Presbyterian Church in Ireland Taking Care Two

**::12.03 CHECKLIST FOR DEVELOPING SAFE PRACTICES**

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| **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 |  |

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| **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 |  |

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| **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 |  |

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| **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 |  |

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| **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 |  |

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| **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 |  |

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| **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 |  |

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