

Appendix Q

Event Partnership Agreement

Partners Agreed Roles and Responsibilities - TEMPLATE

Which organisation will be responsible for...

	Partner 1	Partner 2	Notes
• marketing and publicising the activity	<input type="checkbox"/>	<input type="checkbox"/>	
• undertaking risk assessments of the activity	<input type="checkbox"/>	<input type="checkbox"/>	
• providing adequate insurance cover	<input type="checkbox"/>	<input type="checkbox"/>	
• registering with Ofsted, where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
• insuring and maintaining equipment	<input type="checkbox"/>	<input type="checkbox"/>	
• providing the Child Protection policy and procedures (including disciplinary procedures) which will be operational for this activity & communicating this to staff & attendees	<input type="checkbox"/>	<input type="checkbox"/>	Where all organisations operate a policy, it must be identified & communicated to ALL which is to be used
• recruitment and checking suitability of staff	<input type="checkbox"/>	<input type="checkbox"/>	
• employment/checking self-employment status of staff	<input type="checkbox"/>	<input type="checkbox"/>	
• appointing specific staff with designated responsibility for safeguarding	<input type="checkbox"/>	<input type="checkbox"/>	Contact details must be communicated to ALL
• checking/verifying staff and volunteers are appropriately qualified	<input type="checkbox"/>	<input type="checkbox"/>	
• providing welfare training to staff and volunteers as required	<input type="checkbox"/>	<input type="checkbox"/>	
• obtaining and upholding appropriate photography consent	<input type="checkbox"/>	<input type="checkbox"/>	
• promoting and distributing welfare information to participants/parents	<input type="checkbox"/>	<input type="checkbox"/>	
• ensuring completion of participant registration forms	<input type="checkbox"/>	<input type="checkbox"/>	
• undertaking attendance registers for each session	<input type="checkbox"/>	<input type="checkbox"/>	
• seeking parental consent for participants under 16	<input type="checkbox"/>	<input type="checkbox"/>	

This form should provide the basis for a partnership agreement between all organisations involved in delivering the (Event).