

## RDA South East Region

### Safeguarding Workshop

The Haven Centre, Hophurst Lane, Crawley Down  
RH10 4LJ

Safeguarding refers to the proactive approach to keeping children, young people and vulnerable adults safe from harm. All RDA groups have a legal "duty of care" not only to protect those who use their services but also to promote their welfare by taking all reasonable steps to ensure risks of harm are minimised.

This workshop focuses specifically on safeguarding in RDA groups and will help those who attend to create a safe environment for staff, volunteers and participants.

#### The workshop will cover...

- What is safeguarding?
- Types of abuse
- Safeguarding policies and best practices
- Safe recruitment
- Dealing with concerns and allegations
- The role of the Group Safeguarding Officer and group Coach in safeguarding.

#### Back at your group you'll be able to...

- Implement policies and best practices which serve to protect children, vulnerable adults and volunteers from abuse
- Spot the signs of potential abuse
- Advise staff or volunteers on what to do if they are worried or have concerns

It's what you  
**can**  
do that counts

Presented by

Claire Milican, Director of  
Activities, RDA UK

**28 June 2016**  
**10:00 - 1:00**

£5 payable on the day- drinks  
provided, please bring your  
own lunch

To enrol, please email  
Pauline Lane:  
paulinelane@msn.com.  
Tel: 0300 2010034  
Closing date 20 June

[www.rda.org.uk](http://www.rda.org.uk)



**RDA**   
Riding for the Disabled Association  
Incorporating Carriage Driving



RDA South East Region

## Fundraising Workshop

The Haven Centre, Hophurst Lane, Crawley Down RH10  
4LJ

### This workshop will cover...

- Planning and delivering a fundraising project
- Project planning skills, strategies and resources
- Time management and calendar or work planning
- The importance of developing an image and identity for your campaign
- How to effectively use marketing and publicity to promote your fundraising activities
- Making the most of tax-efficient schemes such as gift aid, payroll giving, legacies and business donations.

### Back at your Group you'll be able to...

- Plan and deliver a successful fundraising event or campaign
- Create an image and identity for the campaign
- Use calendars and schedules to help plan and monitor your campaign
- Utilise marketing and publicity tools to maximise the exposure of your event or campaign
- Maximise your income with tax-efficient giving

### Who is this for?

Any RDA volunteer involved in group fundraising, Group Chairmen, Group Treasurers and Trustees.

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