



Safeguarding Event Planning Checklist

1	Risk Assessment	Conduct a risk assessment to cover all potential risks that could jeopardise the health, safety, protection, and well-being of participants. Regularly update the risk assessment and share with all staff involved in the event. Keep a written record of the risk assessment on file.	
2	Safeguarding Focal Point	Appoint a lead safeguarding focal point to act as the first point of contact for advice and to respond to any safeguarding concerns that arise during the event.	
3	Roles & Responsibilities	Ensure that all staff and volunteers (if relevant) are aware of their specific safeguarding responsibilities at the event.	
4	Supervision Arrangements	Ensure that there are adequate supervision arrangements in place and appoint chaperones for children and young people involved in the event.	
5	Participant's Information	Collect essential information for all participants including name, contact number, address, and emergency contact details.	
6	Self-declaration Form	Ensure that all staff and volunteers (if relevant) who will be involved with the event sign a self-declaration form confirming that they have not previously violated the safeguarding policy.	
7	Safeguarding Events Pack	Prepare a Safeguarding Events Pack that includes all essential safeguarding information. Distribute this to participants before the event. The pack should include at the very least the safeguarding policy, code of conduct, safeguarding focal point contact details, reporting channels and safeguarding guidelines for the event.	

8	Safeguarding Briefing	Deliver a pre-event briefing to provide essential safeguarding information and guidance about the event. The briefing should make sure that everyone is aware of expectations and fully briefed on the safeguarding policy, code of conduct and other guidelines and procedures relevant to the event (e.g., reporting and responding to concerns, guidelines for journalists and media etc).	
9	Consents & Permissions	Prepare and send consent and permission forms ¹ to the participants in advance of the event. If children and young people are involved in the event get consent from parents/carers particularly if they are being asked to perform a specific role in a special event and/or when the event takes place away from home.	
10	Reporting	Arrange for clear and accessible reporting channels at the event and inform participants of what steps to take if they have a concern.	

¹ This can include but is not limited to medical, audio, visual and text consent forms.