

Visitor risk assessment

**THE NATIONAL**  
**APPRENTICESHIP**  
**SHOW**

The National Apprenticeship Show  
Central

10<sup>th</sup> November 2021

Likelihood		Severity	
Extremely Unlikely	1	Minor issue	1
Unlikely	2	Moderate issue	2
Likely	3	Serious issue	3
Extremely Likely	4	Major issue	4
Almost Certain	5	Catastrophic issue	5

Risk Matrix		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Hazard	Risk	Risk Rating	Control measures/precautions
<p><b>Bullying and harmful content</b></p>	<p><b>Attendees bullying specific individuals</b></p> <p><b>Attendees spreading general harmful content, such as racism, sexism, homophobia etc.</b></p> <p><b>Attendees sending hateful messages</b></p> <p><b>Attendees sharing pornographic or sexual abuse material, including first-person produced sexual imagery, in chat or forums</b></p> <p><b>Exhibitors / stand representatives bullying specific individuals</b></p> <p><b>Exhibitors / stand representatives spreading general harmful content, such as racism, sexism, homophobia etc.</b></p> <p><b>Exhibitors / stand representatives sharing pornographic or other age-inappropriate materials in chat or install documents</b></p> <p><b>Attendees being able to communicate in an unmoderated space outside of the event</b></p>	<p>12</p>	<p>The virtual platform will have clear instructions on how an attendee can report any behaviour that they deem unacceptable.</p> <p>Event Organisers (NAS Media Ltd) can freeze the activity of an attendee whilst investigating reports or any suspicious activity.</p> <p>Platform owners (vFAIRS) and Event Organisers can identify the perpetrator of harmful behaviour and remove rights of access for that individual attendee.</p> <p>Exhibitors are wholly responsible for the behaviour of their stand representatives, and the expectations of these exhibitors will be made clear in the Exhibitor's Code of Conduct. Any abuse of the platform will result in rights of access being removed and a reporting to the organisation from the Event Organisers.</p> <p>Exhibitor's booths will have to be fully completed a few days prior to the event. This will allow the event organisers to check for any inappropriate links or content on the stands – and delete where necessary.</p> <p>Chat function post event is unavailable.</p>

<p><b>Data protection/GDPR</b></p>	<p>Obtaining unnecessary amounts of data from participants</p> <p>Handling and using participants' data irresponsibly</p> <p>Participants' data appearing in leaks</p>	<p>4</p>	<p>We only ask for necessary information that is essential to run the event. Additional information can be obtained on the registration form – but it is clear that this is optional.</p> <p>Participant information will be stored securely.</p> <p>The Exhibitor's Code of Conduct will clearly state that the details of the attendees that they obtain from us after the event are only to be used for recruitment, enrolment or apprenticeship-based contact.</p>
<p><b>Grooming</b></p>	<p>Adult contacts young person outside of officially agreed channels, leading to grooming. This could come about as a result of:</p> <ul style="list-style-type: none"> <li>• Young person shares personal contact information, such as social media handle or private email address, without being prompted.</li> <li>• Stand representative asks young person for personal contact information (as above)</li> <li>• Another attendee, for example a friend or classmate, shares personal contact information of a young person</li> <li>• Stand representative shares their own personal contact information, such as personal email or social media handles, with young people</li> </ul>	<p>10</p>	<p>The Visitor's and Exhibitor's Code of Conduct will clearly state that sharing of personal information (including contact information, social media etc) will not be acceptable and will be deleted.</p> <p>Moderators (Event Organisers and Exhibitors) will have the power to delete comments and block users and will proactively search for any inappropriate sharing of personal information.</p> <p>Moderator guidance has been developed to ensure consistency of approach</p> <p>The Exhibitor's Code of Conduct will clearly state that Exhibitors and their representatives have a responsibility to behave appropriately and act as role models.</p> <p>Attendees will be familiarised with the report process prior to the event and will have access to a report button. Here, they can speak to the Event Organisers or Platform owners and voice any concerns they have about the behaviour of Exhibitors or fellow attendees.</p> <p>Exhibitors will be reminded shortly prior to the event that all of the risks (as shown to the left) are serious and will not be tolerated at our events.</p>

	<p>Stand representative uses sexual or flirtatious language while communicating with young people over official channels, such as chat function, forums, or email addresses provided by NAS Media</p>		<p>All contact between an adult and a young person, for example over email or chat, will be visible by at least one other adult, either by moderation, or copying in to email chains.</p> <p>Moderators (Event Organisers) will be able to review all interactions between Exhibitors and attendees. Any inappropriate conversation will result in the blocking of that booth representative, and a reporting of them to their organisation from the Event Organisers.</p> <p>Moderator guidance has been developed to ensure consistency of approach.</p>
<p>Radicalisation</p>	<p>Adult contacts young person outside of officially agreed channels, leading to radicalisation towards extremist views. This could come about as a result of:</p> <ul style="list-style-type: none"> <li>• Young person shares personal contact information, such as social media handle or private email address, without being prompted.</li> <li>• Stand representative asks young person for personal contact information (as above)</li> <li>• Another attendee, for example a friend or classmate, shares personal contact information of a young person</li> <li>• Stand representative shares their own personal contact information, such as</li> </ul>	<p>10</p>	<p>The Visitor's and Exhibitor's Code of Conduct will clearly state that sharing of personal information (including contact information, social media etc) will not be acceptable and will be deleted.</p> <p>Moderators (Event Organisers and Exhibitors) will have the power to delete comments and block users and will proactively search for any inappropriate sharing of personal information.</p> <p>Moderator guidance has been developed to ensure consistency of approach.</p> <p>Attendees will be familiarised with the report process prior to the event. They can speak to the Event Organisers or Platform owners and voice any concerns they have about the behaviour of Exhibitors or fellow attendees.</p> <p>Moderators (Event Organisers) will be able to review all interactions between Exhibitors and attendees. Any sharing of extremist content or attempts at radicalisation will result in the blocking of that booth representative, and a reporting of them to their organisation from the Event Organisers.</p>

	<p>personal email or social media handles, with young people, or shares details of how to contact extremist groups to learn more about their ideologies.</p> <p>Exhibitor or stand representative promotes extremist ideologies over official channels, such as chat function, forums, or email addresses provided by NAS media</p>		<p>Exhibitors will be reminded shortly prior to the event that all of the risks (as shown to the left) are serious and will not be tolerated at our events.</p> <p>Exhibitor's booths will have to be fully completed a few days prior to the event. This will allow the event organisers to check for any inappropriate links or content on the stands – and delete where necessary.</p>
<p>Individual attendees using fake/false identity</p>	<p>An adult attendee poses as a child in order to find potential targets for grooming</p> <p>An adult attendee poses as another trusted adult (e.g. a teacher, stallholder representative, or celebrity) in order to find potential targets for grooming</p> <p>An attendee poses as an exhibitor or member of staff from an exhibiting company in order to find potential targets for grooming</p> <p>An adult attendee who is known to a child attendee poses as someone else to get access to that child (e.g. if there are prior child protection concerns which means this adult should not contact this child)</p> <p>An attendee uses their anonymity to post harmful content without fear of accountability.</p>	<p>9</p>	<p>Moderators (Event Organisers) can review interactions which occur in chat rooms or webinar Q&amp;A sections and will block users who show potential signs of grooming, as well as deleting their comments.</p> <p>Moderator guidance has been developed to ensure consistency of approach.</p> <p>Visitors will be strongly encouraged to report any inappropriate behaviour during the event, and the reporting process will be clearly explained to them.</p> <p>Any inappropriate behaviour from an attendee who claims to be linked to a School will be reported straight away to that School. If it unravels that they are in no way linked to that School – either the Police or the NSPCC helpline will be contacted immediately.</p> <p>All NAS Media staff in attendance will be notified of reporting pathways, and any inappropriate behaviour from an attendee who is not linked to a School will be reported to the Police or the NSPCC helpline immediately.</p>

