

How FoHPS run events are going to change – and why

At the start

What will happen	Why?
Door to be locked prior to start time.	So we can set up the event without having to mind children who arrive early.
All volunteers and volunteers' children to be signed in.	So that we know who is here, for health & safety reasons.
Volunteers asked to arrive 10 minutes before start time.	So that adults are in place right from the start to ensure children are safe throughout, and so they can be briefed if necessary.
No ticket sales on the night; places are not transferable.	So we can make sure that we have sufficient adults to supervise the children, and so that we can make up registers of attendees beforehand – in case we need to evacuate the building.
Only children who have tickets and who attend Horsmonden Primary School to attend events. No pre-schoolers allowed.	So we can ensure that we have the right ratio of adults to children in order to run the event safely.
Parents not allowed into hall before/during the event unless signed in as volunteers.	So we always know who is in the building during our events.
For discos – The price will be an all-inclusive cost to include a party bag on arrival (sweets, crisps, token for glowstick & tattoo)	So children do not risk losing their money or have to worry about where to keep their money. To lessen the time they spend queuing for sweets, and to make our discos healthier for some children! Known cost for parents. To stop children selling sweets to younger children at inflated prices.

During event

What will happen	Why?
Unlimited drinks available throughout, free of charge.	To ensure the children keep hydrated properly.
Children can trade in a token for a glowstick and for a tattoo	Everyone gets the same, but they can choose the colour or design.
Fire evacuation procedure same as school evacuation procedure (into playground in classes).	So the process is familiar to the children who will follow a known routine in the event of an emergency.
A register of attendees kept up to date if people leave early.	So we always know who is in the building during our events.

After event

What will happen	Why?
Children gather in their year groups and will be asked to sit down. Parents collect from year groups, and sign register upon collection.	So children can be collected in an orderly way, and so we know which child has left with who.
Volunteer on the door	To prevent children leaving without an adult.
Volunteer register at the door	So volunteers can sign out as they leave.