

Safeguarding in Approved Centres

Event Assessment

An event assessment for the organisation and running of the activities at a BHS Approved Centre to be used in conjunction with the safeguarding plan and event checklist.

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

Name of event	Notes	Date	Venue
Name of Person with Safeguarding Responsibilities and their role at the centre – Centre Safeguarding Officer (CSO)		Safeguarding Training Date Criminal Record Check Date	Date Plan completed: Subsequent updates completed on:
Area to consider	Notes – record information about each area and any relevant dates	Completed	Risk Level
List of Key Staff/volunteers and helpers completed	The following roles will have unsupervised contact with children Criminal record checks are required for the following roles		
Staff, volunteers and helpers aware of: <ul style="list-style-type: none"> BHS policies and procedures e.g. safeguarding policy, codes of conduct, reporting procedures 	All policies and procedures have been circulated as part of the event induction. Safeguarding training completed for the following people	7/2/2019	

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<ul style="list-style-type: none"> • Safeguarding Training • ESO 			
Horse owners awareness of relevant policies and procedures	Notice given at registration, details of ESO at entrance of event		
Parents and carers Supervision of children notice	Notice given at registration, sign regarding supervision of children at entrance of event		
Security Registration lists for event ID badges Photographic policy	Staff and key people list kept with List of attendees and contact numbers kept ID badges produced for all relevant people Official photography details: Staff and key people notified about mobile phone camera use.		
Local Contacts Police: 101 Local children' services: NSPCC Helpline: 0808 8005000 BHS Safeguarding Team: 02476 840746			