



## Checklist for Developing Safe Practices in a Group or Organisation

### Know the children:

- Have defined criteria for membership of the organisation
- Have a registration system for each child
- Keep a record on each child, including medical details, any special needs and emergency contact telephone numbers

### Keep records of:

- Attendance
- Accidents – keep an incident book
- Consents given for various activities
- Any complaints or grievances

### Pay attention to health and safety matters making sure that:

- 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 phone
- 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, like allergies, medical problems, 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
- 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:**

- Induction training
- Particular skills training, to raise awareness and provide information about how to respond to suspicions or incidents of child abuse
- Have an annual review or 'staff appraisal' to assess general performance and review any changes that have happened or that you need to make.