

# Running Youth Activities

A step by step guide



Our vision is of a  
world without barriers  
for every deaf child.

# Contents

<b>Introduction</b>	<b>4</b>
<b>Plan</b>	
Goal setting	5
Fundraising	6
Finding a venue	6
Staff and volunteers	7
Involving young people	8
Marketing	9
Managing bookings	10
Evaluating your event	12
Deaf awareness and communication	14
Health and safety	15
<b>Deliver</b>	
Event management	20
<b>Reflect</b>	
Evaluation and feedback	22
Storing information	22
Celebrating success	23
<b>Supporting documents</b>	
A. Event register (participants and adults)	24
B. Risk assessment guidance and template	26
C. Health and safety checklist	31
D. Participant consent form	32
E. Parent evaluation form	34
F. Participant evaluation form	36

# Introduction

## Purpose of this guide

This guide will help you to organise and deliver successful and safe events for deaf young people, and has helpful tips and ideas to help your planning.

## Why is local support important?

Deaf young people can often feel socially isolated, so offering opportunities for them to come together and meet other deaf young people can be crucial to their development – helping them to feel more confident and independent.

## Important information about this guide

You should use this guide when organising **day events or activities** for young people **aged over eight years old**.

## Running residential youth events

If you are planning to organise a residential event for young people (without their parents being present), you will need to register with Ofsted. The Ofsted registration process can be very long and complex, so think carefully about whether this is right for your group. For more information about Ofsted, please visit [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted) or contact them directly.

Ofsted only applies to groups based in England. For groups based in Scotland, Northern Ireland and Wales, other childcare regulations may apply for running residential events. It is best to check with your local authority before planning a residential event.

We recommend that parents/carers are present if you are running events for children who are under the age of eight.



# Plan

## Goal setting

Think about why you are organising the event and what you want to achieve. Make sure that everyone involved in the planning understands and agrees on the goals for the event.

### EXAMPLE

To give deaf young people aged 14 plus an opportunity to spend time with other deaf young people and develop their communication skills.

At this point you'll also need to decide:

- when the event will be held
- who you want to attend e.g. age range, members, non-members
- the activities you want to offer, making sure they are suitable and appropriate for young people
- how you are going to involve young people in the planning
- how many people you want to attend (minimum and maximum)
- where you want the event to be held and the facilities you need
- your budget
- if you'll charge people to come
- who is going to deliver the event
- who else you want to work with (partners).

### FOLLOWING THESE THREE SIMPLE STEPS WILL HELP YOU TO PLAN YOUR EVENT:

- 1. Timeline** – work backwards from the date of the event and set yourself deadlines to complete certain tasks.
- 2. Delegate** – ensure that roles and responsibilities are shared among the planning team or committee – write down who is doing what and when. Make the most of the skills and knowledge that people have.
- 3. Communicate** – everyone involved in the planning should communicate with each other. Think about having weekly update emails or meetings – this will help you monitor deadlines and respond to any questions that arise.

## **Fundraising**

There are many different ways of generating the money needed to deliver your event. These include:

- applying for grants
- running fundraising activities and events
- corporate sponsorship
- working with partners who have a budget
- charging for your event.

Visit the local groups section on our website for more information on fundraising: [www.ndcs.org.uk/localgroups](http://www.ndcs.org.uk/localgroups).

## **Finding a venue**

Things to consider when you are booking a venue:

### **Accessibility**

- Is it in an accessible location, e.g. is it close to public transport routes?
- Is it suitable for deaf young people, e.g. is the lighting good enough? Are the acoustics ok?
- Is it accessible for service users with additional needs, e.g. those who use a wheelchair?

### **Venue facilities**

- Toilets – are they in good working order? Are they clean? Are there enough of them?
- Changing facilities – if some of your activities require people to change, is there space for them to do this? Are there separate areas for girls and boys?

### **Health and safety**

- Does the venue have public liability insurance? See health and safety section for more information on pg 19.
- Where appropriate, are venue staff qualified to run the activities? Are the venue staff deaf aware?
- Is there enough space to run the event? Do you need separate rooms for different activities/lunch etc.?
- Does the venue have qualified first aiders?
- Will the venue be used by other groups/members of the public during the event?
- Are the emergency procedures suitable for a deaf audience?

## Staff and volunteers

You must make sure you have enough adult supervision at your event and that there is suitable communication support (see section below on booking communication support). The level of supervision will be different depending on the type of event, the age and ability of the group and the types of activities. It's better to have more adults than you need in case there are any last minute drop outs.

Here are some other things to consider.

- Make sure any instructors delivering workshops have the correct skills and qualifications needed to deliver the activities safely.
- Write out role descriptions for other committee members or volunteers prior to the event so they know exactly what they will be doing.
- Make sure your volunteers have all the information they need before the event. This might include directions to the venue, contact details of the event leader, their role description and what they need to wear.
- Make sure you and your volunteers arrive well before the young people. This will give you a good opportunity to talk through any last minute changes and let them meet one another.

Check out the event health and safety checklist in this pack for guidance on adult: child ratios and criminal record checks.



## Involving young people

It's important that you involve young people in the planning and decision-making for any event that they attend. This will help you to make sure that your event is well attended, and that it is suitable for and meets the needs of deaf young people.



### Top tips for involving young people:

- Make consultation fun and rewarding. Be creative in how you gather ideas and try not to use questionnaires and forms.
- Set realistic expectations – make sure participants know the limits of what you are able to do.
- Write up what the young people said and share it with them. This shows that you have listened to them.
- Give young people a role in organising the event e.g. ask them to design a poster or promote the event with peers, or maybe ask older ones to plan and deliver an activity.
- After the event, thank the young people for their input and give them feedback.



## Marketing

Firstly, think about who you want to attend the event and the best way to tell your audience about it. For example, if you're planning to target young people who are already part of your local group, marketing your event may just involve telling people about it face-to-face or sending a letter or email to group members. If you're targeting deaf young people who aren't members of your group, think about using different marketing tools, including:

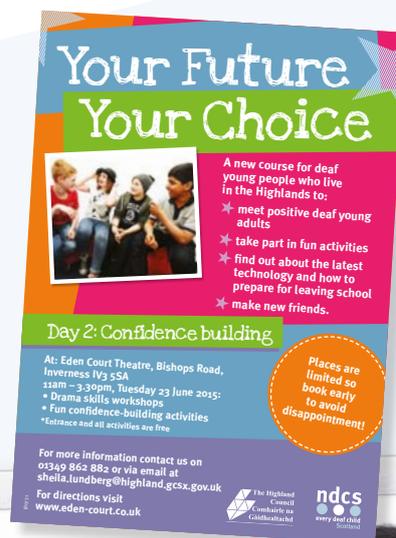
- flyers
- posters
- websites such as the National Deaf Children's Society website or your local authority
- press releases/media
- emails
- social media.

### You could promote your event to:

- local audiology departments
- Teachers of the Deaf
- local hearing impairment units
- deaf schools and colleges
- local authority sensory impairment services.

### Your marketing materials should include information on:

- what the event is
- date and time
- location
- who it is suitable for (including age group)
- the cost (if any)
- how communication needs will be met
- how people can book a place
- who to contact for more information
- your organisation logo and any partners' logos.



## Managing bookings

You will need to decide how children and young people will book on to the event, what information you need about them, such as name and age and how you will record the number of people booking on.

**Young people under the age of 18 must have written consent from a parent or guardian before they take part in any event or activity run by your group.**

### Participant consent form

There is a template participant form included in this pack. This form has been designed to collect the following information about a young person:

- name
- date of birth
- contact details
- parent contact details
- communication method e.g. British Sign Language (BSL), speech, Sign Supported English (SSE)
- medical conditions e.g. asthma, epilepsy
- medication the young person will need to take on the event. See the health and safety section on pg 17 for guidance on medication at events
- any additional needs/support needs
- dietary requirements (if you are providing food at the event)
- photo consent
- emergency contacts.

**It is important that you have this information before the day so that you can run a safe event that meets your participants' needs.**

You may also want to gather information on:

- participants' ethnicity
- their level of deafness
- how they found out about the event.

This information could help you when planning future events or applying for further funding.

If you are running a drop-in event, you must make sure that the parent or guardian who is dropping the young person off completes a registration form on arrival.

All adults and children should sign in and out, so that you know who is on the premises in the event of an emergency evacuation.

### **Final reminder**

It is a good idea to send out some final information to everyone who has booked on to the event at least one week beforehand.

This could include:

- what they need to wear
- what they need to bring
- a timetable or agenda
- directions, including where to drop off and pick up their child
- a reminder to bring any medication (see health and safety section on pg 17 for further information)
- contact details for the event organiser.

This information will give people a final reminder about the day and will help to make sure you have a good turnout.

Mailing this information can be costly because of printing and postage – you could send it by email instead if you have everyone’s contact details. If you are sending the information out by email only, you may also want to send people a text asking them to check their inbox.

### **Storage of personal information**

You must keep any booking forms with personal information on them in a safe place (preferably locked away) to comply with data protection laws.





## Evaluating your event

Evaluation will help you to find out what people thought of your event and whether it was a success. You should think about evaluation in the planning stages, rather than waiting until your event is over. Always link your evaluation back to your original objectives. This will help you to decide what information you need to gather and therefore what questions you need to ask.

Evaluation methods you could use include:

- log books
- diaries
- feedback forms
- online surveys
- interviews
- games or activities.

When you're deciding which evaluation method to use you might want to consider:

- the age and ability of the participants
- who is going to carry out/facilitate the evaluation
- who you are going to ask for feedback
- the amount of time you will have to carry out the evaluation
- what information (if any) you need to report back to funders, partners etc.

### Top tips for evaluation



- The amount of time spent on evaluation should be proportionate to the length or type of event. For example, you should spend more time on evaluation for a week long residential event than a 2–3 hour fun day.
- Ask young people for feedback in a fun and interactive way. For example, getting young people to vote using placards or asking them to stand along an imaginary scale line, with ‘agree’ and ‘disagree’ at opposite ends of the room.
- Collect feedback at the end of the event, before participants go home.
- If you are interested in longer term impact, think about other relevant evaluation methods such as follow up interviews or focus groups.
- Make sure volunteers encourage participants to complete evaluation forms or activities.

There is a template evaluation form for parents and young people included in this pack. The questions are designed to find out general things about your event such as what they thought about the activities and venue. You can adapt these forms to make them relevant to your event.

If your event has been funded by someone else, you should check with them about the information you need to capture as your funding may be dependent on gathering this.



## Deaf awareness and communication

When organising an event for deaf children and young people, it is your responsibility to make sure that their communication needs are met. Your participant booking forms will enable you to gather information about children's communication methods and their support requirements. This will help you to book the right communication support before the event.

The most common types of communication support will be interpreters and palantypists (speech to text reporters). If you're not sure which communication support you should book, speak to the young person or their parent/carer to find out more about their support needs.

When working with external providers such as activity centres, sports coaches or instructors, it is good practice to make sure they have some level of deaf awareness. This will help the instructors and the young people to feel relaxed, involved and engaged.



**Top tip:** The Me2 pages of our website have loads of information and resources to help activity providers become deaf friendly. Visit [www.ndcs.org.uk/me2](http://www.ndcs.org.uk/me2) for more information.



## Health and safety

As an event organiser, it is your responsibility to make sure that you have adequate health and safety measures to make sure that everyone is safe.



**Top tip:** Take a look at the handy health and safety checklist in this pack.

## Risk assessments

All activities and events should be risk assessed. Doing a risk assessment will help you to identify and reduce any potential risks.

Before you write your risk assessment, walk through the event in your head. Try and think about ways that people could get injured and what you could do to prevent it.

Top tips for writing a risk assessment:

- Where possible at least two people should be involved in writing a risk assessment. This will reduce the possibility of something being missed.
- Ask around your committee members to see whether there is anyone who has experience of writing risk assessments.
- For regular events, risk assessments should be reviewed at least once a year.
- Risk assessments should be updated after an incident or accident, or if circumstances have changed – for example, if you are planning to run your event in a venue you haven't used before.
- Risk assessments are there to help protect all people involved with an event or activity. This might include staff, volunteers, parents and other venue users.
- The risk assessment should be carried out in the first stages of planning an event to allow time for any necessary controls or preventative measures to be put in place.
- Share a copy of the risk assessment with everyone who is involved in delivering the event.

There is a template risk assessment form included in this pack along with guidance notes on how to use it.

For a more detailed guide to writing risk assessments, visit the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) and search for 'risk assessments'.



## Safeguarding children and young people

**Everyone who organises events or activities for young people has a moral obligation to keep them safe from harm.**

Quite often, there are simple steps that you can take when you plan an event to make sure children and young people are safe. Things such as being aware of participants' medical needs and support requirements, carrying out risk assessments and choosing good, safe venues, will help make sure you run a safe event.

Most organisations that work with children and young people will have a child protection policy which sets out best practice, process and procedures for dealing with any safeguarding issues. These policies are there to help prevent any child protection incidents, but if an incident does happen, these policies will also support you to manage it in the safest and most effective way.

All local groups should have a copy of the Child Protection policy for local groups, which is available on our website: [www.ndcs.org.uk/runalocalgroup/childprotection](http://www.ndcs.org.uk/runalocalgroup/childprotection).

### Criminal records checks

We pay for and process criminal record checks for local groups. All of your committee members should have a criminal record check, if working regularly with young people, as well as any other adults who have regular, unsupervised contact with children or young people under the age of 18. These checks are known as Disclosure and Barring Service (DBS) checks in England and Wales, Protecting Vulnerable Groups (PVG) checks in Scotland, and Access NI checks in Northern Ireland.

For more information on criminal record checks and child protection, see our child protection webpage: [www.ndcs.org.uk/runalocalgroup/childprotection](http://www.ndcs.org.uk/runalocalgroup/childprotection).

It is best practice for all adults volunteering at your event to have a current criminal record check (within the last three years).

When organising an event for children and young people you need to consider:

- Do all adults volunteering at the event have a current criminal record check?
- Do you know what the procedures are for recording and reporting concerns about a child?
- Do you have the right adult: child ratio? This will vary depending on age and ability of participants. The HSE website will have more guidance on this.
- Are external providers such as sports coaches or instructors aware of our Child Protection policy and what their responsibility is?

## Medical conditions and additional needs

When young people are attending an event without their parent or carer, the person in charge of the event is responsible for making sure that young people receive any relevant and necessary medical care.

It is important that you are aware before the event of any disabilities, medical conditions, pre-existing illnesses or medication needs that participants have. This information should be gathered on their participant consent form, an example of which is included in this pack. You should thoroughly examine participant consent forms when they are submitted and follow up any concerns about a young person's medical needs as soon as possible with their parent or carer. This will help you to put measures in place to fully support the young people at your event.

**As a local group you are not insured to administer medication to young people so you will need to make alternative arrangements with their parent/carer.**

**Top tip:** you could ask the young person's parent/carer whether the young person can take any medication before they come or immediately after the event. Alternatively if the parent/carer is happy for the young person to self-administer, they must give written permission either through a consent form, letter or email.

Some young people with complex medical needs or conditions might need support at the event from a parent or carer. If you notice anything on a parental consent form that concerns you, make sure you have a conversation with the parent/carer straight away. This will help you to find the best way to support that young person. Sometimes this may mean that a parent/carer or other family member needs to accompany a young person to an event to provide this level of support.





### **First aid**

**Smaller events:** at any event there should be at least one person on site who has a current first aid qualification. An emergency first aid qualification will generally be enough for most type of events. This decision should be based on the number of young people attending the event, their needs, and the activities they will be taking part in.

If you are using the venue's first aid provision, make sure that you know who the designated first aider is on the day and where they can be found. Also make sure they know about any special requirements of your group and if needed, make sure that communication support is provided between the first aider and the person being treated.

**Larger events (over 30 people):** if you are expecting a large turnout for your event, check with the venue that they are able to provide adequate first aid for an event of this size. If the venue can't provide first aid you will then need to think about hiring in first aid provision from a reputable organisation such as St John Ambulance or Red Cross. Your risk assessment should help you to decide what level of first aid cover you need.

### **Reporting of incidents**

Any first aid that is administered at your event needs to be reported on an accident report form and parents should be notified.

In the case of serious injuries, you should follow advice and guidance from the Health and Safety Executive website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## Insurance

We provide insurance cover for local groups free of charge – and this will cover most activities or events. However, it may not cover some more unusual or hazardous activities such as water sports or skiing. Before your event you should therefore check that your insurance is in place and that your proposed activities are covered.

**Top tip:** there is a full list of the activities that aren't covered by our insurance on the local groups section of our website: [www.ndcs.org.uk/runalocalgroup/insurance](http://www.ndcs.org.uk/runalocalgroup/insurance).

**If you need additional cover you can arrange this directly with the insurance company. For more information and contact details, contact our Local Groups team on [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk). Your group will need to cover any extra costs.**

Any external provider you use, including venues, should have their own public liability insurance (PLI) and you should ask to see a copy of this before the event.

Make sure they provide you with their public liability insurance, not their employee liability insurance.

Employee liability is usually a certificate which most organisations have on display.

Public liability is usually a 'to whom it may concern' letter. If a venue or activity provider is not able to show you their public liability insurance, you shouldn't use them. If you have not checked for proof of their PLI, this will invalidate your insurance for the whole event or activity.

A large part of your planning will involve making sure that health and safety conditions are met. To help you we have put together a simple reminder checklist of things you need to do, which is included in this pack.

If you don't follow these simple health and safety guidelines it could put young people and your group at risk, and could also invalidate your insurance. It's therefore crucial that you take all appropriate measures and follow processes.



# Deliver

## Event management

Sometimes you may need to change plans on the day of the event because of bad weather conditions, volunteers not turning up, fewer/more participants than expected, activity providers not turning up, broken equipment etc.



### On the day of the event you will need to make sure that:

- you arrive early
- the staff, volunteers and communication support are there
- everyone understands their roles and responsibilities
- you ask someone to be responsible for taking the register if there is an emergency evacuation
- organisers and volunteers are properly briefed about the event and know about health and safety procedures
- the risk assessment is reviewed and updated if appropriate
- you know who is the designated first aider
- you check the venue to make sure it is safe for the activities planned
- any equipment is there and in working order
- all the relevant paperwork (registers, participant forms etc.) is there
- you report any incidents or accidents
- evaluation forms or activities are completed/carried out.



## The participants

- Make sure you sign everyone in and out of your event.
- Make sure you have emergency contact details to hand for all the young people.
- Do welcome and introductions with the participants.
- Explain any ground rules, and health and safety information.
- Make sure all the participants are engaged in the activities and are getting involved.
- Use the ground rules you have set to help you manage behaviour.

## Staff and volunteers

It is your responsibility to make sure that committee members, volunteers and external providers carry out their roles safely and appropriately. Make sure your volunteers feel well supported and that they know who to go to if any issues arise.

## Photos and images

Photos are a great way to document your event and share it with others – but you must make sure that everyone present consents to having their picture taken. Anyone under the age of 18 must have the written consent of a parent (or someone with parental responsibility). You must also be clear about what the photos will be used for, where they will be used and who they might be shared with. If possible, restrict the number of people taking photos – the photographer should be a committee member who has a current criminal record check. If you are using a professional photographer at a young person's event, they should also have a criminal record check.



# Reflect

Now the event is over, you need to think about how it went and how you can learn from it. Remember to thank all the volunteers and other people who have helped you to plan and deliver the event.

## Evaluation and feedback

Feedback from participants and their parents should give you a good idea about how successful the event was as well as ideas and suggestions for future events.

Tips for analysing feedback:

- Take time to read through any evaluation forms or data as soon as possible after your event.
- Make sure you read through all written feedback and respond to any negative comments or complaints.
- If you are reporting back to funders, remind yourself of the key information they need.
- Excel spreadsheets can be a useful way of collating the data.
- A short write up which includes a few key statistics can be helpful when sharing the success of your event with others.

It is also useful to ask the committee members, volunteers and even external providers for their feedback. Make sure this is recorded somewhere and refer to it when planning future events.

## Storing information

After an event it is likely you will have lots of paperwork, such as invoices, participants' forms and incident report forms. It is important to keep this information to help you or other members of your group next time an event is planned.

Forms such as participant consent forms and incident forms, which contain confidential information should be kept in a secure place, with limited access. This information should not be made available to external organisations, volunteers or parents.

After your event, it is important that any photos taken are not kept on personal PCs, phones or iPads. Where possible photos should be stored in a password protected folder on a memory stick or CD, and kept in a locked filing cabinet or drawer and clearly labelled.

## Celebrating success

Lastly, make sure you celebrate the success of your event with your local community. You can do this by:

- writing to your local paper or radio station
- sharing pictures and stories with your members
- putting up stories on your website or social media.

See [www.ndcs.org.uk/runalocalgroup/promotion](http://www.ndcs.org.uk/runalocalgroup/promotion) for more information about promoting your events on social media or in the media.



# Event Register: Participants

Event Name:

Event Date:

Event Location:

Event Leader:

	Name	Age	Deaf/Hearing	Preferred Communication	Sign In	Sign Out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
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22						
23						
24						
25						
26						
27						
28						

# Event Register: Staff/Volunteers

Event Name:

Event Date:

Event Location:

Event Leader:

	Name and Organisation	Deaf/Hearing	Preferred Communication	Sign In	Sign Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

# Risk Assessment guidance

## What is a risk assessment?

A risk assessment is simply a careful examination of what could cause harm to people on your events. You can then decide whether you have taken enough precautions or need to do more to prevent harm. Staff, volunteers, parents, children and other attendees have a right to be protected from any harm which could be caused by a failure to put in place reasonable control measures.

## Why do I need to carry out a risk assessment?

A risk assessment is an important step in protecting staff, volunteers, children and members of the public. It helps you focus on the risks that really matter on your event – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks. This can include ensuring that areas are free of trip hazards, or signing participants in and out of the event.

Where possible, risk assessments should be carried out by at least 2 people. Where this is not possible a second person should check over the risk assessment.

It is important to note that this is not the only way that you can carry out a risk assessment. Each organisation will have their own ways and processes, so it is important that you find a way that works for you and your colleagues. If you want any further guidance or clarification on risk assessments, please visit the HSE website.



## How to assess the risks on your event

You don't have to be a health and safety expert but if you are not confident, get help from someone who is competent. You can also ask people or organisations who have run similar events for advice, but remember that you are responsible for seeing that the assessment is carried out properly.

When thinking about your risk assessment, remember:

a **hazard** is anything that may cause *harm*, such as fire, vehicles, un-refrigerated food, medicines, etc. The hazard may be specific to that audience eg unattended equipment or medicines around young children.

the **risk** is the *chance/likelihood*, high or low, that somebody could be harmed by these and other hazards, together with an indication of how *serious* the harm could be.

### Step 1: Identify the hazards

First you need to work out how people could be harmed. In order to undertake your risk assessment you should:

- a) Start by looking at the event as a whole, run through it in your mind – ask yourself what could go wrong/what are the hazards and list them out
- b) Look in more depth at the activities you are offering – what are the common hazards associated with those activities. If you are using an activity provider then ask them for copies of their risk assessment and make sure they/you have added in extra controls for the specific audience eg issues around deafness and communication.
- c) Walk around the venue on your site visit, and look at what could reasonably be expected to cause harm. If you are not visiting in advance, phone up the venue to discuss your risk assessment.
- d) Visit the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)). HSE publishes practical guidance on where hazards occur and how to control them. (NB much of this is workplace hazards so not always relevant)

### Step 2: Decide who might be harmed and how

Identify who might be at risk of the identified hazard. This could be anyone involved in the event, not just the participants. For example, Fire would be a risk for everyone who is present including, staff, volunteers, participants and spectators.

### **Step 3: Evaluate the risks and decide on precautions**

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can often work this out for yourself, but the easiest way is to compare what you are doing with good practice. This can be found on the HSE website.

So first,

- i. look at what you're already doing, think about what controls you have in place and how the work is organised
- ii. Score yourself based on the controls you have at present
- iii. Then based on your score see if you need to bring in any further actions to reduce the score. You do not have to add in any more controls if the score is low already, but if you are aware of quick and easy controls that help to minimise the risk even further then we recommend you do them.
- iv. You should also compare this with the good practice and see if there's more you should be doing to bring yourself up to standard.

Involve staff to check if your controls are practical, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards eg offering to carry water around to everyone at an event without thinking about the practicalities and issues of weight etc

### **Step 4: Record your findings and implement them**

Use the standard template below for recording the hazards and controls in place and how you have rated them. The last column of the template has a section for you to write down any actions still to be completed and who will undertake them and when.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient.

A good plan of action often includes a mixture of different things such as:

- a) a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- b) long-term solutions to those risks most likely to cause accidents or ill health;
- c) long-term solutions to those risks with the worst potential consequences;
- d) arrangements for training employees on the main risks that remain and how they are to be controlled;
- e) regular checks to make sure that the control measures stay in place; and clear responsibilities – who will lead on what action, and by when.

## Step 5: Review your risk assessment and update if necessary

Events are not static and things can change either before or during an event. You may have changes to the programme, or children/adults with specific issues you need to take into account. The venue may change or unusual weather on the day may alter what the hazards are.

Before you run the same event again you should also look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

### The risk assessment template explained

The risk assessment template overleaf is a fairly standard form and provides you with a good starting point for completing your risk assessment.

#### Column 1

Hazard – this is where you need to write down any hazard you can identify. A hazard can be anything from a fire at the venue to tripping over equipment that has been left out. Think about the set-up of your event. What activities you are doing? Where is the venue? Who is your target audience?

#### Column 2

To whom – next to each hazard identify **who might be harmed** if the correct controls are not put in place. This is not just limited to young people taking part in the event but anyone else who may be affected such as volunteers or parents.

#### Column 3

Controls – think about what controls are already in place to minimise this risk. For example, knowing the fire evaluation procedures of the venue you are at.

#### Column 4

Likelihood – Think about how likely it is that the hazard will cause harm once the controls are in place. For example a child getting injured accidentally through a game of football is a more likely occurrence to the centre being on fire and having to be evacuated.

#### Column 5

Severity – How serious would it be if the risk was not adequately controlled. This can range from minor injuries such as cuts and bruises to serious injuries and fatalities.

#### Column 6

Total risk – likelihood x severity will give you the total risk factor. If the risk factor is too high further controls will be needed or the activity/event should be suspended until adequate controls are in place.

#### Column 7

Further actions – this is where you put any further actions if your current controls are not adequate or if there are any additional actions.

# Risk assessment

**Likelihood:** 1=low (highly unlikely), 2=low/medium, 3=medium (possible)  
4=medium/high, 5=high (certain or near certain)

**Severity:** 1=low (minor injury), 2=low/medium, 3=medium (more serious injury)  
4=medium/high, 5=high (serious injury or fatality)

**Total risk (LxS):** 1-6=low priority (minimal or no action required), 7-12=medium priority (additional control measures to be put in place), 13-25=high priority (stop or restrict the activity until action has been taken)

**Event Name and Location:**

**Event Date:**

**Risk Assessment completed by:**

**Completion date:**

Hazard	To whom	Controls	Likelihood	Severity	Total Risk (LxS)	Further Actions when and by whom
e.g. Participant getting injured through taking part in activities	Participant	Activities lead by experienced and qualified coach. Activity area kept free of equipment and hazards. Participant and medical form completed for each child. First Aider and first aid kit present at all times	3	1	3	Check qualifications of activity provider – John Smith (1 Jan 2015)

# Health and Safety Checklist



Action	Completed (by whom and date)
<input type="checkbox"/> Obtain a copy of venue public liability insurance	
<input type="checkbox"/> Obtain a copy of any external service providers Public Liability Insurance	
<input type="checkbox"/> See or obtain a copy of external providers child protection policy/ or provide them with a copy of the local groups policy	
<input type="checkbox"/> Ensure any adult over the age of 16 who needs a criminal records check has one in place	
<input type="checkbox"/> Complete risk assessment/s	

This health and safety checklist is not exhaustive but a minimum of checks you should have in place for organising activities for children and young people. You may have your own health and safety procedures and policies which you should follow, providing they meet these minimum requirements.

# Participant form

to be completed by a parent or carer

**PLEASE COMPLETE ALL SECTIONS OF THIS REGISTRATION FORM**

## Parent/Carer – information about you

First Name \_\_\_\_\_ Surname \_\_\_\_\_ Title \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_

Mobile no \_\_\_\_\_ Text only? Y/N Are you: Deaf  Hearing

## Information about your child/young person

Child's name \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Male  Female

### What is your child's ethnic origin?

**White** White British  White Other  White Irish  White Gypsy/Traveller

**Mixed** White & Black Caribbean  White & Black African  White and Asian  Other Mixed

**Asian or Asian British** Indian  Pakistani  Bangladeshi  Chinese  Other Asian

**Black/African/Caribbean/Black British** African  Caribbean  Other Black

**Other ethnic group** Arab  Other  Prefer not to say  Don't know

**Is your child:** Deaf  Hearing impaired  Hearing

**Preferred communication:** BSL  Cued speech  Makaton

Other sign language SSE  Speech

### Please tell us what communication support they will require on the day?

i.e., BSL interpreter, palantypist etc. \_\_\_\_\_

## Medical information and dietary requirements

Do you consider your child to have any of the following disabilities, medical conditions or dietary requirements?

### Disabilities

- ADHD
- Autism
- Aspergers Syndrome
- Learning disability
- Cerebral Palsy
- Dyspraxia
- Hemiplegia
- Down's Syndrome
- CHARGE Syndrome
- Other

### Medical conditions

- Diabetes
- Asthma
- Epilepsy
- Heart defect
- Allergies
- Eczema
- Other

### Dietary requirements

- Vegetarian
- Vegan
- Dairy free
- Wheat free
- Halal
- Gluten free
- Other

If yes to any of the above, please give further details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else that you feel we need to be aware of? \_\_\_\_\_  
\_\_\_\_\_

Is your child on medication that they will need to bring with them? Yes  No

If yes, please give brief details \_\_\_\_\_  
\_\_\_\_\_

**Please give us the details of your child's GP:**

Name \_\_\_\_\_

Surgery Name \_\_\_\_\_ Tel No \_\_\_\_\_

How did you hear about this event? \_\_\_\_\_

**Image Consent**

We may wish to use images taken at the event in publications such as newsletters, websites and other marketing materials. We may also want to use information about them such as name and age and which event they attended.

Please tick this box if you **do not** consent to your child/young person having photographs taken of them

**Emergency contacts**

In an emergency we would normally contact you as the named parent/carer on the form in the first instance. However, in case we are unable to contact you in an emergency, we require other contacts who know the child attending who can be contacted in case of an emergency.

Please supply us with TWO named people as emergency contacts, in case the first person is not available. These people **must** be available to contact for the duration of the event.

1. Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Tel no. day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile no \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Tel no. day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile no \_\_\_\_\_

Any information provided on this form will be treated confidentially in accordance with the Data Protection Act 1998.

I can confirm that the information provided above is correct as of the time of completing the form. I am happy for my child/young person named above to attend the event and take part in the activities.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Parent Evaluation Form

Your child/young person recently attended one of our events and we would be grateful if you could let us know your thoughts. Feedback from parents and carers about events is very important in helping us plan future events and activities that will benefit more deaf children and young people.

**Please let us know if you would like support in filling out this survey.**

## Child details

Name of child/young person (optional): \_\_\_\_\_

\_\_\_\_\_ Their age: \_\_\_\_\_

How long have you been involved in your local group? \_\_\_\_\_

Was this your child's first youth only event with your local group? Yes  No

## Event Feedback

What did you think of the activity/activities offered?

Very poor  Poor  Neither  Good  Very good

Comments: \_\_\_\_\_

\_\_\_\_\_

Did your child/young person take part in an activity or achieve something on the event you didn't think they could do so?

Yes  No  Not sure

If yes, what was it? \_\_\_\_\_

\_\_\_\_\_

Has this event made a difference to your child's confidence?

Yes  No  Not sure

Please tell us more about this? \_\_\_\_\_

\_\_\_\_\_

Did your child/young person make new friends at the event?

Yes  No  Not sure

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has attending this event with other deaf young people helped your child's communication skills?

Yes  No  Not sure

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has attending this event without you or another member of your family helped your child to become more independent?

Yes  No  Not sure

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to see similar events to this being held in the future?

Yes  No

Is there any other feedback you would like to share with us?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We may want to use your comments and feedback to help us promote the local group to other families. **Please tick one of the options below.**

I am happy for my comments to be used by the local group and understand that this might include my full name, my child/young person's first name, and the event they attended

I am happy for my comments to be used by the local group, provided they are kept anonymous

I do not want my comments to be used in local group publications or website

Thank you









**The National Deaf Children's Society is the leading charity dedicated to creating a world without barriers for deaf children and young people.**

**National Deaf Children's Society's Freephone Helpline:  
0808 800 8880 (voice and text)**

**Email: [helpline@ndcs.org.uk](mailto:helpline@ndcs.org.uk)**

**[www.ndcs.org.uk](http://www.ndcs.org.uk)**

Published by the National Deaf Children's Society © November 2015  
Ground Floor South, Castle House, 37-45 Paul Street, London EC2A 4LS  
Tel: 020 7490 8656 (voice and text) Fax: 020 7251 5020  
NDCS is a registered charity in England and Wales no. 1016532  
and in Scotland no. SC040779.  
This publication can be requested in large print, in Braille and on audio CD.

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