



Safety Checklist – Children and Youth Activities

Congregation: _____

Activity: _____

Y/N/D		Action Needed	Action Taken
	Host Church		
	Has the host church passed a Child Safe Policy?		
	Does the Church/Club have a Code of Conduct?		
	Have all volunteers been provided with access to the Policy and Code of Conduct?		
	Has the host Church appointed a Safe Church Contact Person or Safe Church Officer?		
	Have Church Council and Leaders been trained in identifying and responding to indicators of child abuse and neglect?		
	Are exit lights, first aid items, electrical appliances and fire-fighting equipment in safe working order, regularly inspected and tagged by an authorised person as required by relevant standards?		
	Children's Volunteers		
	Have all volunteers in child-related roles completed the relevant State based Working with Children Check?		
	Are all volunteers appointed by the Church's selection process?		
	Have volunteers been provided with orientation and training for their role/area of ministry to children and young people?		
	Are volunteers aware of who to contact with concerns they may have about children or other staff/volunteers?		
	Do staff know where to find emergency contact and medical information, if needed, or the person to contact for this information?		
	Is private information kept safe and secure, and accessed only by appropriate / authorised personnel?		



Y/N/D		Action Needed	Action Taken
	Is training provided or required for children's volunteers in areas such as:		
	1. Child protection		
	2. First aid		
	3. Anti-bullying strategies		
	4. Dispensing medications?		
	If a Court Order is in place (e. Family Court access order or State Court AVO etc) are relevant volunteers made aware of this and the requirements that need to be adhered to?		
	Venue and Facility		
	Is the venue suitable for the intended purpose?		
	Is all the plant and its equipment safe and in working order?		
	Is the venue visible and transparent to passing observers, e.g. glass panels in doors, curtains open/windows not covered, doors open, no concealed spaces used?		
	Are children under 10 years of age required to be signed in/out by a parent or guardian?		
	Is there a protocol in place for children going to/from toilets and to check the facilities are safe?		
	Are small and hazardous items out of reach of children and stored suitably?		
	Activity		
	For inherently 'higher risk' activities, such as some sporting and recreational activities, has a risk assessment been conducted and approved by the Church Council?		
	Are all off-site and overnight activities authorised by a host Church Council for insurance cover?		
	Are parental consents / permission slips completed?		
	Are there at least two adults (persons over 18 years of age) present at all times, and an adequate ration of volunteers to children for the designated activity?		



Y/N/D		Action Needed	Action Taken
	If transporting children, has/have:		
	1. Parental permission been obtained?		
	2. Drivers been assessed as suitable (e.g. WWCC etc) and Driver Declaration forms been completed?		
	3. Is each vehicle registered and safety compliant?		
	Where necessary, is there a first aid officer; adequate shade, shelter and sun protection; and emergency supplies of food and safe water available?		

Completed by: _____

Date: _____