**Parish of ………………**

**Annual Safeguarding Trust Checklist for Vestries 20…..** (Yr)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| **A** | Is first-aid available during all activities? |  |  |
|  | Is there an up-to-date first-aid kit available both on the premises and for activities away from the premises? |  |  |
|  | Do clergy, staff and volunteers know who the First Aider is and where they can be contacted? |  |  |
|  | Are all accidents and incidents recorded? |  |  |
|  |  |  |  |
| **B** | Do regular fire drills take place? |  |  |
|  | Are evacuation notices displayed informing people what to do in case of emergency? |  |  |
|  | Are fire appliances suitable and serviced regularly? |  |  |
|  | Has the local fire prevention officer visited the premises? |  |  |
|  |  |  |  |
| **C** | Is there a Health & Safety Statement in place that covers all parish premises? |  |  |
|  | Has an Annual Safety Audit been undertaken? |  |  |
|  | Has an Annual Health & Safety Risk Assessment of activities been undertaken? |  |  |
|  |  |  |  |
| **D** | Do precautions exist regarding access to premises by strangers whilst children’s activities are taking place? |  |  |
|  |  |  |  |
| **E** | Is the Child Safeguarding Statement displayed on all parish premises? |  |  |
|  |  |  |  |
| **F** | Have the panel completed their care of records checklist in past twelve months(see separate list)? |  |  |
|  | Have the panel, clergy, staff and volunteers completed their safety of activites checklist in the past twelve months (see separate list)? |  |  |
|  |  |  |  |
| **G** | Has every external organisation that involves children signed the common protocol agreement this year? |  |  |
|  | Has every external organisation that involves children provided the parish with a copy of their insurance and child protection policy? |  |  |
|  |  |  |  |
| **H** | Is there adequate and approriate insurance cover provided for all activities? |  |  |