



**1.3C TEMPLATE 3: CHECKLIST FOR SELECT VESTRIES**

This checklist should be completed by the Select Vestry once a year and used to update the Tusla Child Safeguarding Statement (ROI only).

Is first-aid available during all activities?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is there an up-to-date first-aid kit available both on the premises and for activities away from the premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do staff and volunteers know who the First Aider is for their group? Are all accidents and incidents recorded?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
How?		
Do regular fire drills take place?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are evacuation notices displayed informing people what to do in case of emergency?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are fire appliances suitable and serviced regularly?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the local fire prevention officer visited the premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is there a Health and Safety Statement in place that covers all parish premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has an Annual Safety Audit been undertaken?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has an Annual Health and Safety Assessment of activities been undertaken?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
What precautions exist regarding access to premises by strangers whilst children’s activities are taking place?		
Has an intercom or doorbell been fitted to parish premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the Select Vestry ensured that all activities with children have a Local Safeguarding Risk Assessment (Guidance 1.3A) completed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the Select Vestry adopted the Tusla Child Safeguarding Statement (ROI only)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is the Tusla Child Safeguarding Statement (ROI only) displayed on all parish premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>



Have the Parish Panel completed their care of records checklist in the past twelve months?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Have the Parish Panel and staff and volunteers completed their checklist in the past twelve months?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has every external organisation that involves children:		
(a) signed an external agreement this year?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(b) provided the Parish with a copy of their insurance?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is this checklist completed annually by the Select Vestry?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

