

Appraisal report for a registered event

SJF 24



The person appraising the event should be qualified to a similar or higher level to the Warrant Holder and ideally be from the county in which the event is taking place. Please fill in all the relevant sections.

1. Event details:	
County:	Reg no:
Event title:	Date:
Venue:	
Warrant Holder:	Warrant no:
Other Warrant Holders (including those in training) attending the event:	

Event report:

2. Planning, administration & finance:

Include comments on: planning, administration, event booklet/information, duty rotas, accounts:

3. Safety & security:

Include comments on: venue security, evacuation arrangements (eg fire), risk assessments:

4. Residential accommodation:

Include comments on: room arrangements, cleanliness of facilities, waste disposal arrangements:

5. Campsite:

Include comments on: site layout, cleanliness of facilities, waste disposal arrangements, availability of drinking water:

6. Catering arrangements:

Include comments on: facilities, hygiene in cooking/eating area, varied menu-appropriate for programme & dietary requirements, presentation of food(s):

7. Programme:

Include comments on: varied programme, equal opportunities, 'Plan B' alternative programme:

8. Health & welfare:

Include comments on: first aid/medical facilities, security of SJF26's (medical forms), storage of personal medication & recording of medication given, disposal of clinical and other waste:

9. General atmosphere and teamwork:

Include comments on: general atmosphere and teamwork:

10. Professional discussion: (This section is to be completed through discussion with Warrant Holder).

Things that worked well:

Things that did not work well:

Things to do differently next time:

Key learning points and/or action plan:

Signed by:	Signature & Warrant no:	Date:
Warrant Holder:		
Visiting Assessor:		
County Adventure Team Leader (of Warrant Holder):		
Principal Youth Officer (of Warrant Holder):		

[Please ensure all Warrant Holders name in section 1 receive a copy of this report for their portfolio/logbook]