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|  | BHS Event Safeguarding Plan v1 2019 *(All areas in brackets to be completed)*  Further advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children> | | | |  |
| **This is the safeguarding plan for:** | | | (Click here to enter Name of Event) on (Click here to enter Date of Event) | | |
| **For a one off event - Date of event:** | | | (Click here to add Date of Event) | | |
| **Or for a series of the same activity:** | | | Every (Click here to enter Occurrence of Event i.e. week, month)  from (Click here to add Date of First Event) until (Click here to add Date of Last Event) | | |
| **The venue for this event is:** | | | (Click here to enter Venue of Event) | | |
| **The person with safeguarding responsibilities at the event:** | | | (Click here to enter Name of Event Safeguarding Contact) | | |
| **The event safeguarding contact’s main role at the event is:** | | | (Click here to enter main role of Event Safeguarding Contact i.e. Secretary) | | |
|  | | | | | |
| The following section should be edited as appropriate for your event. The 1st column gives some examples of things you should consider. The 2nd column gives some examples of relevant actions. | | | | | |
| **Area to consider:** | | **Notes (record information about each area and any relevant dates):** | | **Action/Arrangements:** | |

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| List of Key Staff / Volunteers and Helpers | *The following roles will have unsupervised contact with children:*  *Criminal record checks are required for the following roles:* | *Any further actions required? Or mark as ‘Complete’.* |
| Staff, volunteers and helpers aware of:   * BHS policies and procedures e.g. safeguarding policy, codes of conduct, reporting procedures * Safeguarding Training * Event Safeguarding Contact | *All policies and procedures have been circulated as part of the event induction.*  *Safeguarding training completed for the following people:* | *Any further actions required? Or mark as ‘Complete’.* |
| Horse owners awareness of relevant policies and procedures | *Notice given at registration, details of Event Safeguarding Contact at entrance of event* | *Any further actions required? Or mark as ‘Complete’.* |
| Notice to parents and carers regarding supervision of children | *Notice given at registration, sign regarding supervision of children at entrance of event* | *Any further actions required? Or mark as ‘Complete’.* |
| Security  Registration lists for event  ID badges  Photography 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.* | *Any further actions required? Or mark as ‘Complete’.* |
| Local Contacts  Police: 101  Local children’ services:  NSPCC Helpline: 0808 8005000  BHS Safeguarding Team: 02476 840746 |  | *Any further actions required? Or mark as ‘Complete’.* |
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| **Signed:** (Click here to enter Name of Author) | **Date:** (Click here to enter Date Completed) |
| **Subject to review, monitoring  and revision by:** (Click here to enter Name of Author) | **Every:**(Click here to add time when next reviewed, usually 12 months or sooner if same activity is run sooner) |