

# Guidelines for events on campus involving Under 18s

**Updated: 19 September 2022**

## Introduction

Numerous events on campus can involve attendees who may be under the age of 18 (U18). These may include: campus tours and activities promoting the University as a prospective place to study; events for first year undergraduate students; or larger scale events open to members of the public where U18s may also attend.

Where an event is attended by anyone under the age of 18, there are several laws that apply to the University and event organisers. These include the Children's Act 2014; the Summary Offences Act 1981; the Sale and Supply of Alcohol Act 2012; the Health & Safety at Work Act 2015; the Oranga Tamariki Act 1989; and the Privacy Act 2020. Some of these Acts have further particular requirements that apply should an event be attended by children under the age of 14 (U14).

These guidelines should be followed by all event organisers where any attendees will or may be under the age of 18.

## How to use these Guidelines

Given the wide range of potential legal and regulatory issues for events involving U18s, an event category framework has been created to help event organisers understand and focus on the matters relevant to their particular event. This simple framework enables event organisers to determine which of four U18 event categories their event belongs to, and then to refer to the guidelines for that specific U18 event category.

These guidelines are written to provide guidance on the extent to which specific requirements may apply, for example: parental consent; adult supervision levels; the need for police checks of supervising adults; movement on and off campus during an event; and limitations for the supply or serving of alcohol.

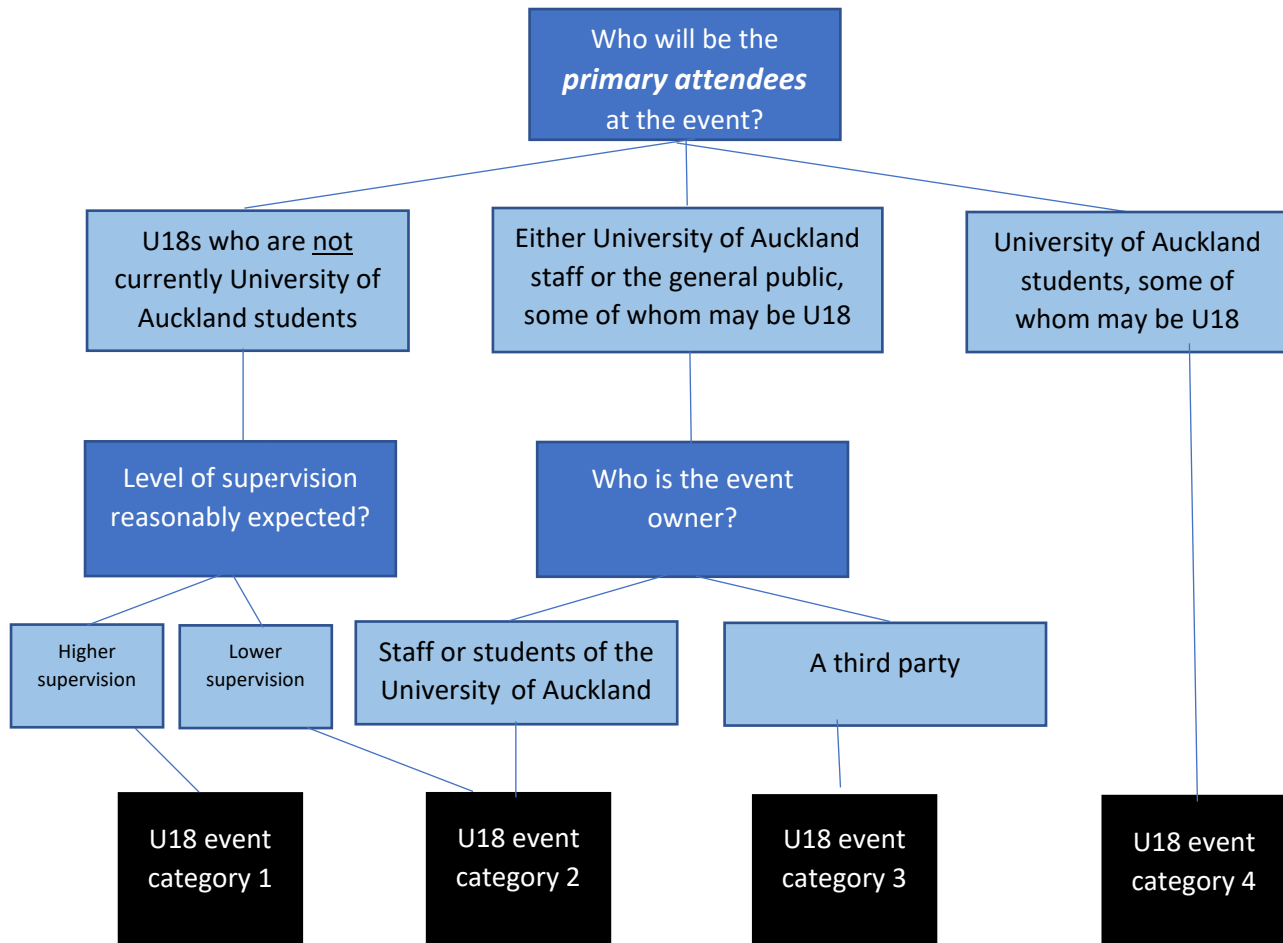
Event organisers are strongly encouraged to read, understand and follow the specific guidelines for the relevant U18 event category.

These guidelines have been prepared and are maintained by the Event Coordination Group. Should event organisers have any questions relating to these guidelines, please contact [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)

For all events involving U18s, event organisers are required to complete and submit an [Event Notification Form](#) at least three weeks prior to the date of the event.

## U18 event framework

Each event that involves U18 attendees will fit into one of four U18 event categories. Event organisers should follow the flowchart below to determine the U18 event category for their event, and then follow the specific guidelines in this document for that U18 event category.



This flowchart provides an indication of the **most likely** event categories based on who the **primary attendees** will be and the most common types of events held at the University. Events may fall into different categories depending on who else may be attending - for example, an event with a mix of students and non-students may need to be a category 1 or 2 event, not a category 4 event. It is important to sense check whether the requirements in the applicable event category guidelines seem appropriate given the nature of your event.

Whether an event is category 1 or 2 needs to be considered because the obligations are higher for category 1 events compared to category 2 events. A good test to determine this is:

*"What level of supervision or control would a parent reasonably expect of the University as an event organiser?"*

If a parent would reasonably expect a higher level of control and supervision, then the event will likely be a category 1 event. If a parent or guardian would not reasonably expect the University to have a high level of control and supervision (for example, because most U18 attendees will be accompanied by parents or other responsible adults) then the event will likely be a category 2 event. After determining the U18 event type category, event organisers should read, understand and follow the guidelines for that specific category, as outlined on the following pages.

## Guidelines for U18 event category 1

Category 1 U18 events are University-run events where the primary attendees are U18s who are not currently students at the University of Auckland. Typical Category 1 events might include: High school visits to campus; children's music lessons held on campus at the weekend or evenings; Laboratory demonstrations / workshops for visiting school-children.

An event is likely to fall in event category 1 if a parent or guardian would reasonably expect the University to have a high level of supervision and control over attendees based on the nature of the event (in other words, a more "controlled" experience).

### Key guidelines and considerations for a U18 event category 1

<p>Parental consent</p>	<p>Written parental consent should be sought and obtained:</p> <ul style="list-style-type: none"> <li>• For each attendee under the age of 14, or</li> <li>• For each U18 attendee if the event involves an overnight stay, or</li> <li>• For each U18 attendee if the event involves regular ongoing attendance, of at least once per week or at least four times in any month</li> </ul> <p>Where an event is arranged by the University but is in conjunction with schools (and is offered to U18s through their school), the event organiser should confirm that the school has obtained consent from parents. If the school is unable or unwilling to provide parental consent, the event organiser should contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a> for further advice.</p>	
<p>Supervision levels</p>	<p>Where possible, it is recommended that event organisers provide information in advance to U18s and their parents, that outlines the planned arrangements for the event including adult supervision levels.</p>	
	<p>Events attended primarily by U14s</p>	<p>Every child must be adequately supervised at all times, by adults with appropriate maturity and experience. There should be at least one adult for every <b>eight</b> children.</p> <p>Further details concerning supervision standards are set out in the <a href="#">OSCAR guidelines</a>, which outline accepted industry standards for care of children under the age of 14.</p>
	<p>Events attended by 14 – 17 year olds</p>	<p>Every child must be adequately supervised, by adults with appropriate maturity and experience. The appropriate ratio of adults to attendees may differ based on the size and nature of the event. As a general guide, the University recommends that there be at least one adult for every <b>ten</b> children for smaller events. It may be appropriate for a lower ratio of</p>

		<p>supervising adults to children in certain circumstances (eg if 200 17 year olds are attending a lecture, and attendees will remain in the lecture theatre for the duration of the event). If you have questions regarding supervision levels for your event please contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a> for further advice.</p>
<p>Movement around campus/ off campus during an event</p>	<p>Where possible, it is recommended that event organisers provide information in advance to U18s and their parents that outlines the planned arrangements for the event including the extent to which attendees will be permitted to leave the event venue and/or the University campus.</p>	
	<p>Events attended primarily by U14s</p>	<p>U14 attendees should not be permitted to leave the event venue unless they are supervised and their parent has consented. If the event does not include catered food, U14s should not leave the event venue to purchase food unless they are supervised. U14 attendees and their parents should be informed in advance if required to bring food with them (eg lunch), unless food is being provided as part of the event.</p>
	<p>Events attended by 14 – 17 year olds</p>	<p>The event organisers should consider the nature of the event, attendance numbers, and the age of attendees before determining whether U18s should remain at the event venue and/or on campus or could be permitted to leave the event venue and/or campus at any stage (eg to buy lunch).</p> <ul style="list-style-type: none"> <li>• If U18s are permitted to leave the event venue or the campus without supervision, event organisers should consider whether a "sign in/out" sheet is appropriate, which requires the child to sign out and record where they are going and sign in upon their return.</li> <li>• Any permission to leave the event venue (even if remaining on the University campus) should be time limited.</li> <li>• Event organisers will need to plan their response if a child does not return to the event as scheduled (after signing out).</li> </ul>
<p>Police checks</p>	<p>If the event involves regular attendance (ongoing at least once per week or at least four times in a month) or an overnight stay by one or more U18s, the event organiser may need to safety check any workers or staff involved in delivery of the event or services to the U18s.</p>	

	<p>Whether or not a safety check is required will depend on whether the event comes within the definition of a "regulated service" under the Children's Act. Most events will not fall within this definition and therefore will not require safety checks of event staff, but some will. See the FAQ for more information.</p> <p>Where an event involves regular attendance or an overnight stay, event organisers should contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a>, to ensure that obligations for the care of young persons under the <a href="#">Children's Act 2014</a> and <a href="#">Oranga Tamariki Act 1989</a> are understood and observed.</p>
Alcohol	Alcohol is not permitted at U18 Category 1 events.

## Guidelines for U18 event category 2

Category 2 U18 events are University-run events where the range of attendees may be broad, but where any of the likely attendees are known or can reasonably be expected to be U18. Typical Category 2 events might include: public lectures; campus or faculty Open Days; valedictory speeches attended by family members (eg grandchildren).

An event is likely to fall in event category 2 if a parent or guardian would **not** reasonably expect the University to have a high level of supervision and control over attendees based on the nature of the event (in other words, a less "controlled" experience).

### Key guidelines and considerations for a U18 event category 2

Parental consent	Parental consent is not required, provided that event organisers are not actively taking on responsibility for the care and supervision of a U18 person who attends the event. Usual event arrangements (eg security, health and safety processes) should be adequate.
Supervision levels	While supervision as such is not required for the general public that attend an event (including U18s at that event), event organisers should ensure that general health and safety obligations are met (eg with appropriate security levels and event management).
Movement around campus/ off campus during an event	<p>No restrictions. Event organisers will not necessarily have visibility of attendees who are U18, and as such will not be directly responsible for their supervision or control of their movement.</p> <p>From a common sense perspective, if an event organiser or event worker identifies a young child at an event who is unaccompanied, they may wish to discuss with that child their arrangements with their parent for attending the event and transport to and from the event (as a general welfare check).</p>
Police checks	<p>Police checks are not required for Category 2 events, except in some circumstances where the U18 event involves regular attendance (ongoing at least once per week, or at least four times in a month) or an overnight stay.</p> <p>Whether or not a safety check is required will depend on whether the event comes within the definition of a "regulated service" under the Children's Act. Most events will not fall within this definition and therefore will not require safety checks of event staff, but some will. See the FAQ for more information.</p> <p>Where an event involves regular attendance or an overnight stay, event organisers should contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a>, to ensure that obligations for the care of young</p>

	persons under the <a href="#">Children's Act 2014</a> and <a href="#">Oranga Tamariki Act 1989</a> are understood and observed.
Alcohol	Alcohol may be served at Category 2 events subject to appropriate measures being taken to ensure no alcohol is sold or supplied to an U18 person without the express prior consent of their parent. Specific guidelines for the supply and serving of alcohol to U18 can be found <a href="#">here</a> .



## Guidelines for U18 event category 3

Category 3 U18 events are initiated by a third party, but held on campus, and where some or all of the attendees are known or can reasonably be expected to be U18. Typical Category 3 events might include: Rotary science forum; English language examinations.

Third parties should be held to the same standards as if the University was holding an equivalent event itself.

Note that University clubs are not "third parties" for these guidelines.

### Key guidelines and considerations for a U18 event category 3

<p>Parental consent</p>	<p>Written parental consent should be sought and obtained:</p> <ul style="list-style-type: none"> <li>• For each attendee under the age of 14, or</li> <li>• For each U18 attendee if the event involves an overnight stay, or</li> <li>• For each U18 attendee if the event involves regular ongoing attendance, of at least once per week or at least four times in any month</li> </ul> <p>The onus to obtain parental consent sits with the third party arranging the event. University event organisers / sponsors should seek confirmation and/or evidence from the third party that such consent has been obtained.</p>
<p>Supervision levels</p>	<p>The onus is on the third party to consider and determine supervision levels, freedom of movement and police checks. However, as part of the event planning and approval process, University event organisers / sponsors should ask the third party to confirm:</p>
<p>Movement around campus/ off campus during an event</p>	<ul style="list-style-type: none"> <li>• the level of supervision that will be provided during the event (having appropriate regard to the number and age of attendees).</li> <li>• the extent to which attendees will be permitted to leave the event venue / University campus.</li> </ul>
<p>Police checks</p>	<ul style="list-style-type: none"> <li>• whether the third party has considered its obligations, if any, under the Children's Act and has completed relevant safety checks, if applicable (for example, where the event involves regular attendance or an overnight stay or is otherwise a "regulated service" under that Act). Most events will not be a "regulated service" that requires the third party to conduct safety checks of event staff, but some will be. See the FAQ for more information.</li> </ul> <p>If the University event organiser / sponsor considers that any of these matters is not being treated consistently with the arrangements that would be put in place for an equivalent event owned by the University, the University event organiser / sponsor should contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a>.</p>

<p>Alcohol</p>	<p>Third parties must be responsible for complying with the Sale &amp; Supply of Alcohol Act 2012. For events where alcohol will be served on campus, the third party should engage University-approved caterers who hold appropriate liquor licences. No alcohol must be sold or supplied to a U18 person without the express prior consent of their parent. Specific guidelines for the supply and serving of alcohol to U18 can be found <a href="#">here</a>.</p>
<p>Contract terms with third parties</p>	<p>The University event organiser / sponsor must enter into a Use of Facilities Agreement with the third party, to permit the event to take place on University premises. Please contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a> for details.</p> <p>If the University or event manager requires the third party to comply with any specific obligations (eg in respect of specific parental consent or supervision requirements, or providing evidence of safety checks) those obligations should be recorded in the Special Conditions section of the agreement.</p>

## Guidelines for U18 event category 4

Category 4 U18 events are specifically targeted to and attended by University of Auckland students, where some or all of the attendees are known or can reasonably be expected to be U18. The event may be on or off campus. Typical Category 4 events might include: Toga party; student club social events or excursions.

If any events run by University clubs are targeted at, or will be attended predominantly by U18s that are not University of Auckland students, then that event will be a category 1 or category 2 event.

### Key guidelines and considerations for a U18 event category 4

Parental consent	Parental consent is not required, as any U18 will be enrolled as a University of Auckland student and will be attending the event in that capacity.
Supervision levels	These events should be managed in accordance with the University's usual event management practices and <a href="#">event management policy</a> , including with respect to security, health and safety etc.  No additional supervision is required for U18 attendees.
Movement around campus/ off campus during an event	No limits on U18 movement during the event.
Police checks	Police checks are not required for Category 4 events, except in some circumstances where the U18 event involves regular attendance (ongoing at least once per week, or at least four times in a month) or an overnight stay.  Whether or not a safety check is required will depend on whether the event comes within the definition of a "regulated service" under the Children's Act. Most events will not fall within this definition and therefore will not require safety checks of event staff, but some will. See the FAQ for more information.  The mere fact that U18s are enrolled as students does not detract from these responsibilities. Where an event involves regular attendance or an overnight stay, event organisers should contact <a href="mailto:ecg@auckland.ac.nz">ecg@auckland.ac.nz</a> , so that obligations for the care of young persons under the <a href="#">Children's Act 2014</a> and <a href="#">Oranga Tamariki Act 1989</a> are understood and observed.
Alcohol	Alcohol may be served at Category 4 events subject to appropriate measures being taken to ensure no alcohol is sold or supplied to an U18 person without the express

prior consent of their parent. Specific guidelines for the supply and serving of alcohol to U18 can be found [here](#).

## Frequently Asked Questions (FAQs) for events involving Under 18's

Q. If there will (or likely) be U18s attending the event I'm organising, how can I find out what I need to know to ensure the event is compliant?

A. At least 3 weeks prior to the event, the event organiser should complete and submit an [Event Notification Form](#). This will be reviewed by the University's Event Coordination Group, who will assess the event and provide guidance as applicable.

Event organisers should also carefully follow the Guidelines for events on campus involving Under 18s. Those guidelines set out what additional considerations you may need to consider for your event, such as requirements for parental consent, supervision ratios, and safety checks.

Q. If there are U18s attending the event is it necessary to arrange ticketing or registration of participants? What are the benefits of doing so?

A. Attendance by U18s at an event does not itself mean that participants must be registered or hold a ticket for entry. Registration or ticketing requirements will be dependent on other factors, such as venue capacity. However, there are notable benefits of requiring registration or issuing tickets for events attended by U18s. Ticketing an event or requiring registration provides an opportunity to:

- gather information about attendees, including emergency contact details and any critical medical information;
- provide information to attendees (and their parents) about the event. This could include the event terms and conditions (where appropriate) and/or information about the extent to which attendees will be supervised and/or be permitted to leave the event venue/University campus;
- obtain parental consent if required.

Where tickets will be issued for an event it may be appropriate to have terms and conditions that are provided as part of the ticket issuing process. If registration is required, a "tick box" can be included acknowledging that event information has been received. Where a ticketing or registration process is not used, the event organiser could produce and publish information about the event (eg on the University website, or through an information sheet / email to attendees).

Q. Will I need an Event Compliance Officer (ECO) for my U18 event, and what will be their role?

A. Yes, every U18 event will require an ECO to be present. In line with the University's Event Management Policy and the guidelines for the [Risk Management of Events](#), every event should be assessed using a risk management methodology. This methodology will help an event organiser determine the risk band or profile of the event, and whether an Event Compliance Officer is required. Usually, an event involving U18s will fall into the "red" risk band. After the [Event Notification Form](#) is reviewed by the University's Event Coordination Group, the nature of the event and proposed activities will be assessed so that guidance is provided on whether a Level 1 ECO or Level 2 ECO is required.

For U18 events, the Event Compliance Officer must complete an [event safety checklist](#) on the day of the event, must be present for the duration of the event, and may be required to oversee the safe

evacuation of event attendees in there is an emergency. For higher risk events (eg laboratory visits by school-children), the Event Compliance Officer may also be required to have a current first aid certificate.

The Event Compliance Officer is not expected to supervise U18s during the event, as this responsibility must be arranged by the event organiser.

#### Q. What guidelines apply if my event will be held off-campus but still involve U18s?

A. Where the event is owned and organised by University staff or students, the guidelines for an event being held off-campus should be the same as if the event was to be held on-campus. However, depending on the booking terms at the off campus venue, the venue owner/host may have primary responsibility for some of the obligations described in these guidelines (for example, health and safety plans and inductions). Event organisers / sponsors should work with the venue owner to ensure there is clear understanding on the share of responsibilities.

#### Q. How do I know if my event requires us to conduct safety checks of workers at the event?

A. Under the Children's Act 2014, certain entities that receive public funding and provide "regulated services" must "safety check" their "children's workers". The definitions of "regulated services" and "children's workers" mean that the University only needs to complete safety checks in limited circumstances.

The University will be required to complete safety checks of workers at events, where:

- the University is providing a "regulated service". "Regulated services" are listed in the Children's Act (and that list is available [here](#)). "Regulated services" includes (among other services) the following, some of which may be applicable to events:
  - Mentoring and counselling services;
  - Youth services and youth work;
  - Out of school care and recreational services;
  - Transport of children in connection with supervision or care;
  - Services provided for or on behalf of a registered school;

#### **AND**

- event workers will have regular or overnight contact with children (without a parent of each child being present), as this brings them within the definition of "children's worker". "Regular" means at least once per week or on at least four days each month (note that contact does not have to be in person, and could be by telephone or through other electronic communication).

Safety checks are defined in the Children's Act, and require:

- an identity check;
- a Police vet (unless one has been obtained by the University in the past three years, or the person's licensing / registration / professional membership requirements mean that they

undergo a Police vet once every three years as part of their licence / registration / professional membership);

- consideration of certain information (note that this is significantly reduced if the person is already employed or engaged by the University at the time of the safety check); and
- a risk assessment.

Safety checks have to be repeated once every three years.

#### Q. Is there anything else I need to consider from a health and safety perspective?

A. Yes. These guidelines assist you with the additional considerations which are relevant to U18 events, but they don't take away from the University's usual health and safety obligations which apply to all events. You can get more guidance about your health and safety obligations [here](#).

#### Q. Are there privacy issues with us collecting information about event attendees? Is there anything extra we must do where the information relates to U18s?

A. The Privacy Act 2020 applies to all personal information that the University collects, including information about U18s. We need to ensure that there is a lawful purpose for collecting the information, and when we collect personal information, we are required to give the individual whose information we are collecting certain information about that collection. It's often helpful to give people the link to the University's [Privacy Policy](#) and/or [Privacy Guidelines](#).

Generally, U18s are treated the same as adults under the Privacy Act. However, the Privacy Act does emphasise the importance of ensuring that collection of information is fair, and not unreasonably intrusive, particularly in circumstances where information is being collected from a child or young person.

If you have any privacy related questions, please email [privacy@auckland.ac.nz](mailto:privacy@auckland.ac.nz)

#### Q. What do I need to do if I want to take photos or video recordings of event attendees and/or use information about them for marketing content?

Photos and video recordings of attendees are personal information, and like other attendee information they need to be managed in accordance with the Privacy Act 2020. As noted above, there needs to be a lawful purpose for collecting the information, and attendees should be told that the photos/videos are being taken and what they will be used for. If the photos/videos will be published (eg for marketing purposes), you need authorisation in writing from the U18 and their parent or legal guardian. This could be done through the general parental consent for the event, or in a separate authorisation form. Guidance to support the development of an authorisation form is available from [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)

If the University considers that it would be inappropriate for attendees to themselves take photographs or make recordings (eg at a closed lecture or a fine arts exhibition), then that restriction needs to be made a condition of attendance through the event terms and conditions and/or by way of signage at the event premises.

**Q. Are there any transport-related obligations for my event or on how the U18's travel to or from an event being held on campus?**

A. U18's attending an event on campus will be responsible for making their own travel arrangements unless the provision of transport to or from the campus is an explicit responsibility of the University and is arranged by the University as part of the event.

If transport to or from the event is being arranged by the University as part of the event, then the event owner/manager should assure themselves that this transport service is being supplied by a professional and reputable organisation, and that the responsibilities between the transport provider and the University are clearly defined and understood (note that these steps support compliance with health and safety obligations).

If pre-event information is being shared with U18 attendees or their parents, event organisers should clarify the requirements and expectations around responsibility for transport to/from the campus. This could include information on nominated or suggested drop-off / pick-up points that are at, or close to, the event venue. Event organisers should also consider whether U18 attendees should appropriately be escorted from a nominated drop off point to the event venue, and/or from the event venue to any nominated pick-up point after the event finishes, and include any such requirements in the pre-event information.

**Q. If an U18 event requires adult supervisors to be present, should University staff at the event be included in the number of adult supervisors?**

A. It is preferable that if adult supervisors are required at an U18 event on or off campus, then those supervising adults should not be University members of staff, but should instead be persons provided by the external organisation(s) to which the attending U18s belong. For example, for a visit of high school children coming to an event on campus it would be preferable that the adult supervisors are either teachers from the visiting school, or parent helpers.

Where it is not possible to fill the required number of adult supervisors from non-University staff or where it is not reasonable in the circumstances to expect an external organisation to provide the required level of adult supervision (for example, there is no particular external organisation involved in or otherwise connected with the event), then University staff who are attending the event may be asked to assist with the supervision of the event and be counted in the number of adult supervisors. In those circumstances, the University staff members would need to understand and be willing to undertake supervisory duties during the event.

As an example, if the event is a University initiated activity (eg a music lesson taught by a University staff member and not targeted at students of a specific school), then University staff members will likely need to be the adult supervisors of that event because it is unlikely to be reasonable in the circumstances for any external organisation to provide that supervision.

**Q. Where can I get further advice about events involving U18s?**

A. Email the Event Coordination Group at [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)