

West of England Sport Trust - Events Toolkit

WHEN

Activity agreed



As soon as activity organised



As soon as possible after staff and volunteers have been identified



4 weeks prior to activity

WHAT

Book facilities, request facility NOP's, EAP's and Risk Assessments



Activity agreed and details published, staff and volunteers identified to deliver



CRB checks to be undertaken or original requested if already undertaken by a NGB or partner organisation with whom Wesport have an information sharing protocol. All volunteers/coaches /staff who assist at events/activities must be CRB checked within the last three years.
Coaches must be registered on CoachWest.



Self-declaration form to be completed by staff and volunteers who are unable to show original CRB or complete a CRB in time for the event.

Volunteers /coaches and anyone who is assisting with the delivery of an activity, who has not been checked in advance must not be placed in positions/roles during that activity where they would be on their own with participants or volunteers who are under the age of 16.

List of all those assisting with the delivery of the event to be forwarded to the Designated Safeguarding officers.

WHO

Event organiser



Event organiser



Event organiser to report to Wesport Designated Safeguarding Officer.



Event organiser to report to Wesport Designated Safeguarding Officer.

WHEN



2 weeks prior to activity



At least one week before activity



Day of activity

WHAT

At the time of profiling, proof of qualification (if relevant) to be seen (recorded on monitoring sheet)
Copy of proof of identity to be signed to confirm that original has been seen.
Details to be forwarded to Designated Safeguarding Officer



1. All signed documents - policy confirmation, codes of conduct, self-declarations to be with organiser and or DCPO.
2. Risk Assessments to be undertaken
3. Codes of conduct to be issued to participants and parents if not already sent out with confirmation of a place on the activity.
4. Child Protection leaflets to be sent out along with code of conducts to relevant individuals



1. Briefing session for all staff and volunteers to be held (to include event briefing, safeguarding children procedures, equity, health and safety).
2. Incident report forms to be distributed. (child protection and injury /incident)
3. A copy of the list of individuals being used to assist with the delivery of the event must be logged with the designated officers.



- Ensure that you have the following for use on the day of the activity >
1. Self declaration forms
 2. Spare codes of conduct
 3. Spare policy documents
 4. Blank incident report forms
 5. Copy of the risk assessment completed prior to the activity.
 6. Photography log.
 7. Children's safeguarding leaflets

WHO

Event Organiser or their designated rep



Event organiser or their designated representative.
Risk assessments to be saved on SharePoint, with hard copy taken to event, on day changes to be recorded on SharePoint doc with date and time of amendment.



Nominated representative.
Post activity - Any completed Incident/accident forms to be returned either to a Designated Safeguarding Officer, or, in the case of accident the Chief Executive.



Post activity - Any completed Incident/accident forms to be returned either to a Designated Safeguarding Officer, or, in the case of an accident the Chief Executive.
(In the absence of the Chief Executive forward to the Wesport Core Business Manager)
All completed documents to be forwarded to designated Safeguarding Officer within two days of completion of the event.