



Parents and Friends of St John's (PAFS)

Events Policy.

Purpose:

This Policy is to ensure all events organised by PAFS are legal, safe and run smoothly and are aligned to the school Staff and Volunteer Code of Conduct, and the PAFS Constitution.

Each event will have a nominated organiser as the main point of contact to ensure this policy is adhered to. They can deputise tasks as appropriate.

This policy will cover the following areas:

1. Purpose of each event
2. Legal requirements
3. Risk assessment
4. Equality and Diversity
5. Safeguarding
6. Lost child procedure
7. Late collection procedure
8. Behaviour
9. Cancellation

Section 1: Purpose of an Event

PAFS runs a variety of events. Most events will have a fundraising element but also should be for the benefit of the children of the school and/or their parents and/ or the wider school community.

If agreed by the committee events can be organised that have no fundraising element and may use PAFS funds but meet the primary aim of PAFS which is to advance the education of pupils in the school in particular by promoting and fostering good relations between parents, staff, and other members of the wider school community.

Section 2: Legal Requirements

2.1 Insurance

PAFS will maintain membership of PTA UK which provides insurance against Material Damage, Business Interruption, Works in Progress, Money, Computer, Public Liability, Hirers' Liability, Employers' Liability, Libel and Slander, Professional Negligence, Financial and Administration Liability, Motor including Legal Expenses and Uninsured Loss Recovery, Plant Protection, Deterioration of Stock, Personal Accident, Business Travel, and Legal Expenses.

Insurance is provided the following conditions are met.

- All events undertaken must have a risk assessment.



- All officers/ committee members and PTA volunteers are aware of the event risk assessment, its findings and recommendations and that all reasonable steps are taken to prevent injury.
- DBS checks are carried out where required.
- When involving animals, PAFS must ensure the owner has their own public liability insurance in place and that it is understood that animals are brought to the event at their own risk.
- Professional entertainers and service providers must hold their own public liability cover with a suitable limit of indemnity.
- PATS must notify the police immediately in the event of theft or malicious damage, fraud or dishonesty, and obtain a crime reference number.
- PAFS should have proof of ownership for any equipment in the event of a claim
- The event organiser and /or treasurer will keep a written record of how much money is kept in safes or taken home after any event.

2.2 Alcohol

All events where alcohol is provided either for sale or by donation or as a raffle prize where tickets are sold in advance must have a Temporary Entertainment Notice (licence). This must be applied for by the Compliance Officer or event organiser on behalf of PAFS at least 2 weeks before the event. In the absence of a licence alcohol cannot be served. Events where those attending bring their own alcohol do not need a licence.

2.3 Data Protection

As a not for profit organisation we are exempt from registering as a Data Controller. However we should adhere to the best practice principles of the Data Protection Act 1998. PAFS must make sure that the information held is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Held securely

To these purposes no more information than is needed for the safe running of an event will be collected and should not be stored for any longer than is necessary for the running of the event. Particular care must be taken to ensure the confidentiality of sensitive personal information such as medical history. Electronic files must be deleted after an event is finished and no further purpose is needed. Hard copies including these details should be shredded. Attendee numbers only for each event should be provided to the treasurer. If names of children need to be kept for future reference they should be provided to the compliance officer to be held securely.

All communication to Parents should be through the school Parentmail system where parents/carers have consented to receiving information from PAFS, or on the PAFS Facebook page where parents/carers have actively signed up. All use of the Facebook page should be in line with the PAFS policy on social media.



Section 3: Risk Assessment

All events must have a risk assessment completed by the event organiser (or compliance officer). This must be brought to the event. These will be stored electronically by the Compliance Officer and a hard copy kept in a labeled folder in the PAFS drawer at the school.

A standard risk assessment template is available from the Compliance Officer.

Section 4: Equality and Diversity

PAFS believes that all children and adults attending events or helping with our fundraising activities should have the opportunity to take part whatever their background, identity and circumstances. We are committed to creating a community that recognises and celebrates difference within a culture of respect and co-operation.

To this purpose PAFS considers all pupils, families/carers and staff are of equal value:

- Whether or not they are disabled
- Whatever their ethnicity, culture, national origin or national status
- Whatever their gender and gender identity
- Whatever their religious and non-religious affiliation or faith background
- Whatever their sexual orientation
- Whatever their marital status
- Whether they are currently pregnant or have recently given birth
- Whatever their age

We recognise and respect difference.

We recognise that treating people equally does not necessarily involve treating them all the same. We recognise that our policies, procedures and activities must not discriminate but must take account of diversity and the kinds of barriers and disadvantage that staff, parents/carers or pupils may face

PAFS aims to foster positive attitudes and relationships, and a shared sense of cohesion and belonging

We intend that our policies, procedures and activities should promote:

- positive attitudes and interaction between groups and communities
- an absence of harassment, victimisation and discrimination

Section 5: Safeguarding

PAFS believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

5.1 Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

5.2 We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

5.3 Procedure

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust.

Adults must be clear about appropriate and safe behaviours for working with children in all capacities, settings and contexts.

We will seek to keep children and young people safe by:

- adopting child protection practices through this procedure
- providing effective management of volunteers through supervision and support
- sharing concerns with agencies who need to know, and involving parents and children appropriately.
- We are committed to reviewing our policy and good practice annually at the AGM

5.3.1 Underpinning Principles

- The welfare of the child is paramount.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- This responsibility extends to a duty of care for PAFS whilst working with children and young people.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way
- No adult without DBS clearance should be left alone with a child unless they are the parent of that child or have the permission of the child's parent.



- At events where parents are not present written permission to attend must be provided. A register must be kept with emergency contact details and the name/ mobile phone number of the person collecting the child. Information on allergies and medical conditions should be requested on the permission slip.
- All events should be held in school buildings or a public place.
- When the school building is used the event organiser must complete a “school hire form” and give it to the school office.

5.3.1.1 Physical Contact

Any physical contact should always be in line with the school’s policy on behaviour management and physical contact.

Generally:

- When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- Unusual incidents should be reported to the Chair of PAFS and school staff.
- Where feasible, adults should seek the child's permission before initiating contact.
- Adults should listen, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.
- Children with special needs may require more physical contact, judgement is required.
- In circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported to the chair of PAFS and a member of the school staff.
- Physical intervention should only be used to manage a child or young person’s behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.

5.3.1.2 Children and Young People in Distress

There may be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their judgement to comfort or reassure a child in an age-appropriate way.

5.3.1.3 Intimate and Personal Care

All needs that fall into this category need to be supervised by a member of the school staff in line with school policies.

5.3.1.4 First Aid and Administration of Medication.

Medication and First Aid must only be administered in accordance with school policies. At least one first aider will be present at all events and be familiar with the school policy.



5.3.1.5 Medical emergencies.

A nominated first aider(s) must be present at each event. The first aider(s) must be made aware of children with allergies or medical conditions. In the event of a medical emergency a first aider must decide if it is appropriate to call an ambulance. School staff should be informed. The parent/carer must be telephoned. The event organiser must decide in consultation with the school staff if the event should be halted.

5.3.1.6 Photography and Videos

All event information should make it clear that children will not be allowed cameras/ phones with cameras at events unless directly supervised by a parent/carer. Any photos taken by PAFS for internal publicity purposes should be mindful to safeguard the privacy, dignity, safety and wellbeing of the children. If a child can be identified parental consent to use the photo must be obtained. Distant group photos should be examined to ensure the above principles are adhered to. No photos of children should be posted on the internet/ social media.

Section 6: Lost child procedure

For all events where a parent or guardian does not accompany a child a register of attendees must be kept. The name of the person collecting the child must be provided if it is not a parent or guardian. A contact telephone number for the parent (and carer if applicable) must be provided. *Note should be taken if we are informed of someone who should NOT collect a child.*

All external doors will be locked and/ or supervised throughout the event. The parts of the school building not in use must have a physical barrier and be supervised.

At the end of an event all children will be kept together to be collected by the named parent/ carer. Care will be taken by PAFS and staff members to ensure no child leaves the school premises without the parent or carer. No child can leave the building unless in the care of the nominated parent/ carer.

If during an event a child goes missing:

1. all PAFS supervisors and members of the school staff should be informed.
2. all external doors should be locked,
3. The event organiser and safety lead should co-ordinate a search of the school building.
4. If the child cannot be found the parent should be called as well as the police.

If at the end of an event a parent cannot find their child the above actions 1-3 should be followed. The attendee list should be consulted to see who was to collect the child. The parent should contact any other adults (e.g. friends, relatives, parents of other children) who may have collected the child. If the child is still not found the police should be called.

Section 7: Late collection procedure

A mobile telephone number of the person collect the child will be requested on the permission form. If a child is still present 5 minutes after the allocated pick up time the parent/ nominated carer should be called. The names of those collected late will be noted.

In the case of extreme lateness (> 15minutes) or persistent lateness in collecting a child the chair of PAFS can at their discretion write to the parent/carer highlighting the issue and advise that



persistent lateness in collecting could result in the child non longer being able to attend events without being accompanied by an adult to take them home.

Section 8: Behaviour

In general there is an expectation of good behaviour for all children attending PAFS events.

We expect all members of the school community to respect each other.

- All children should respect their own and other people's property and to take care of the school environment and property.
- Children should be well-behaved, well-mannered and attentive.
- Children should move around the school buildings and site safely.
- If children report problems with their peers PAFS should use judgement as to whether or not to intervene. If in doubt refer this to a member of staff to deal with the matter.
- Physical violence is unacceptable. Foul or abusive language must not be used.
- Children must not bring sharp or dangerous instruments to events, or any item that might cause a problem.

Repeated violation of the above principles or serious incidents may lead to exclusion from PAFS events.

Section 9: Cancellation

PAFS reserves the right to cancel events due to

- Force majeure
- Poor ticket sales
- Other reasons of non-viability
- Exceptional circumstances

If PAFS cancels an event then all ticket monies should be refunded. Any suppliers should be paid in line with the supply agreement and cancellation timelines. It is the event organiser's responsibility to be aware of supplier cancellation policies.

It is at the discretion of the event organiser/ PAFS chair to refund ticket money where an attendee cancels in advance of the event

Ticket money will not normally be refunded if not cancelled in advance (i.e no shows)