

General Activity Checklist

This form is to be completed by the Activity Coordinator and maintained as required by the procedure document titled 'Activity Planning for the Child Protection Policy'.

Parish / Agency / Office / Ministry: _____

Activity Checklist for: _____ (Activity)

Activity Location: _____ Activity Date: _____

| Tasks to be undertaken: | Y | N | N/A |
|---|----------|----------|------------|
| Induction to activity: <ul style="list-style-type: none"> - Clear expectations of activity - Clear expectations of participants - Clear expectation of parents / carers - Emergency contacts provided on the AP-PRF - Potential concerns highlighted - Question and answer time provided - Participants introduced to supervisors - Health and safety issues addressed: health and hygiene, safe use of equipment etc. - Appropriate permissions obtained (refer to Activity Planning procedure) - All appropriate participant information collected and reviewed; allergies, medication, illnesses etc. | | | |
| Drop Off and Pick Up: <ul style="list-style-type: none"> - Procedure for drop off and pick up is set and parents / carers are informed - Procedure for early / late drop offs and pick ups by parents / carers - Procedure for participants making own way to and from activity - Procedure for where a parent / carer is delayed in picking up participant OR does not turn up at all | | | |
| Location: <ul style="list-style-type: none"> - Is location appropriate for activity - First Aid equipment available - Transport to and from activity organised - Procedure for accounting for all participants to and from activity location - Water, sun and shade assessed | | | |
| Equipment: <ul style="list-style-type: none"> - Appropriate for activity - Age and capabilities of participants considered - In good working order and safe to use - Tested for working condition - Number adequate for number of participants - Instruction provided to participants in safe use | | | |

General Activity Checklist cont.

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|---|--------------|--|--|
| Supervision: <ul style="list-style-type: none"> - Supervisors appropriately trained - Supervisor to participant ratio appropriate to numbers, age and activity - Rights and responsibilities clear - Consideration given to spread of supervision appropriate to activity and location | | | |
| Surrounding Environment: <ul style="list-style-type: none"> - Location proximity to roads, waterways and dangerous obstacles considered - Location of toilets, taps and drinking fountains considered - Places where children and young people can hide assessed - Places where other people can be concealed assessed - Shade and shelter available - Designated area for spectators so participants do not confuse spectators with supervisors and supervisors do not confuse spectators with participants | | | |
| Who is responsible for these tasks? | Name: | | |
| Checking site before its use | | | |
| Bringing equipment | | | |
| Setting up equipment and preparing activity location | | | |
| Checking equipment before use | | | |
| Supervising arrival of participants | | | |
| Delivery of actual activity | | | |
| Removing equipment and/or reinstating activity location | | | |
| Supervising collection of participants by parents/carers | | | |

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| Activity Coordinator: |
| Activity Supervisor: |
| This checklist was completed by: |
| Name: Position: |
| Signed: |
| Date: |