

Reading Families' Forum

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

MANAGING READING FAMILIES' FORUM EVENTS

2021 – 2024 POLICY

Planning

Each Forum event is planned with the needs of families who attend in mind.

Trustee will ensure that all Forum events are planned carefully and have an up to date risk assessment. Two Trustees are present at all events to support family, staff and volunteers.

Responsibilities Towards Children

The Forum arranges some events for families such as Information and Fun Days; parent carers remain responsible for their children at all times. Parents are advised of this in advance of events.

The exceptions to this are:

- Special United events for young people with Special Educational Needs and/or Disability when young people can attend without their parents if they wish.

www.readingfamiliesforum.co.uk

Registered Charity No. 1166585

Reading Families' Forum

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

- Events such as coffee evenings where the Forum arrange for carers to assist with looking after the children and young people, who are all subject to an up to date, enhanced DBS check. All carers have experience of working in a school, college or early years setting.

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 without a second adult being present and enhanced DBS checks being in place for both adults.

Medical and Dietary Needs

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 where the child/young person may be cared for by the Forum such as at Special United or Forum coffee evenings. It remains the

www.readingfamiliesforum.co.uk

Registered Charity No. 1166585

Reading Families' Forum

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

ultimate responsibility of the parent carer or adult with regard to their allergies/ dietary requirements.

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 a parent carer's permission or the young person if over 18 years.

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.

Covid 19

Please see our health and safety policy

www.readingfamiliesforum.co.uk

Registered Charity No. 1166585

Reading Families' Forum

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

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

September 2021 to be reviewed September 2024

www.readingfamiliesforum.co.uk

Registered Charity No. 1166585