



Safeguarding/Health and Safety: Running Safe Events

Action Before Event	Notes	Completed (date)
Write outline of event with costings	DM to agree	
Staffing	<ul style="list-style-type: none"> • Check ratios • One must have first aid cert • All must have DBS 	
Booking and payment	<ul style="list-style-type: none"> • Book the venue • Request invoice from companies (copy to be sent to Sandra) or pay with Feast credit card 	
Advertising and recruiting	Produce flyer and advertise on Facebook, Website, Twitter, schools etc.	
Consent Forms	<ul style="list-style-type: none"> • Try to get these in advance. • Read them before the event and record any dietary or medical needs on the register. Inform all staff of any medical needs. • If a young person brings their form on the day of the event, check their form straight away and add to the register 	
Prepare Register	See above	
CRM	Create event on CRM	
Risk Assessment	<ul style="list-style-type: none"> • Contact the venue for a copy of their RA • RA must include travel to and from venue • RA must draw attention to medical and dietary issues esp. allergies • For online activities, refer to document <i>Safeguarding Instructions for Online Communication with Young People</i> • DM to sign 	
Check venue	Do this at least 5 days before the event	
Remind staff and volunteers	Confirm ratios with DM	
Buy food and other resources	Check consent forms for dietary needs	
Review risk assessment	Review in light of people coming, weather etc.	
Prepare pack for each member of staff	To include register and risk assessment Leader's pack must include consent forms	
Collect First Aid kit	Along with other safety kit as appropriate (e.g. throw line for canal)	
Collect camera		
Get a good night's sleep		



PTO

Day of Event	Actions	Completed
Staff/volunteer briefing	<ul style="list-style-type: none"> • Give out packs • Make sure everyone is aware of their role • Draw attention to any medical or dietary needs • Inform all of the first aider • Indicate key parts of risk assessment • Appoint photographer 	
Register and consent forms	<ul style="list-style-type: none"> • One person to take responsibility for this and take register • Check that all young people present are on the register • Check for medical issues and confirm young person has medication (epi pen, inhaler etc.) • Phone parents if child has not brought medication • Phone parents if child does not turn up • Check how young person is getting home • Do not allow anyone to take part if they have not submitted a consent form • Record names of all adults present 	
Young people briefing	<ul style="list-style-type: none"> • Safeguarding: Ensure young people understand safeguarding processes; The Feast provides a safe environment for all young people, staff and volunteers; they have a right to be safe from abuse; they have a clear understanding of who to talk to. • Make young people aware of what to do in the event of a fire • Explain procedures for online activities • Give clear instructions for event (travel, expectations of behaviour etc.) 	
Event	Have fun, talk faith, eat food...	
Register	<ul style="list-style-type: none"> • Do not let young people leave alone, unless the consent form indicates that they can • Check off each person on the register as they leave 	



De-brief and evaluation	<ul style="list-style-type: none">• Record any first aid or safeguarding issues• Record any comments from young people• Complete evaluation form• Post on Facebook and Twitter	
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After Event	Actions	Completed
Blog post	Email to DM	
CRM	Update with names of young people and staff	
Expenses	Complete expenses form and upload with receipts to Sharepoint	