Gathering check list form

This check list is to ensure that the safeguarding and risk management policies are being carefully documented and applied.

Details of the gathering

Organising committee members:

Safeguarding contact for the gathering

Safeguarding officer for the venue, if one is available

- ☐ Checked that the reporting forms available either in paper form or that they can be accessed on the WWW
- ☐ The contact numbers for relevant agencies have been made available to the safeguarding contact
- ☐ Everyone on the committee has been reminded of the procedures.

A brief assessment of the risks considered

The procedures put in place to mitigate those risks.

Remember, an announcement needs to be made at the welcome to remind everyone of procedures. (a suitable announcement is given overleaf)

Once filled in, this must be filed in the documentation folder for the gathering.

Gathering announcement

"From the gathering committee…

As an official announcement we need to tell you that XXXX is our safeguarding contact for this gathering. It is sad we need to have such an appointment, but we have to be respectful of the regulations which are needed in this fallen world. The regulations covering safeguarding are designed to protect the rights of any individual ensuring their dignity and a life free from harm.

Please can we all

- look out for others and ensure everyone is comfortable.
- Ensure all are treated with respect and good manners.
- Speak to one of the committee or the safeguarding contact if you see anything that you feel needs attention.

The official guidelines tell us that we are *all duty bound* to inform the safeguarding contacts of any issue of concern. It is then their responsibility to document any issue and to consider what further actions might be needed.