

Wakefield Diocese Child Protection Support Group

Planning an event: Guidelines

When planning an event it is advisable for the leader or leaders to get together a small group of three or four people who can help think through the event and do a risk assessment of it. More heads are better than one!

Think through the event from the time it begins, or even a few hours before, to the time it ends and the last person has gone home.

You need to bear the following issues in mind (not in any particular order),

Above all create a “culture of informed vigilance” so that everyone is aware and alert to dangers

- Who is in charge and how will others know this? (badge, poster and photo?)
- Who are the safe, checked and designated helpers? (badges and everyone told only to refer to adults with such a badge, plus notices to this effect)
- Keep a register of helpers
- Keep a register of all those attending if possible
- Be alert to the presence of strangers
- Emergency telephone
- Emergency contact numbers
- Medical permission forms if on a visit away from base
- Medications and who is authorized to look after them and administer them
- Any medical issues, diabetes etc
- First Aid Kit and First Aiders (badged and clearly signed) **Keep an Accident Record**
- Who will control entry and leaving?
- How will you deal with unwelcome guests or gate-crashers?
- Do you need to notify your Insurers about the event?
- Is the event covered by Insurance?
- Have you sufficient helpers for the numbers of people who are expected to attend?
- 0-2 one helper to three children, 2-3 one to four, 3-7 one to eight, over 8 one to twelve but there should always be at least two helpers with any group. Meetings for under eights which continue for over two hours require registration with local Social Services.
- Are Fire Exits clear and clearly marked and has an adult been designated to stand by such exits if the alarms go off? It is also a good idea for these adults to carry a small torch and a whistle for use in an emergency.
- What is the maximum occupancy for the rooms being used?
- Are any stairs involved and if so are they safe?
- Is there a road nearby?
- Check electrics, chair stacks, cleaning materials, sharp edges, cookers, heating, toilets, plants, cupboards and general cleanliness

The above list is by no means complete but it should help people to begin to think through an event so that as many risk areas as possible have been thought about and covered.

For further advice or support please refer to The Revd Dick Swindell who is the Bishop's Adviser for Child Protection, 01924 371802 or 01484 640473