

## Delivering Safe Events Checklist

This checklist details some of the steps your club is recommended to take to ensure you include safeguarding whilst planning your events. Further information on these points can be found in the Delivering Safe Events section of the Safeguarding section of the Club Toolkit.

- Have you completed an Event Safeguarding Plan?
- Is there a named Safeguarding Officer in attendance or contactable for your event?
- Have you completed a safeguarding risk assessment?
- Is there an opportunity to deliver a safeguarding briefing to event staff in advance of the event?
- Do all contracts stipulate the requirement on the provider to meet the club's safeguarding policy and procedure?
- Have you displayed posters to inform the attendees who the Club Safeguarding Officer is for the event?
- Have relevant staff been briefed on the Missing/Separated Person procedure?
- Have you considered the people who are in attendance who are in regulated activity?
- Have you considered the people who are in attendance who may need additional support?
- Have you reviewed the suspensions register?
- For events with under 18s taking part, remember to attend the driver briefings to introduce yourself, your role and to promote the importance of Race with Respect.
- Have you arranged an event debrief to understand from colleagues what went well and where improvements to safeguarding could be made in the future.