

# Westbury PCC checklist for **SIGNIFICANT** Church Events/ Activities



This form and associated documents should be completed with the use of Guidance notes and at least **3 months** in advance of the event to give PCC time to consider. 'Significant' may be a church trip away, overnight stays, irrespective of who is attending or their age.

1	Name of event/ activity													
2	Proposed Date(s) and times of event/ activity													
3	Type of event/ activity and proposed location													
4	Person responsible for organising the above (please include a contact email/ telephone number)													
5	If event is to be held in Church premises/ using Church property have you consulted with the Church Wardens? Checked availability?	Yes/ No Yes/ No												
6	Is the event either an event for (or there will be a large number of) : a) Children/Youth or b) Adults that could be considered vulnerable for whatever reason?	Yes – Implications around 'Safeguarding' – please complete <b>section 10</b> below and a Risk Assessment is <b>likely</b> to be required.  No – Reduced Safeguarding implications – please complete <b>section 11</b> below.												
7	Do you need a risk assessment and has the PCC had opportunity to review it for the above?	Yes/ attached		No/ comments as to why not										
8	Are there any financial implications and if so has the PCC had opportunity to review the financial plan?	Yes/ attached		No/ comments										
9	Have you arranged the support that you require in planning, pre, during and post event?	Yes/ Attached		No/ comments										
10	<b>Safeguarding Implications for Event</b>  As the event is primarily involving Children/Youth/Adults who may be deemed vulnerable, please complete the table to the right to identify if there is adequate supervision ratios of the above activity?  General supervision, to keep those organising and attending the above safe, should be included in the risk assessment.	<table border="1"> <thead> <tr> <th>Number of <b>safely recruited</b> persons helping/leading over 18</th> <th>Number of persons attending under 18</th> <th>Number of vulnerable adults attending</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>Male</td> <td>Male</td> </tr> <tr> <td>Female</td> <td>Female</td> <td>Female</td> </tr> </tbody> </table>				Number of <b>safely recruited</b> persons helping/leading over 18	Number of persons attending under 18	Number of vulnerable adults attending	Male	Male	Male	Female	Female	Female
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11	<p><b>Event not aimed specifically at and unlikely to be attended by a large number of Children/Youth/Adults deemed as vulnerable.</b></p>	<table border="1"> <tr> <td>Number of leaders and helpers for the event.</td> <td>Likely Number of people attending inclusive of leaders and helpers?</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Number of leaders and helpers for the event.	Likely Number of people attending inclusive of leaders and helpers?		
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12	Further specific points you wish to highlight					

Please submit this form either electronically / by hand/ or post to the Parish Office, for the attention of the Standing Committee.

If the answer to Question 6 is **YES** – then this event will need to be added to the Diocese/ Parish Dashboard

If the answer to Question 6 is **NO** – then this event does not need to be added to the Diocese/ Parish Dashboard

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## Guidance for arranging such events.

As soon as the idea of an event is underway, it is **mandatory that those involved in leading it confer a meeting** to consider the following. It is recommended that this be attended either by a Churchwarden or the Parish Safeguarding Officer (PSO).

- A decision needs to be made on who will be the designated leader of an event
- Consider who will be the supporting team of adults.
- Make sure everyone of those people are safely recruited (DBS etc.) and if they are not, sufficient time is allowed for them to be in conjunction with the PSO.
- Decide who will create the necessary risk assessment(s) for the event, sub events and/or specific activities. Make sure those documents are completed by the 3 months deadline
- Create an outline financial budget and discuss any possible financial deficits that may occur – through cancellations etc. that the church may be liable for.
- Consider and make a decision on the 'cancellation policy' where anyone attending subsequently pulls out of the event after agreeing to attend.
- Consider and distribute Medical Forms for those attending. This is particularly important for youngsters and any vulnerable adults, or indeed anyone who is attending that is on regular medication.
- Discuss the location of the event/activity and identify any likely risks to be included in the risk assessment. Consideration should be given to busy roads, rivers etc., location such as in the countryside or in a developed environment and the particular risks they carry.
- Consider who is attending, their ages, sleeping arrangements, making sure that there are sufficient leaders of both genders, so no compromises are required with this regard.
- Consider eating arrangements, and whether any element of 'self-catering' creates additional risks.
- Consider all transport arrangements, both to and from the activity location and any other interim destination. If cars are used, then at least one adult in each car needs to be Safely recruited.