

12.03 CHECKLIST FOR DEVELOPING SAFE PRACTICES

Know the children	
Have defined criteria for membership of the organisation	
Have a registration system for each child: parental consent forms or a sign in sheet	
Keep a record on each child, including medical details, special needs and contact telephone numbers	
Keep records securely and confidentially of	
Attendance	
Accidents – Keep accident / incident forms indefinitely	
Consents given for various activities	
Any complaints or grievances	
Report of Concern Forms and any Record of Meeting Forms	
Pay attention to health and safety matters making sure that	
A Risk Assessment Form has been completed	
Any buildings being used are safe and meet required standards	
There is sufficient heating and ventilation	
Toilets, shower areas and washing facilities are up to standard	
Fire precautions are in place	
There is access to a landline telephone or adequate mobile phone reception	
Equipment is checked regularly	
Insurance cover is adequate	
It is important to ensure that	
Children are not left unattended	
Adequate numbers of leaders of both sexes are available to supervise the activities	
Leaders know at all times where children are and what they are doing	
Any activity using potentially dangerous equipment has constant adult supervision	
Dangerous behaviour is not allowed	
If the activities involve staying away from home overnight, attention should also be paid to the following	
Safe methods of transport	
Adequate insurance, to cover all aspects of the trip	
Written parental consent	
Any information about the children which may be relevant to staying away overnight, such as allergies, medical conditions, dietary requirements or special needs	
Appropriate and well supervised sleeping arrangements	
Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets	

Discipline and challenging behaviour	
Leaders need to be trained and prepared for coping with disruptive behaviour, it is recommended that:	
More than one leader is present when challenging behaviour is being dealt with	
An incident form is used to record any incidents	
A record is kept in a report book, describing what happened, the circumstances, who was involved, any injury to a person or to property and how the situation was resolved	

Providing training, including	
All leaders must attend Taking Care Training	
Induction training provided for new starts	
Further training needs identified and organised if required e.g. First Aid	