



## 1.3C TEMPLATE 2: CHECKLIST FOR PARISH/DIOCESAN PANELS - SAFETY OF ACTIVITIES FOR CHILDREN

This checklist should be used annually at a meeting of all staff and volunteers/leaders in charge of groups and panel members to complete and update the Local Safeguarding Risk Assessment (*Guidance 1.3A*).

<b>A</b>			
Is a register kept of all those in attendance at children’s organisations?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Has a registration form been completed for each child who attends?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Is a consent form used for outings and residential activities?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Is parental consent sought for the taking and use of photographs or videos?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
<b>B</b>			
How many children are on the register in each group?			
How many staff/volunteers are in each group?			
Are supervision levels appropriate for age of children, activities being undertaken, etc.?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
<b>C</b>			
Has each group held a fire drill in the last twelve months?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
<b>D</b>			
Have staff/volunteers talked to children about safeguarding?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Have staff/volunteers provided relevant information regarding safeguarding to children?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Have the staff/volunteers drawn children’s attention to the children’s information poster?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
<b>E</b>			
Does each group have a Code of Behaviour in place for the members and staff?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>



Have the children been involved in drawing up this Code of Behaviour?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Have the children been involved in agreeing the sanctions for breaches of the Code of Behaviour?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Have parents been informed of each group's Code of Behaviour and sanctions?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>F</b>		
Have any issues arisen in any group in relation to content of activities?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has each group adequate resources for their activities for the next twelve months?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>G</b>		
Does any group plan to hold an outing/trip away during the next twelve months?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Have planning and risk assessment been undertaken for this event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>H</b>		
Have images or video been taken of children for church purposes?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has parental/carer and child permission been sought to take and use such photos or videos?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
How are photographs/videos that have been taken, stored and secured?		
<b>I</b>		
Does any group use social/digital media to contact children?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has parental permission been sought?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If there is a social networking site, how it is monitored?		
<b>J</b>		
Are there any other issues which volunteers/staff have had to deal with which they need help and support with?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>