ONLINE CHECKLIST

- Add a waiting room
- Zoom Camera on when entering the meeting
- Ask about any accessibility issues that members would like to make you aware of
- Introductions of members and Peer Lead
- Aware where mute button is and run through of technology
- Safeguarding online advice; keep children fully clothes, turn off camera if breastfeeding, confidentiality
- Try and chat to the group as a whole rather than individuals
- Communicate about breaks
- Welcoming and friendly

OUTDOOR MEET UPS CHECKLIST

- Accessibility for wheelchairs and pushchairs
- Parking
- Public Transport
- Cafe and/or restaurant
- Details on where to meet
- Contact details, Facebook Messenger etc.
- Entry fees and parking costs
- Children are your responsibility
- Point out potential hazards
- Welcoming and friendly
- Adults must attend with children. Suggest setting up an adult only event

WORKSHOPS CHECKLIST

- Trip hazards, general health and safety
- Fire exits, fire drills, fire extinguisher
- Toilets
- Safeguarding referral flow chart
- Confidentiality and group rules
- Refreshments available
- Accessibility of venue and materials
- Communicate about breaks
- Welcoming and friendly