**CHASA Meeting – Cinema Night Planning – 17th November 2022**

**Attendees:** Mrs Judi Jackson, Jonathan Dawson, Becky Stubbins, Victoria Cain, Tracey Swiers, Victoria Griffin, Helen Champion, Ben Davies, Sarah Sayner, Marta Colman, Sam Parris, Jade Bunker, Lucy Triffitt

**Apologies:** Rachel Keaney, Hannah Davies

**Safeguarding**

Vicki G ran us through the following key safeguarding points:

* Do not be alone with a child – always be in sight and heard
* Good language – avoid any discriminative comments
* Avoid physical contact with children unless an emergency and ensure another adult present
* Use designated first aider for the event
* Do not assist with personal care
* Challenge/report any inappropriate behaviour

Where possible, pair up as follows: one DBS checked adult with one non-DBS checked adult.

The signed safeguarding policies from last time are out of date.

**Action** – Mrs Judi Jackson and Vicki G to update these and distribute for signing before the night. If time is short, the form can be put on the WhatsApp group for all to read and then be signed before the event starts on the night.

**Cinema Set Up**

Ben Davies has kindly offered to provide a screen/sound system for the event. Ben is DBS checked. Ben to start set up of equipment after lunch on 9th December. Set up time takes approx. 1.5 hours when bringing equipment from outside, he requires one socket. Ben can provide his risk assessment. Someone to be stood either side of the equipment so children do not touch this. Equipment will be cleared away once all the children have exited onto the playground at the end of the film.

**Running of the Night**

The film choice is Arthur Christmas - certificate U - running time 1 hour 37 minutes.

The night will run 4.30pm – 7pm (football club will finish 4.30pm).

**4.30 – 5pm** - Hot dogs served

**5pm** - Film started

**6pm** - Film stopped, biscuits served

**6.15pm** - Film restarted

**7pm -** Film finishes, home time

**Entrance** – 2 reps for each class will stand on each of the doors where the classes normally enter for school. The reps will have sheet with all names for their class. One rep will mark the child off the sheet and the other rep will take the child to be seated in the hall.

**Exit** – After the film, all children will exit onto the playground. They will be asked to separate into classes and stand with the same reps as before. One rep will stand at the school entrance and ask parents/guardians for child’s name, they will then come and fetch the child and the other rep will sign the child out on the sheet.

Victoria C to provide a floodlight for the playground. All to bring golf brollies in case of rain.

Food to be served once all children seated. Those with allergies – gold wristbands – to be served first. One hotdog to be served first, a second hotdog offered after all served. There will be enough hotdogs for 2 each.

Mrs Jackson suggested a raffle for adults could be run if we wanted to. There is also potential to do a raffle at the two Nativity performances on 7th December.

**Roles**

Rep duos for entrance/exit are:

Apple Class – Marta and Rachel

Beech Class – Hannah and Natasha

Holly Class – Victoria and Jade

Oak Class – Sarah and Helen

Layby attendant: Vicki G

Toilet duty: Mrs Jackson and Sally

First Aider – Jade Bunker

Game Organiser – Lucy Triffitt

**Food Purchases**

150 Sausages to be bought at wholesale price from Thorntons in Easingwold (Ben is happy to fund these through his business).

Sausage cookers, 50 sausages each – Becky, Jonathan, Vicki G

**Action:** Jonathan to purchase 150 napkins, 150 hotdog buns (get quote from Thomas’s), 4 Heinz ketchups

**Action:** Tracey to purchase products for dietary requirements

Mrs Yates will bake the biscuits – Mrs Jackson has already asked her.

**Ticket Sales**

Parents will need to fill out Microsoft form for children attending cinema night.

Comms to be put out to tell parents/guardians which dates the reps will be at the gate for them to purchase tickets. One folder for each class with sheet and wristband tickets – this will be supplied to a rep from each class. Reps to only sell to their class. Please give gold wristbands for those with allergies. Ask parents to fill wristbands out with name, contact number and allergy information.

**Game**

Lucy Triffitt to organise a game – ‘Guess the name of the elf.’ While waiting in the hall, children can write down a name for the elf and put it into a hat. A winner will be drawn out at the end of the night.