|  |  |
| --- | --- |
| **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** |  |