



## Preparation checklist

- Get the date for your service in your church diary or calendar ASAP (if you can't do 20th November pick another date in November).**
- Make sure your Safeguarding Coordinator or Designated Lead is involved in planning the event.**
- Publicise that you are taking part by displaying the Safeguarding Sunday poster and downloading the communications pack.**
- Notify your congregation or group in advance that you will be holding a Safeguarding Sunday event.**
- Check that your safeguarding policy is up-to-date and that people know where and how to access it.**
- Check that safeguarding information is prominently displayed at premises and on your website including details of who to contact with any concerns?**
- Make sure your leadership team are aware, as well as anyone serving or volunteering on the day especially in any pastoral or prayer related roles.**
- Check that your volunteer and staff team are aware of your current Safeguarding Policy, know how to access it, and are up to date with training.**
- Do people know how to respond and report concerns if they arise on or after the event?**
- Schedule time after the event for yourself and those involved in running and participating in the event to reflect and feedback. What worked well? Did you feel the key messages were effectively communicated? Did the event raise any issues or highlight any gaps? What could you improve upon next time?**