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| **PROCESS FOR CLUBS & SOCIETIES TO FOLLOW WHEN GOING INTO SCHOOLS TO DELIVER ACTIVITIES** |

Please note that your event will not be approved until all of the phases are completed successfully.

**Phase 1**

* Complete an Event Planning Pack and submit it to your Coordinator for assessment.
* Your Coordinator will contact you to arrange a meeting to go through what is your/the Club/Societies responsibility and what is the school’s responsibility. They will also remind you of all of the key forms/information that you will need to submit and the timelines.

Please note that your event will not be fully approved at your meeting

**Phase 2**

Your Coordinator will ask you to collate and submit the following information for assessment:

* Contact details of the Safeguarding Officer for each of the schools being invited to campus.
* A copy of the schools safeguarding policy
* A signed copy of the “Schools Safeguarding responsibility form” (Completed by the School)
* A copy of the “Minors Risk Assessment form” (completed by the Exec)
* Evidence of invitation into the school, including what is expected (Email)
* Proof that a minimum of 2 members of the Exec have completed the online Safeguarding moodle.
* If the Club/Society require DBS checks, an email stating that the cost will be paid by the school (Email)

Please allow a minimum of 7 days to collate all of this information.

In the case of a Club or Society going into a School there isn't a need to complete a Minors risk assessment because it will all be covered by the school.'

**Phase 3**

The Deputy Safeguarding Officer for WarwickSU will assess all of the information that has been submitted and share the decision with your Coordinator.

Please allow 7 days should there be a need for documents to be edited or additional information be required from the school/s.

**Phase 4**

Your Coordinator will contact you to confirm that your event has been fully approved.