Event safeguarding checklist

	Complete
Basics	
Does someone at your event have lead responsibility for safeguarding?	
Do you have a safeguarding plan for your event?	
Do you have robust policies and procedures in place?	
Creating a Safe Environment	
Do you have codes of conduct and principles of participation?	
Have you completed pre-event risk assessment?	
Have you confirmed the ratios of supervisors to children at the event?	
Do you have plans in place in case a child goes missing at your event?	
Have you arranged registration and consents for all participants?	
Do you have all relevant medical information?	
Have you arranged security at your event?	
Roles and Responsibilities	
Have you considered recruitment, employment and deployment of staff and volunteers?	
Are all staff and volunteers aware of their safeguarding responsibility?	
Are all the relevant people DBS checked?	
Responding to Concerns	
Do you know how to recognise and respond to concerns?	
Do you have procedures in place for whistleblowing?	
Additional Vulnerabilities	
Have you considered young people with additional vulnerabilities?	
Have you thought about the role of technology and social media?	
Have you received completed social media statements for participants?	
Travel and Overnight Stays (if applicable)	
Have you planned for any overnight stays effectively?	
Have you communicated effectively with parents, carers and players?	
Have you assessed potential risks?	
Have you considered and assessed transport plans?	
Do you have plans for emergency procedures in place?	
Do you have appropriate supervision of children and young people?	
Have you considered all aspects of accommodation and catering?	