EventInformation Sheet

# Name and nature of event/committee

# Date of event

Venue: If an event is going to be held in a place that the Area Meeting has a completed property information sheet, then no event information sheet is likely to be required. If the event is going to be held in more than one venue, then the information needs to be completed for each location.

Local Authority Area: You should include the district and the county if they each have councils. If you do not know this, then do not rely on “upmystreet.com” without the complete postcode, as some postcode areas are in more than one local authority. Local authority websites often contain maps of their area. Staff at a venue will normally know this information

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| Safeguarding Coordinator | |
|  | This should be the Name and mobile phone number of someone present at the event |
| Deputy Safeguarding Co-ordinator | |
|  | this should be the Name and mobile phone number of someone present at the event |
| Responsible Person at Event (for Children & Young People) | |
|  | Optional Entry.  Name and mobile phone number  This is likely to be the committee/staff member who is the link between the event and the venue, and needs to be someone who can take time out of the sessions if needs be. |
| Overall Event Responsibility | |
|  | Name and mobile phone number  This is likely to be the committee/staff member who is the link between the event and the venue, and needs to be someone who can take time out of the sessions if needs be. |
| Area Meeting Safeguarding Co-ordinator (and deputy) | |
|  | Include the contact details of the Area Meeting Safeguarding Co-ordinator and deputy, even if they are not present at the event. If none, then put the Clerk to AM trustees here. |

Location of designated private space:

This should be a place where someone can safely talk about abuse, but should not be a bedroom. It can be a room that is also available for other pastoral care issues

**Details of appropriate Local Authority and Police contacts for the location of the event:**

This applies to all of the following questions. Having obtained the name of the local authority, then their website should provide the information required. You may also need to visit a police, or a safeguarding board website. Expect to include name, address, if the address is a PO Box, also include the physical location, telephone and e-mail details, and remember to include any emergency contacts that are available outside office hours.

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| Local Authority Contact for Children, Young People and vulnerable adults | |
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| Police Contacts for children, young people and vulnerable adults | |
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| Local Safeguarding Board in the locality of the event**:** | |
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| Local Authority Designated Officer (LADO) | |
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**Helplines for advice**

**CCPAS HELPLINE: 0845 120 4550**

**NSPCC HELPLINE: 0808 800 5000**

**A completed copy of this form should be lodged with the Area Meeting Safeguarding Co-ordinator**

This whole document can be formatted as you wish. It may be sensible to keep it to two sides of A4.