

CE Awareness Week: Hotel Visit Checklist

Guidance for attendees – Signs of Exploitation to Look For:

A. Child Exploitation Risks:

- Children attending alone or with unrelated adults.
- Adults paying for rooms for children without clear relationship.
- Children appearing withdrawn, fearful, or overly compliant.
- Signs of grooming: expensive gifts, new clothing, unexplained cash.

B. Suspicious Activity:

- Loitering in lobbies rooms or car parks.
- Unusual late-night activity at hotels.

C. Staff Awareness:

- Ask if staff know how to report concerns.
- Check if safeguarding policies are visible and accessible.
- Confirm if staff have received exploitation awareness training.

D. Environmental Risks:

- Poor CCTV coverage in vulnerable areas.
- Unrestricted access during unmanned hours.
- Lack of ID checks for entry.

* Required

Visit Information

Visiting officer name: *

Date of visit: *

Name of hotel: *

Address of hotel: *

Name/role of staff member spoken to:

Any other notes/observations:

Safeguarding leadership and awareness:

Is there a named person responsible for safeguarding at this venue?

- Yes
- No
- Unsure

Are staff aware of who to speak to internally if they have a concern?

- Yes
- No
- Some staff are aware

How is safeguarding information shared with staff?

- During induction
- Ongoing training
- Written guidance
- Informally
- Unclear

Do staff understand they are not expected to investigate concerns, only to notice and report them?

- Yes
- No
- Unsure

Additional notes/observations:

Staff confidence and culture

Do staff appear confident in recognising when something does not feel right?

- Yes
- No
- Limited confidence

Are staff encouraged to trust their instincts and report early?

- Yes
- No
- Unsure

Is there evidence of a culture where staff feel safe to raise concerns?

- Yes
- Developing
- Not evident

Examples of good practice/concerns

Environment and use of space

Are there any areas of the hotel where visibility or supervision is limited?

- Yes
- No
- Unclear

If so, what areas?

- Corridors
- Stairwells
- Lifts
- Reception
- Car park
- Other

Are staff aware of times when the venue is quieter or less supervised?

- Yes
- No
- Some awareness

Are there processes for staff to flag concerns about specific rooms, guests, or patterns?

- Yes
- No
- Yes, informally

Other notes

Recognising patterns and concerns

Are staff encouraged to notice patterns and not just one-off incidents?

- Yes
- No
- Unsure

Would staff know what to do if they noticed: A young person appearing frightened or controlled?

- Yes
- No
- Unsure

Would staff know what to do if they noticed: Repeated short stays or visits involving young people?

- Yes
- No
- Unsure

Would staff know what to do if they noticed: Someone speaking for or closely monitoring a young person?

- Yes
- No
- Unsure

Other notes:

Reporting and information sharing

Do staff know how to report concerns externally (e.g. Police)?

- Yes
- No
- Unsure

Are reporting routes clearly available to staff?

- Yes
- No

Is there evident staff awareness of Crimestoppers or anonymous reporting?

- Yes
- No

Notes:

Partnership working and support

Is the venue open to working with safeguarding partners?

- Yes
- No
- Somewhat

Would the venue welcome further guidance, resources, or training?

- Yes
- No
- Maybe

Are there examples of positive safeguarding practice that the venue is proud of?

- Yes
- No

Notes or examples of good practice:

Overall professional assessment:

How is the hotel's overall safeguarding awareness?

- Strong
- Developing
- Limited

Key strengths identified:

Key areas for improvement:

Are there any follow-up actions required? (please list if so)

Follow-up and signposting

What resources were shared during the visit?

- Hotel leaflet
- Operation Makesafe poster
- The Children's Society free training on ESCB website
- Other

Were there any follow-ups agreed

- Further visit
- Training signposted
- Manager contact details given for follow-up
- Other

Notes or contact details:

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