

REQUIRED EVENT TEAM – TOAST YOUTH EVENING

Compliant with Church of England Safeguarding Policy (Parish Safeguarding Handbook, 2021)

1. Event Coordinator (Lead Organiser) – Rev Chris Harrigan / Rector Becca Bell

Responsibilities:

- Overall planning and delivery of the event
- Ensures safeguarding, health & safety, and insurance compliance
- Liaises with PCC, church leadership, and external stakeholders
- Coordinates post-event evaluation and reporting

Experience:

- Event planning and team management
- Familiarity with church operations and safeguarding policies

Safeguarding Requirements:

- Enhanced DBS with child workforce check
 - Basic and Foundation safeguarding training
 - Ideally, Leadership-level training if involved in ongoing youth ministry
-

2. Parish Safeguarding Officer (PSO) or Designated Safeguarding Lead (DSL) – Event – PSO Jim Seth – DSL – Wes Bell

Responsibilities:

- Ensures safeguarding protocols are followed before and during the event
- Handles any disclosures or safeguarding concerns raised
- Maintains incident reporting records
- Confirms DBS status and training for all volunteers if required

Experience:

- Prior safeguarding experience in church or youth settings

- Strong knowledge of Church of England safeguarding policy

Safeguarding Requirements:

- Enhanced DBS with child workforce check
 - Completion of **Leadership-level safeguarding training**
 - Up-to-date Safer Recruitment training
-

3. Volunteer Manager – Rev Chris Harrigan / Rector Becca Bell

Responsibilities:

- Recruits, allocates, and briefs volunteers
- Ensures volunteers are aware of safeguarding and supervision procedures
- Acts as point-of-contact for volunteers during the event

Experience:

- People management and team coordination
- Experience working with church or community volunteers

Safeguarding Requirements:

- Enhanced DBS (if working with children directly)
 - Basic and Foundation safeguarding training
 - Completion of **Leadership-level safeguarding training**
-

4. Activity Zone Leaders (3–4 roles: e.g., Silent Disco, Games, Sumo, Chill Zone) – Ben Fry, Father Peter, Becca Harrigan, 2no. others

Responsibilities:

- Supervise children in assigned areas
- Manage activity setup and pack down
- Ensure safety, positive engagement, and behaviour management

Experience:

- Experience working with children or youth groups
- Confident in managing small groups in busy environments

Safeguarding Requirements:

- **Enhanced DBS** with child workforce check
 - Basic and Foundation safeguarding training
 - Familiar with child-to-adult ratios and supervision guidelines
-

5. First Aid Officer – Rev Chris Harrigan & Robin Knights

Responsibilities:

- Provides first aid cover throughout the event
- Monitors physical safety of participants
- Keeps records of any incidents

Experience:

- Qualified First Aider (Paediatric preferred)
- Experience in similar event settings is beneficial

Safeguarding Requirements:

- Enhanced DBS if working directly with children
 - Basic safeguarding training
-

6. Food & Hospitality Lead - TBC

Responsibilities:

- Oversees food preparation and serving (BBQ, pizza, slush)
- Ensures hygiene standards and allergen awareness
- Coordinates kitchen volunteers

Experience:

- Food handling experience (Level 2 Food Hygiene Certificate recommended)
- Comfortable working in a fast-paced environment with young people present

Safeguarding Requirements:

- Enhanced DBS if directly supervising or interacting with children
- Basic safeguarding training

7. Welcome & Registration Team – TBC

Responsibilities:

- Manage sign-in and parental consent forms
- Ensure children are collected by approved adults
- Acts as the first point of contact for queries or concerns

Experience:

- Experience in customer-facing or administrative roles
- Attention to detail and good communication

Safeguarding Requirements:

- Enhanced DBS
- Basic safeguarding training
- Clear understanding of confidentiality and data protection

8. Floater/Support Volunteers - TBC

Responsibilities:

- Assist wherever needed: transitions, escorting children, cleaning, support for zoned leaders
- Observe and support the overall flow of the event

Experience:

- Willingness to be flexible and supportive
- Experience with children or events helpful but not essential

Safeguarding Requirements:

- Enhanced DBS
- Basic safeguarding training

Additional Notes:

- All team members working with children **will be recruited under Safer Recruitment practices** (application, references, interview, DBS, safeguarding training).

- Adult-to-child supervision ratios must follow Church of England and NSPCC guidelines (typically 1:8 for ages 8–12, 1:6 for ages 5–7).
- All volunteers will receive a **pre-event safeguarding & health & safety briefing**, including how to respond to disclosures, record incidents, and report concerns.
- Allow for **post-event evaluation** and **debriefing**. Provide feedback to the Diocese funding team.