**Easter Egg Hunt –March 2018** - **Method Statement**

Event : Easter Egg Hunt

Venue :

Date :

Authority

The event is organised by Ebbsfleet Baptist Church (formerly the Castle Hill New Church Group), which is sponsored by the South Eastern Baptist Association (SEBA) and Emmanuel Baptist Church (EBC) and supported by Churches Together in Ebbsfleet. Rev Penny Marsh will be present and leading the event with the support of a team of 10 volunteers.

Legal Requirements

The event will be covered by South Eastern Baptist Association’s insurance which has a Public Liability of £5,000,000.

This is with Baptist Insurance Company Ltd, Policy no:

It is not proposed to cater for any unaccompanied children at the event so the Child Protection issues are minimised, but both SEBA and EBC have the necessary Child Protection Policies in force and all staff at the event will be aware of the correct procedures.

Toilet procedures: Parents will be asked to take children back to their homes nearby.

All activities will be covered by a Risk Assessment and the control measures to reduce risk will be implemented. A first Aider will be on site.

This event has been advertised through leaflet drop to the homes in Castle Hill, the weekly Ebbsfleet coffee morning, EDC social media pages and posters in local shops.

**On the day...**

**At least one hour before event... carried out by team of stewards**

* Area checked for broken glass, wasp’s nests, dog faeces, any potential hazards etc
* Eggs are hidden in the park – avoiding centre of flowerbeds, and any other out of bounds areas
* PA set up either under the Pavilion, or beside the Pavilion if weather permits
* Registration table set up and team prepared to register participants
* Table set up for decorating the baskets when children arrive, and any other activities
* Put up helium balloons on park gates to make the park look attractive and remind folk that it is happening

**As families arrive...**

* They complete a registration form and consent (for photos etc)
* The children can decorate boxes which will be used for putting the eggs in

**Once people have arrived, the leader explains how the Easter egg hunt will run**

* Explains that there are 200 + eggs hidden in the park
* Once they have found one, they can come and exchange it for a chocolate egg at the table and then go and find more
* The eggs are within the boundaries of the park only; they will not need to walk on any of the flowerbeds to find them
* They will be encouraged to watch out for little children and help them to find some too.
* Once the eggs have been found, families will be called back for the next activity (the eggs will be collected and replaced in the boxes so we will know if any remain hidden – they will be taken away at the end of the event)
* Stewards will be around the park in hi-vis jackets offering assistance...but they won’t reveal where the eggs are hidden!
* We will call families back to the Pavilion once the eggs have all been found

**Egg decorating competition**

* Children have 15mins to decorate an egg and this will be judged in 3 different age groups (under 5, 6-9, 10-13) with a prize for each winner

**After the decorating competition, a short, fun talk takes place which tells about why Christians celebrate Easter.**

**During the event refreshments will be served: hot cross buns and tea/ coffee.**

**After the event**

* Stewards collect all rubbish, pack away equipment etc.
* Send photo and press release to local paper
* Thanks to sponsors