

Host checklist

Tick as you go. Keep it with you on the day.

#DEFINITIONREDEFINED

Before

- ☐ Register the gathering with Soul Purpose 360 (DR-09)
- ☐ Use only the official survey link: soulpurpose360.co.uk/definition-redefined
- ☐ Name the host, welfare contact and safeguarding lead
- ☐ Check venue: step-free access, toilets, lighting, exits, privacy
- ☐ Confirm the age policy – 16-17s only via the approved pathway and never in a private home without approved arrangements
- ☐ Check Wi-Fi, chargers and loan devices (private browsing, no saved passwords)
- ☐ Arrange spaced seating, headphones or privacy screens
- ☐ Print support sheets (DR-04) – one per person – and the cards (DR-03)
- ☐ Send the invitation and Accessibility Request Form (DR-08)
- ☐ Tell Soul Purpose 360 about any requested adaptation

During

- ☐ Welcome: toilets, exits, quiet space, welfare contact
- ☐ Explain purpose, choice and privacy – the host cannot see answers
- ☐ Read the five-point circle agreement
- ☐ Opener in pairs – nobody has to speak to the whole group
- ☐ Private completion: spaced seats, quiet, offer a comfort break
- ☐ Help with access and tech only – never read or interpret answers
- ☐ Keep sensitive discussion optional
- ☐ Respond to any concern with CARE
- ☐ Count attendance only – no list of who completed
- ☐ Close with care and hand out support sheets

After

- ☐ Submit the Host Debrief Form (DR-10) – totals and barriers, no names or stories
- ☐ Send any safeguarding record securely to the Designated Safeguarding Lead
- ☐ Clear browser history and sign-outs on loan devices
- ☐ Securely dispose of unused sign-in material
- ☐ Thank participants
- ☐ Share the official findings and “You said, we will” update when available

On the day

Host: _____

Welfare contact & mobile: _____

Safeguarding lead: _____

Quiet space is: _____

CARE if something sensitive comes up

Calm – slow down, offer a quieter place.

Acknowledge – “Thank you for telling me. You don’t have to say more.”

Restore choice – pause, someone she trusts, the support sheet, help contacting a service.

Emergency check – immediate danger? Call **999** (silent on a mobile: press **55** when prompted).

Never: watch screens, ask how someone answered, photograph screens or people’s stories, collect completed forms, or record group discussion.

Safeguarding & access questions: definitionredefined@soulpurpose360.co.uk – monitored Mon–Fri. Not an emergency service: in immediate danger call 999.