



**REGIONAL
VICTORIANS
OF COLOUR**

CHILD SAFETY CHECKLIST

When organising an activity or event:

- Will parents be able to leave children?
- Do we have an information sheet, enrolment form and attendance list?
- How many employees/volunteers do we need? Ratios?
(Check policy for guidance on the above points)
- Do you know where the first aid kit is?
- Do you have NCA's emergency contact details?

When an activity/event starts:

- Site inspection: hazards, anyone who is on the premises who shouldn't be
- Lock any buildings/rooms not being used
- Complete attendance list- sign in for children being left by parents

During activity/events:

- Be aware of other groups arriving on the premises
- Children under five to be taken back to parents for toileting/personal care **Have fun!**

When an activity/event ends:

- Sign children out
- Be aware of who has been "picked up" and any older children (XX to 18) who may still be on the premises
- Site inspection
- Lock any buildings/rooms not being used
- Ensure all children are in the care of a responsible adult or have left the premises prior to employees/volunteers leaving