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|  Safety Plan *A safety plan must be completed for every activity and group within the circuit, including regular and one-off events.**For regular activities, a plan can be created and updated annually.* *This safety plan must be completed and returned to the church safeguarding officer at least 2 weeks before. Contact: enter**Any off-site activities must be completed and returned to the circuit safeguarding officer at least 4 weeks before. Contact: enter* |
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| **Church/Chapel:** |  | **Type:** (⌧ check) | [ ]  On-Site (Church) | [ ]  Off-Site  |
| **Group/Event:** |  | **Group/Event Leader/s:** |  |
| **Location:** |  | **Leader Contact Details:** | ✆ |  |
| **Date/s:** |  | 🖳 |  |
| **Time/s:** |  | 🖃 |  |
| **Activity/ies:** |  |
|   |
| **Attendees (**⌧ **check all that apply):** |
| [ ]  Church/Circuit Members | [ ]  Wider Community/General Public | [ ]  Circuit Employee/s e.g. Minister | [ ]  Invited Guest/s e.g Speaker/s |
| [ ]  Children with Parents/Carers | [ ]  Children without Parents/Carers | [ ]  Vulnerable Adults  | [ ]  People with a Disability or Frail  |
| **Expected # of Attendees:** |  | **The venue can safely host this number of attendees:** | yes/no |
|  |
| For support in planning large events, go to: https://www.methodist.org.uk/media/3982/organising-events-guidance-pack-large.pdf NSPCC recommended adult:child ratios: 0 - 2 years – 1:3 2 - 3 years – 1:4 4 - 8 years – 1:6 9 - 12 years – 1:8 13 - 18 years – 1:10 |
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| **Contingency Plans** |
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| If at any time you have a worry or concern about a child, a young person, or a vulnerable adult who attends the group, event, church or uses the premises, report your concerns as soon as possible to one of our trained safeguarding officers: Church: enter here Circuit: *enter*  Minister: enter hereIf you have an immediate concern for someone’s safety and/or welfare and you are unable to reach one of our safeguarding leads, please call: *enter local social services numbers*You can read our church’s safeguarding policy online: enter website here  |
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| Completed by: |  | Date: |  | Safeguarding Officer: |  | Date Received: |  |
| Notes: |  |

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| **Area** | **Element** | **Risks** | **Likelihood** | **Harm** | **Overall Score** | **Prevention** | **Person Responsible** | **Person/s to Action** | **When** |
| Specific Element of the Group or Evente.g. serving tea/coffee  | What could be unsafe?Are there any potential hazards? | 5=Certain4=Probable3=Possible2=Not impossible1=Never | (physical & psychological)5= Life-threatening4=Serious3=Harm2=Minimal1=No harm | Likelihood x Harm*Scores of 9+ requires permission of SO and minister* | What actions would reduce the likelihood of this happening? | Who is the lead person to ensure this action is planned for, communicated and implemented? | Which people need to be aware of this and support/ action the implementation? | Communicated to volunteers by when? | Implemented by when? |
| **Location, venue, building or room** |  |  |  |  |  |  |  |  |  |  |
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| **Activities & equipment** |  |  |  |  |  |  |  |  |  |  |
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| **Area** | **Element** | **Risks** | **Likelihood** | **Harm** | **Overall Score** | **Prevention** | **Person Responsible** | **Person/s to Action** | **When** |
| Specific Element of the Group or Evente.g. serving tea/coffee  | What could be unsafe?Are there any potential hazards? | 5=Certain4=Probable3=Possible2=Not impossible1=Never | (physical & psychological)5= Life-threatening4=Serious3=Harm2=Minimal1=No harm | Likelihood x Harm*Scores of 9+ requires permission of SO and minister* | What actions would reduce the likelihood of this happening? | Who is the lead person to ensure this action is planned for, communicated and implemented? | Which people need to be aware of this and support/ action the implementation? | Communicated to volunteers by when? | Implemented by when? |
| **Volunteers** |  |  |  |  |  |  |  |  |  |  |
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| **All attendees** |  |  |  |  |  |  |  |  |  |  |
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| **Area** | **Element** | **Risks** | **Likelihood** | **Harm** | **Overall Score** | **Prevention** | **Person Responsible** | **Person/s to Action** | **When** |
| Specific Element of the Group or Evente.g. serving tea/coffee  | What could be unsafe?Are there any potential hazards? | 5=Certain4=Probable3=Possible2=Not impossible1=Never | (physical & psychological)5= Life-threatening4=Serious3=Harm2=Minimal1=No harm | Likelihood x Harm*Scores of 9+ requires permission of SO and minister* | What actions would reduce the likelihood of this happening? | Who is the lead person to ensure this action is planned for, communicated and implemented? | Which people need to be aware of this and support/ action the implementation? | Communicated to volunteers by when? | Implemented by when? |
| **Children/vulnerable adults specifically** |  |  |  |  |  |  |  |  |  |  |
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| **Medical/first aid/disabilities** |  |  |  |  |  |  |  |  |  |  |
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| **List of Volunteers** **(past 12 months and current if for a regular group/event)***Please complete all columns that apply* |
| **Name** | ✓ Attended Basic safeguarding training and/or Advanced Module in the last 3 years | ✓If no training, have they read & signed ‘Safeguarding Information Leaflet and Agreement’?*Submit signed copies*  | ✓ Has current DBS check*Check with Minister or* *church safeguarding officer if unsure* | ✓ I have their contact details including address should a safeguarding issue arise |
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