



**PARISH GUIDE TO A
CHILD SAFE ENVIRONMENT**

INTRODUCTION

Name of Parish: _____

This guide, as appropriate, is acknowledged as a framework for the conduct of children’s activities in a safe manner.

Review of Content		
Reviewed By	Reviewed On	Comments

Parish Priest or his delegate (eg Youth Ministry Coordinator)

For more information contact Workplace Relations Office Ph: 3336 9243

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Part A - Guidelines

Guidelines for Children's Activities

I. Activities in a Private Home

The environment needs to be kept free of obstacles or risk of damage to personal property in event of accident. A check of the area being used for the activity should be checked just to move any items out of the way to prevent accidental damage.

Children should not be accessing areas of the home other than the space being used for Parish Activity and amenities.

There should be appropriate ratios of children to adults.

II. Guest Speakers

When inviting Guest speakers to children or youth activities, it is imperative that any suitability card requirements are met.

Leaders must be clear of the purpose of the speaker and the content of what the guest speaker will be presenting.

It is the responsibility of the leader to ensure that the content of the guest speaker is appropriate to the demographic of the children (including age appropriateness, language appropriateness).

Leaders are responsible in ensuring the guest speaker acts in appropriate and responsible manner in the company of the children.

III. Content of Programs

Activities need to be planned according to the needs of the children and youth in the group. Programs need to be an opportunity for young people to be inclusive in Parish life. This needs to be kept in mind when considering the content of activities and not seen as a time for "babysitting" or "gap filling".

Activities need to be inclusive for all children in the group. This means being aware of and taking into account the cultural, religious and socio economic background of the children in the group. Activities should not exclude children based on gender, physical or intellectual abilities. Children should feel comfortable participating in the activity. Content of activities need to be age and language appropriate to the children involved.

Appropriate permission and indemnity form need to be obtained for activities involving children and youth. Form should be sent for each new activity and contain:

- Program details
- Emergency contact details
- Medical information relevant to activity
- Any risks associated with the activity.

Parents and carers are to know where their child is at all times and what activities they are participating in. They need to be fully informed to give permission for their child to participate in any activity.

Where children are being transported to other venues by private vehicle, coach, specific permission should be obtained from the parent. Permission forms should include such information as activity, time, venue and transport arrangements and be collected prior to leaving for the activity.

IV. Facilitators of Activities

- Facilitators/leaders of activities need to have the skills and ability to conduct the activity in an appropriate and responsible manner.
- Leaders should be trained or mentored where they are new to an activity.
- Leaders where required should have a first aid certificate.
- Leaders need to be clear on behaviour management guidelines of the individual parish.
- Leaders need to be mindful of their own and others workplace health and safety.
- Where a leader is experiencing difficulty or is uncomfortable facilitating an activity, this should be expressed to the coordinator or Parish Priest.
- Leaders should be presenting age appropriate and language appropriate material to children or young person.
- Leaders should be mindful of the requirements of their role and not take on additional roles that they not qualified to do (eg counselling).

V. Transport of Children

It is important if children are transported as part of a Parish activity their safety is of highest consideration and the following guidelines are adhered to:

- Drivers need to have a roadworthy and insured vehicle and a current drivers licence.
- The decision of whom should transport children should be the discretion of the coordinator.
- If a vehicle does appear unsafe or unroadworthy and may place at risk the safety of a child, the coordinator/leader should deny the use of the vehicle.
- When children and young people are being transported in a private vehicle, the supervision of that child whilst travelling in the vehicle and during rest stops lies with the driver of the vehicle.
- During long trips drivers must ensure they take appropriate rest breaks.
- Drivers should take precautions to protect themselves from situations that may give rise to an allegation inappropriate behaviour. It is recommended that there is more than one passenger in a vehicle during activities. If a group of children are being dropped home regularly it is recommended that who is dropped home last is varied among the group members.
- When travelling on public transport, leaders should not abdicate their supervision responsibilities to the driver. This should always remain with the group leader.
- When hiring transport such as taxi and coaches, there should be an appropriate ratio of adults to children for supervision and safety. Leaders should ensure the drivers acts in an appropriate manner.

VI. Guidelines For Food Preparation

Care should be taken when preparing food for group activities. Food allergies of participants must be considered when planning for food based activities. If a leader is aware of a group participant who has had an allergic reaction to a type of food in the past, this should also be considered in the planning and preparation stages.

It is important for allergy information to be obtained from a parent/caregiver of a child when registering for Parish based activities.

Key Points for Food Handlers:

- Food handlers should wash their hands before starting to prepare food and in between jobs
- Food handlers should tie back long hair whilst preparing food
- Avoid touching their nose, mouth, hair and skin during food preparation
- Not cough or sneeze directly onto food
- Use disposable tissues to blow their nose
- Not put any utensils used during the preparation or serving of food in their mouth
- Not smoke whilst preparing food.

Health of Food Handler

Where a food handler has symptoms that he/she may attribute to a food borne disease or knows is suffering from a food borne disease must:

- Report he/she may or is suffering from the disease
- Not engage in food handling activities
- If undertaking other tasks located close to food handling activities, take all practicable measures to prevent food being contaminated as a result of the condition.

High Risk Foods

- All meat, poultry and seafood (cooked and raw)
- Eggs and Egg based products
- Cream and cream based products
- Dairy products and dairy based products (eg custards, cheese, coconut milk)
- Processed fruit and vegetables (eg salad mixes and unpasteurised juices)
- Cooked rice and pasta
- Cooked beans

- Salad dressings
- Stuffing for meat and poultry
- Gravies and sauces

Prevent Cross Contamination

- Use separate cutting boards for raw and cooked food (it is useful to label or use colour boards to remember their purpose)
- Prepare raw and cooked foods in separate areas
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting
- Cleaning and sanitising food preparation areas
- Storing raw meats beneath and separate to cooked meats, vegetables and fruits in refrigerator
- Always wash hands with soap and water and change gloves after carrying out different tasks
- Cover all foods to prevent contamination
- Allow dishes to air dry rather than using a tea towel that could be contaminated
- Throwing away any cracked or chipped crockery as bacteria can hide in cracks and contaminate food.

Handwashing

Food handlers should wash their hands in a separate sink to the kitchen sink. The following steps should be followed:

- Rinse hands with warm water
- Apply liquid soap so that hands are covered
- Rinse with running warm water for at least 20 seconds
- Dry with disposable paper towels or hot air dryer. Hands must not be left damp or half dry.

Hands should be washed:

- Immediately before commencing work related activity
- Immediately after using the toilet
- Immediately after using a tissue
- Before and after breaks
- Between working with different food groups eg raw meats and vegetables
- Between handling cooked and uncooked food
- After handling garbage and waste bins
- Immediately after coughing and sneezing into their hands
- After touching hair, nose, mouth or any other part of body
- After all cleaning tasks.

Sandwiches

Sandwiches usually involve a lot of handling which personal hygiene for the food handler very important. Sandwiches are often filled with potentially hazardous food and should be handled and stored appropriately.

Sandwiches should be made fresh as close to the start of the event as possible. If this is not practical, they should be kept in refrigerator. Ensure there is enough refrigerator room to store them properly.

People who are ill must not participate in sandwich making because of the food handling involved in the activity.

Barbecues

The following precautions are to ensure that food is safe at a barbecue:

- Finish preparing raw meat before leaving for the activity site. This might include slicing, marinating or skewering,
- Pack raw meat into insulated boxes with ice bricks for transportation
- Hand food with tongs or other equipment.
- Use separate equipment to handle raw and cooked foods
- Keep cooked meats and salads separate from raw meat at all times to prevent contamination
- Cover foods
- Use clean and dry utensils for serving the food – never place cooked meat back on trays that held the raw meat
- Cook chicken, sausages and hamburgers until juices run clear – steaks to preference
- Throw left over food away unless refrigeration equipment is available.

Wherever possible, single use utensils should be used and thrown away after use. These items should be kept covered until required and handled carefully to minimise any risk of contamination.

Part B - RISK ASSESSMENT

I. Risk Management Template**CONTEXT**

To provide a safe and child friendly environment where children and young people can come together to participate in Parish activities.

RISK TYPES

Environmental	Human	Equipment/Resources
Walking to venues	Group leaders	Transport
Lighting	Children's ages and needs	Playgrounds
Venue – Halls, Carpark, Toilets, Kitchen, Rooms	Family	Camera's
Verandas	Training	Music and craft equipment
Cleanliness	Supervision	Electrical equipment
Floor coverings	Volunteers	Cooking
Private homes		BBQ
		Content of programs

RISK CALCULATOR

		CONSEQUENCES				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD	ALMOST CERTAIN	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	LIKELY	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	POSSIBLE	LOW	MODERATE	HIGH	EXTREME	EXTREME
	UNLIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
	RARE	LOW	LOW	MODERATE	HIGH	HIGH

ANALYSE THE RISKS

Context		Overall Assessment of Activity including potential risks		
Activity	Potential of risks	Likelihood	Consequences	Level of Risk
<u>Sacramental Preparation Programs</u> <i>In Home</i> <i>In Church/Parish Buildings</i> Computers After School Religious Education Kids Club Playgroups	Environment Supervision Lighting and security Transport Computer content Internet Access Other group members Resources (craft materials) Program content and delivery Other Rooms Outside Areas Activities	Possible	Moderate	High
<u>Liturgies</u> Altar Servers Carrying cross Lighting and carrying candles Music Ministry Set up band Sound Equipment Over head projectors Dramas Group Children's Liturgy	Vesting Electrical Equipment (working order, testing and tagging) Supervision Church Setting /Environment Resources Movement of children from one place to another Accessing venues Animals Visitors	Unlikely	Minor	Low
<u>Social Gatherings</u> BBQ's Tea and coffee Picnic Kids party/celebration	Photography Equipment (Gas, Flames, Urn, Utensils) Supervision Food Preparation and Distribution Environment Types of food (Allergies)	Possible	Minor	Moderate

	Manual Handling Activities.			
<u>Youth Group Activities Onsite</u> Prayers Discussions Music Trivia Nights Games nights Scripture Lenten Program Disclosure Car wash Guest speakers 40 hr Famines	Program content Facilitators skills and abilities Supervision Equipment - Sports Equipment and chemicals Health and hygiene Other Young People Types of Food Human relations Environment – Venue Children’s behaviour	Possible	Minor	Moderate
<u>Youth Activities Offsite</u> Bowling Ice skating Theme Parks Bush Walking Rock Climbing Pool Parties Movies Video/pizza Nights Trivia Nights Camps Overnight stays	Program content Facilitators skills and abilities Supervision Equipment - Sports Equipment and chemicals Health and hygiene Other Young People Types of Food Human relations Environment – Venue Children’s behaviour Access Facilities Staff vs Children's Amenities Guest speakers Room sharing	Possible	Major	Extreme

Evaluate Risks

Youth Activities Offsite – Extreme
 Sacramental Programs – High
 Youth Activities Onsite – Moderate
 Social Gatherings – Moderate.
 Liturgies (including MASS) – Low

II. Overall Risk Register and Treatment Plan

Risks Registered.	Treatment Plan
Key Risks	Control Measures
<p><u>Corporate Governance - Operational Guidelines</u></p> <p>Physical Environments (Parish buildings/grounds and Private dwellings)</p> <p>External venues</p> <p>Technology eg. computers</p> <p>Lighting and Security</p> <p>Transport</p>	<p>Workplace Health and Safety Audits of Parish</p> <p>Checklist for External venues</p> <p>Procedures and protocols for use of computers</p> <p>Checklist for in home environments.</p>
<p><u>Other People</u></p> <p>Guest Speakers</p> <p>Members of Public</p>	<p>Procedures for Guest speakers</p>
<p><u>Equipment</u></p> <p>Electrical Equipment</p> <p>BBQ's</p> <p>Urns and Utensils</p> <p>Craft materials</p> <p>Play Equipment</p> <p>Chemicals</p> <p>Candles</p>	<p>Testing and tagging of equipment</p> <p>Workplace health and safety check on equipment</p> <p>Procedure for children and use of candles</p>
<p><u>Programs</u></p> <p>Camp</p> <p>Program content and delivery</p> <p>Photography</p> <p>Animals</p> <p>Food Preparation</p> <p>Vesting</p>	<p>Procedures and checklist for camps</p> <p>Procedures regarding appropriate content and delivery</p> <p>Procedure for Vesting</p> <p>Procedures for food preparation and labelling/identifying possible allergy</p>

<p><u>Facilitators</u></p> <p>Recruitment</p> <p>Training</p> <p>Supervision</p>	<p>Blue cards</p> <p>Blue card registers Induction/orientation training</p> <p>Supervision processes</p> <p>Procedures regarding ratio for facilitator to children</p>
<p><u>Children</u></p> <p>Behaviour</p> <p>Food</p> <p>Supervision</p> <p>Accountability and Permissions</p> <p>Movement of children from one location to another.</p>	<p>Incident reporting</p> <p>Permission forms</p> <p>Roll taking</p> <p>Intake procedures including food allergy</p> <p>Protocols of behaviour</p> <p>Safety procedures for walking in groups</p>

PART C - FORMS**I. SAMPLE****Volunteer Application Form**

Name:	
Address:	P/CODE
Phone:	Mobile:
Email:	
Place of Worship:	
Have you worked or volunteered with children/youth previously? YES/NO If yes, Please provide details:	
In which area of children's activities do you wish to volunteer?	
What relevant skills, experience or qualifications do you possess that may assist you in a volunteering role with children?	
What motivated you to want to volunteer with children?	
Please supply details of 2 referees (Name, contact details and relationship to you)	

Application Cont'd

Blue Card

Do you hold a current Blue Card? YES/NO

If yes, please complete the information below:

Card No:

Expiry:

If you do already have a Blue Card, please present it to Coordinator who must sight it and sign the declaration below:

I,....., the coordinator at, declare that I have sightedvalid Blue Card on this day...../...../..... Card Expiry date:/...../.....

Sign:.....(Volunteer Co-ordinator)

The applicant should read and sign the following:

- I have understood the nature of work I am to do with children/young people
- I have read the Policy and Procedures on Child Safety and Volunteer handbook.
- I understand that it is my duty to care for children and young people with who I come into contact.
- I know what action to take if abuse is disclosed

Signed.....Date.....

**II. SAMPLE
Registration Form**

Childs Name:		
Date of Birth	Grade:	School:
Parent/Caregiver Full Name:		
Address:		
Relationship		
Home Phone:	Work:	Mobile:
Email:		
Emergency Contact Person:		
Relationship to child	Contact Number	

Emergency Details

I/We (parents/guardians names) _____ give permission for Parish staff, leaders, volunteers and/or carers to administer basic first aid as is deemed necessary by aforementioned to (child's name) _____ on my/our behalf in case of medical emergency.

Parents/Guardians Signature: _____

Family Physician Name: _____ Contact Number: _____

Medicare Number: _____ Name of Private Health Fund: _____

Year of last tetanus immunisation: _____

Medical Information

Medical conditions _____

Medication: _____

Food Allergies _____ or _____ Other _____

Please indicate any other information that may be helpful for us to know in caring for your child.

Indemnity

I agree for my child _____ to participate in Parish activities for children and youth and that risk may arise out of such activities. Activities include but are not limited to arts, craft, communal eating, games and excursion to outside venues (e.g. bowling, cinemas).

I understand that every effort will be made by the leader to contact me or my nominated contact person in the event of any illness, accident or emergency situation involving my child. In the event, where it is impracticable to communicate with me or my nominated person, I authorise the leader to seek additional medical assistance where required. I further authorise the use of an ambulance where necessary. I accept medical costs associated with my child’s treatment.

Parent’s Name: _____

Sign: _____ Date _____

Video and/or Photography

I understand there will be times when group leaders will take video footage and/or photographs of children participating in Parish activities. Such video footage and/or photographs may be used for promotional purposes (eg Catholic Leader) or even just displayed on the Parish notice board for Parish community interest.

I give my consent to my child being photographed/videoed/recorded individually whilst participating in Parish activity.

YES NO

I give my consent to my child being photographed/videoed/recorded as part of the group whilst participating in Parish activity.

YES NO

Sign: _____ Date _____

Behaviour Expectations

As a participant of Parish activities your child is expected to understand and adhere to the following guidelines:

- To always behave in a respectful manner towards leaders and other group members
- Violence and bad language of any kind will not be tolerated
- To allow others to express their faith without fear of prejudice or intimidation
- To participate fully in all gatherings, activities, events.

Should your child not adhere to these guidelines our policy is that three warnings will be given. If, after the third warning your child's behaviour has not improved you will be contacted to come immediately and collect them. A discussion between leaders, parents and the child will take place prior to their re-admittance.

You and your child have read and understand these guidelines:

- Yes (please tick or discuss with leader)

III. Use of Private Vehicle Declaration

Name: _____

Address: _____

Telephone number: _____ Mobile: _____

Drivers Licence: _____ Expiry Date: _____

Vehicle Registration: _____

Make/Year of Vehicle: _____

Declaration

I _____ (*insert full name*) declare that I have nominated to use my own vehicle (*as stated above*) for the ministry purposes associated with my position of volunteer driver at _____ (*insert name of Parish*) and for these purposes I intend to drive the vehicle in a safe and responsible manner; the vehicle is roadworthy and safe to drive; and the vehicle is also appropriately insured in an approved manner with an appropriate insurance company. I also understand that in the event of an accident in my vehicle, Care and Concern, the Parish or the Catholic Church will not be liable for associated costs and/or be held responsible for any actions that arise as a result of such an accident.

I undertake to advise you in the event of an accident; I am unable to continue driving my vehicle in a lawful and/or safe manner; my vehicle is not appropriately insured and/or registered; and/or my vehicle is unlikely to be deemed roadworthy by an appropriate certifying authority.

Signed: _____ Date: ___/___/___

To be filled in by Volunteer Coordinator

a) Sighted Drivers Licence: YES/NO

b) Copy of Insurance Policy: YES/NO

Name of Insurer: _____

Sighted by: _____ Date: _____

IV. Checklist for Accessing External Venues

Item	YES	NO	Action
Has written permission been sought by parents/caregiver			
Is this a venue that has not been used before?			
Has a site inspection been undertaken? If no, site inspection may be needed on arrival at venue			
Is the ratio of volunteers to children sufficient?			
Is there a high risk of children wandering off or getting lost at this venue?			
Are there potentials areas where a person could loiter around e.g. bushes, park benches?			
Is this venue a busy place that also can be accessed by the general public during your visit?			
Is there a procedure in place in the event that a child becomes lost or wanders off?			
Is a roll to be taken on arrival and departure from activity to account for all children?			
Are amenities located close to the activity or in an isolated area? If the amenities are in an isolated area is there a process in place for keep children safe?			
Are facilitators provided for activities where instruction is needed?			
Is the surface or ground adequate for the activity?			
Is there appropriate access to the venue for children who may have special needs?			

HAZARD REPORT FORM*

WORKPLACE HEALTH AND SAFETY ACT 1995

Brief Description of Hazard/Health and Safety Issue	
1	Include details, if any, of immediate action taken to ensure the safety of persons who may be affected.

Where is the Hazard located in the workplace?	
2	

Time/Date Hazard Identified			
3	Time:	am/pm	/ /

Recommended Action to fix Hazard/Issue	
4	
	Recommend completion date: / /2001

PLEASE NOTE: This report does not imply that all other conditions and work practices are acceptable.		
5	Workplace Health and Safety Representative (WHSR) Name:	Received by the employer or Health and Safety Officer Name:
	Signature:	Signature:
	/ /	/ /

How did the Employer Address the Hazard/Issue?			
6			
	Do You Consider the Issue fixed?	Completed on:	/ /
	Yes <input type="checkbox"/>	WHSR Signature:	/ /
No <input type="checkbox"/>			

		TO BE COMPLETED IF THE REPRESENTATIVE INTENDS TO NOTIFY THE INSPECTOR		
Details of Employer		Details of Principal Contractor (Only if employed on construction work)		
7	Employer/Company name:	8	Principal Contractor Name:	
	Address where you are normally employed:			
			Employer Phone Number: ()	

*

Is there a Fire Blanket in kitchen area?				
Are Smoke Detectors installed in each building?				

<p><u>Workplace Health and Safety Policy:</u></p> <ul style="list-style-type: none"> - Is there a policy written for the complex, facility or other site? - Is the policy displayed for staff and visitors to read? 				
<p><u>Chemicals:</u></p> <ul style="list-style-type: none"> - Are there Material Safety Data Sheets (M.S.D.S.) for each chemical on site? 				
<p><u>Hazards:</u></p> <ul style="list-style-type: none"> - Are there procedures for identifying hazards? - Are all identified hazards reported? - Is a Hazard Report written as soon as a hazard has been identified? - Is that report forwarded as soon as practicable to the appropriate person for action to be taken to eliminate or control the hazard? 				
<p><u>Incident Notification Form:</u> <u>(Incident / Injury)</u></p> <ul style="list-style-type: none"> - Are all serious bodily injuries, injuries and/or dangerous events reported and recorded on the appropriate form? - Are these reports written as soon as possible after the occurrence? 				

<p><u>First Aid Kits:</u></p> <p>Is there a First Aid Kit supplied in the:</p> <ul style="list-style-type: none"> - Church? - Parish Office? - Parish Hall? - Other facility and/or service on the complex or other site? <p><i>Are these First Aid Kits kept adequately stocked as recommended in the Workplace Health and Safety Manual or St. John Ambulance guidelines?</i></p>				
<p><u>Electrical Safety Switches:</u></p> <ul style="list-style-type: none"> - Is there an electrical safety switch/es installed on the power supply to each building on site? - Is there testing and tagging of electrical appliances, extension leads and electrical power boards? <p><small>(This is necessary even if these are protected by an electrical safety switch on site as any of these could be moved to a location not protected by an electrical safety switch).</small></p>				
<p><u>Double adaptors and piggy back plugs:</u></p> <ul style="list-style-type: none"> - Are there any double adaptors or piggy back plugs in use at any workplace or relevant workplace area? <p><small>(These are not to be used in a workplace or relevant workplace area).</small></p>				
<p><u>Manual Tasks</u></p> <p>Are staff members involved in Manual Tasks (ie. Lifting objects; transferring goods/materials from one place to another)?</p> <p>Have staff received training in Manual Tasks?</p>				
<p><u>Security:</u></p> <p>Are there Policies and Procedures for staff relating to:</p> <ul style="list-style-type: none"> - Personal Security? - Building Security? <p>Are the external doors of all buildings at the workplace/s fitted with dead locks?</p> <p>Are there sensor lights fitted to buildings occupied</p>				

<p>during the hours of darkness?</p> <p>Are Security grills fitted to all buildings:</p> <ul style="list-style-type: none"> - Doors? - Windows? <p>Is there a personal staff security alarm fitted in the office?</p> <p>Is this personal security alarm connected to:</p> <ul style="list-style-type: none"> - an external alarm on site? - a private security company? - police? <p>Does a private security company patrol the complex or site after hours?</p> <p>Is there an electronic security alarm system connected to a private security company for the buildings on the complex or other site?</p> <p>ACCESS</p> <p>Is there clear access to buildings, clear pathways, no obstacles?</p> <p>Car Park</p> <p>Are children kept clear of car parks?</p> <p>Is there signage indicating if the area is a shared space between pedestrians and cars?</p> <p>Are children supervised if they need to cross car park areas?</p>				
<p>Resources and Equipment</p> <p>Is play equipment is good, safe working order?</p> <p>Is outdoor play equipment checked regularly for pests (esp Red back spiders)?</p> <p>Are toys and other play equipment cleaned to prevent spread of infection?</p> <p>Outdoor Space</p> <p>Free of obstacles?</p> <p>Free of pests?</p> <p>Are grounds maintained to a neat and tidy condition?</p> <p>Any outdoor furniture used in good working order and free of pests?</p> <p>Sun Protection – is there adequate shading for the children participating in outdoor activities?</p>				

<p>Are children participating in activities with appropriate protection from sun (eg hats, sunscreen)</p> <p>Bomb Threats</p> <p>Is there a copy of each of the following at the Office?</p> <p style="padding-left: 40px;">Bomb Threat Procedures?</p> <p style="padding-left: 40px;">Are these forms kept near the telephone/s?</p> <p style="padding-left: 40px;">Hold Up Procedures?</p> <p>Have all staff received instructions in the procedures to be followed in the case of either of these events occurring?</p>				
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Signature of person carrying out these checks and completing this report:

Note: This is not a complete checklist for the complex or site. It relates to matters that are relevant in the day to day operation of a parish complex or facility or other site. To conduct a more detailed check of any site, an additional checklist will have to be written encompassing all items of safety at that site.

VI. Planning Checklist For Camps

Camp:

Venue:

Dates:

Camp Coordinator:

Item	What needs to be considered and completed.	Done
Group Members	Who will be involved- Age? Number? Past Experience	
Content	Theme or topic? Parish presenters? Guest speakers? Format – presentation, discussion, activity, project? Opening and Closing Prayers Supplies Who will facilitate? How will people be welcomed? Name tags, Icebreakers?	
Permission and Registration	Whom do we need permission from to plan and schedules? Parent permission – medical and participation release How will people register?	
Transportation	What type of transport is to be used? Number of vehicle spaces needed to cater for all participants. Costs, insurance and liability? Travel time? Road conditions? Maps and destination phone number	
Refreshments	Amount of food and beverages needed? Supplies for serving? Set up, costs, clean up?	
Facility	What type and size of space needed? What cost is involved? What equipment is available? What cooking and meeting facilities are available? What are the facility restrictions (e.g. minimum numbers required, no loud music, food restrictions in meeting rooms)? What are the outdoor grounds like (games, hikes,	

	<p>recreation, camp fire)?</p> <p>What is the liability policy for recreational activities (e.g swimming, boating, canoeing, horse riding)?</p> <p>Will facility staff be onsite for maintenance and emergency needs?</p> <p>Will the facility be shared with other groups?</p> <p>What are the sleeping areas?</p> <p>Are they separate for boys, girls, staff?</p> <p>What are the toilet facilities?</p>	
Leadership jobs	<p>What program leaders are needed?</p> <p>Do you need a program planning team for the program?</p> <p>What support staff are needed (eg chaperones, cooks, drivers)?</p> <p>Adequate number of staff all round? Male/female? Age? Costs? Are expectations clear?</p>	
Budget	<p>What are costs for:</p> <p>Facility</p> <p>Transport</p> <p>Food</p> <p>Entertainment</p> <p>Publicity</p> <p>Personnel</p> <p>Resources (such as decorations, craft, art etc)</p> <p>How will it be financed:</p> <p>Parish budget</p> <p>Fundraiser</p> <p>Participant fees</p> <p>Donations or Sponsors</p> <p>Other</p>	
Clean Up	<p>Who will do it?</p> <p>Inside</p> <p>Outside</p> <p>Equipment</p>	
Evaluation	<p>Feedback from participants? Leaders? Organisers?</p> <p>What format, individual or group? Verbal/Written?</p>	
Follow Up	<p>Appreciation notes or celebrations?</p> <p>Participant reminder – follow up mailing</p>	