|  |  |  |  |
| --- | --- | --- | --- |
| **Event/Activity** |  | | |
| **Venue Address** |  | | |
| **Venue contact number** |  | | |
| **Do you have an ‘In Case of Emergency’ contact for all group members?** | | | Yes / No |
| **Safeguarding Coordinator**  (for this event - on site) | Name |  | |
| Mobile |  | |
| **Deputy Safeguarding Coordinator**  (for this event - on site) | Name |  | |
| Mobile |  | |
| **Responsible Person for Event**  (overall in charge of event) | Name |  | |
| Role |  | |
| Mobile |  | |
| **Off-site Safeguarding Officer**  (eg AM Safeguarding Coordinator) | Name |  | |
| Role |  | |
| Mobile |  | |
| **Insurance contact** | Name |  | |
| Role |  | |
| Mobile |  | |
| **Designated private space:** |  | | |
| **Helpline contacts:** | | | |
| **Thirtyone:eight** | | 0845 120 4550 | |
| **NSPCC** | | 0808 800 5000 | |
| **Local Authority contacts:** | | | |
| **Local Authority contact for Children & Young People** | |  | |
| **Local Authority contact for Adults at Risk** | |  | |