**Parish of …………………..……………**

**Checklist for Panels and Staff and Volunteers**

**Safety of Activities 20…..** (Yr)

*This checklist should form the basis of an annual meeting of the*

*panel, staff and leaders in charge of each organisation.*

DATE OF MEETING:\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNED(*incumbent*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| **A** | Is a register kept of all those in attendance at children’s organisations?Has a registration form been completed for each child who attends?Is an activity consent form used for outings and residential activities?Is parental consent sought for the taking and use of photographs? |  |  |
|  |  |  |  |
| **B** | Are supervision levels appropriate for children’s age, activities being undertaken etc? |  |  |
|  |  |  |  |
| **C** | Has each group held a fire drill in the last twelve months? |  |  |
|  |  |  |  |
| **D** | Do clergy/staff/volunteers talk to children about Safeguarding Trust?Do the clergy/staff/vols provide children information leaflets to children (over 10 yrs) and make them aware of the children’s information poster? |  |  |
|  |  |  |  |
| **E** | Does each group have a Code of Behaviour in place for the members?Have parents been informed of each group’s Code of Behaviour and sanctions? |  |  |
|  |  |  |  |
| **F** | Have any issues arisen in any group in relation to content of activities?Has each group adequate resources for their activities for the next twelve months? |  |  |
|  |  |  |  |
| **G** | Has adequate planning taken place for group outings/trips? |  |  |
|  |  |  |  |
| **H** | Has any group taken photographs of children? Have they been stored securely? |  |  |
|  |  |  |  |
| **I** | Does any group use social/digital media to contact children?Has parental permission been sought?If there is a social networking site, how it is monitored? |  |  |
|  |  |  |  |
| **J** | Are there any other issues which volunteers/staff have had to deal with which they need help and support with? |  |  |
|  |  |  |  |