **alongside**:

CIHT Event Code of Conduct

Defines behavioural expectations for all attendees.

CIHT Safeguarding Policy (organisation wide)

Covers safeguarding of children, young people, and adults at risk in all CIHT activities.

CIHT Membership Code of Conduct

Applies when allegations relate to professional conduct of CIHT members.

CIHT Complaints Procedure & Disciplinary Regulations

Used where formal investigation or sanction is required.

9. Event Planning Requirements for Safeguarding

For each major event, CIHT will:

- complete a **safeguarding risk assessment**
 - ensure appropriate staffing and safeguarding officer presence
 - brief event staff, volunteers, and venue teams
 - establish clear signage or communications about how to report concerns
 - identify and monitor high-risk settings (e.g., private rooms, alcohol serving areas)
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10. Review and Accountability

- All safeguarding incidents are logged and reviewed annually by CIHT's Audit Committee.
- This policy is reviewed **every two years** or earlier if required by legal or best practice changes.

