

# Reading Families' Forum

*A voice for families of children and young people with  
special educational needs and/or disabilities*

## **MANAGING READING FAMILIES' FORUM EVENTS**

### **Planning**

Each Forum event is planned with the needs of families who attend in mind. The steering group will ensure that all Forum events are planned carefully and have an up to date risk assessment.

### **Responsibilities towards children**

The Forum arrange events for families; parent carers remain responsible for their children at all times. Parents are advised of this in advance of events.

To support families at events, the Forum arrange for qualified carers to assist with looking after the children and young people, who are all subject to an up to date, enhanced DBS check. Two members of the parent carer steering group are present at all events to support family, staff and volunteers.

Trustees, paid staff and volunteers will ensure that events have a supportive atmosphere, where all children are helped to participate as they wish, that children have fun without their physical safety being compromised and that any bullying is challenged straightaway.

To protect our children and their privacy, trustees, paid staff and volunteers will not care for a child on their own and will not provide intimate care, such as taking a child to the toilet.

### **Medical and Dietary Needs**

[www.readingfamiliesforum.co.uk](http://www.readingfamiliesforum.co.uk)

Registered Charity No. 1166585

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Parent carers are asked to provide all relevant information about their child's medical and care needs, allergies and any dietary requirements in advance of each event.

For events with more than 25 participants, The Forum will ensure that someone with an up to date First Aid training is available from staff at the venue or the Forum. Any accidents or incidents will be recorded as soon as possible and will be reviewed by the Board of Trustees.

## **Photos, Videos and Internet Use**

Photos and videos will only be taken at The Forum' events with families' permission.

The Forum will publicise their events by email and Facebook. Any photo or video will only be used for publicity purposes with the express permission of the child's parents/ adult themselves and will not identify individual children or vulnerable adults. Email discussions between members take place on a members' only group to protect our families' confidentiality.

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## **Implementation**

All Trustees, paid staff and volunteers will be given a copy of this policy. They will also be given a copy of the risk assessment, a list of the medical and dietary needs of the members who are attending and the named First Aider, where applicable, for all events at which they are helping.

## **Review**

This policy will be reviewed annually by the Board of Trustees

Board of Trustees  
June 2014

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