**Volunteer Prompt Sheet**

Thank you so much for agreeing to help us out at today's activities.

Here are a few things to be aware of:

* This is a free event.
* Children must not be left unattended and are the responsibility of the carers. Please do not agree to ‘keep an eye on ’any children not known to you, even for a short time.
* If a child becomes separate from their parents or carers, please take them to the main HCA information table.
* If you encounter any anti-social behaviour, please try not to engage in a confrontational manner. Please make the activity lead aware.
* Please be aware of hot drinks and encourage people to eat / drink in the designated area.
* Make yourself aware of the Fire Exit points.
* In case of fire, please call 999, if you don’t know this has been done already. Leave everything behind.

We hope you enjoy the event.