

Safety Checklist

Local Church Children's Activities

Children's Volunteers

- ☐ Have all staff and volunteers in child-related roles completed the WWCC online or as required in your region. Has their WWCC been verified in your local church (a legal requirement in some regions)?
- ☐ Are all volunteers appointed by the Church's usual nominating process or other authorized person, committee or process?
- ☐ Have volunteers been provided with any orientation or 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 to access this information?
- ☐ Is private information kept safe and secure, and accessed by appropriate/authorized personnel?
- ☐ Is training provided as required for children's staff and volunteers, in areas such as (i) child protection; (ii) first aid; (iii) anti-bullying responses; (iv) behavior management strategies; or (v) dispensing medication and logs/consent requirements?
- ☐ If a Court Order is in place (e.g. Family Court access order or State Court AVO etc), are relevant staff and volunteers made aware of this and the requirements that need to be adhered to?

Venue & Facility

- ☐ Is the venue suitable for the intended purpose?
- ☐ Is all equipment that children may use/ have access to 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 required to be signed in/out by a parent or guardian?
- ☐ Is there a protocol in place for children going to/from toilets and for volunteers to check the facilities are safe?
- ☐ Are small and hazardous items out of reach of children and stored suitably?

Off-site Activities

- ☐ For inherently 'higher risk' activities, such as some sporting and recreational activities, has a risk assessment been conducted and approved by the Church / Club / Board?
- ☐ Are all off-site and overnight activities authorized by a 'host' Church Board, a requirement for insurance coverage by the organization?
- ☐ Where necessary, 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 ratio of staff/children appointed for the designated activity?
- ☐ If transporting children, have (a) parental permissions been obtained and (b) drivers been assessed as suitable and (c) the vehicle [e.g. private car or buses etc] compliant with any registration and safety requirements?
- ☐ Where necessary, is there a first aid officer; adequate shade, shelter and sun protection; and emergency supplies of food and safe water?

This checklist is a guide

Safe Place Services 2015

visit www.safeplaceservices.org.au

