**Network planning sheet**

This form should be filled in by the chair of the network or safeguarding lead linked to the network for each face-to-face meeting:

<https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=NeoPortalPage&origin=NeoPortalPage&subpage=design&id=Bg8JJbLiAkiGAdaHLZWu7ffMXULbggtMnXcgTGd0yeNUM01aNjNCUkNRSzNYRUFMMzY4RFFXVkZZSS4u>

|  |  |
| --- | --- |
| Date of meeting:  Location of meeting: | |
| Attendees:  Of these, who is attending in person? |  |
| Will anyone be staying overnight?  If so, where?  What are their travel plans the day before? *When are they arriving? do they need someone to check-in with them if they are alone?* |  |
| Are any under 18s attending?  If so…   * Are any of them staying overnight? * Who will be responsible for them? *Make sure they have safeguarding training and have an up to date criminal record check* * How will they be travelling to the venue? * Have you communicated with parents about travel and consent? |  |
| Who will take responsibly for safeguarding?  *This person will need to have access to emergency contacts, medical information, and to know what to do if a safeguarding concern arises.* |  |

\*This form should be stored in a secure location\*