

## ALL SAINTS PARISH

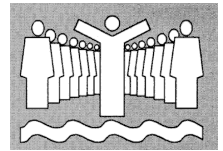
### GENERAL ACTIVITY PLANNING CHECKLIST

**Activity Checklist For:** \_\_\_\_\_

**Location to be held:** \_\_\_\_\_

**Date to be held:** \_\_\_\_\_

Task to be undertaken	Y	N	NA
Induction to activity <ul style="list-style-type: none"> <li>- Expectations of activity clear</li> <li>- Expectations of children and young people clear</li> <li>- Expectations of parents clear</li> <li>- Contacts for emergencies provided</li> <li>- Highlight any potential concerns</li> <li>- Provide time for questions and answers.</li> <li>- Health and Safety issues addressed e.g. health and hygiene, safe use of equipment</li> <li>- Where permissions are required have they been obtained</li> <li>- Has information been collected on individual needs of children and young people participating in activity e.g. allergies, medication, illnesses</li> </ul>			
Drop off and pick up <ul style="list-style-type: none"> <li>- Set procedure for drop off and pick up of children and young people</li> <li>- Is there a buffer period for early arrivals and late pick ups by parents and carer</li> <li>- Procedure for where a child makes their way to and from an activity independently</li> <li>- Protocol for where a parent is delayed in picking up a child or young person or where a parent or carer does not turn up.</li> </ul>			
Location <ul style="list-style-type: none"> <li>- Is location appropriate for activity</li> <li>- First Aid Equipment available</li> <li>- Transport issues to and from activity organised</li> <li>- Protocol for all children are accounted to and from activity location</li> <li>- Water, sun protection and shade assessed</li> </ul>			
Equipment <ul style="list-style-type: none"> <li>- Appropriate for activity</li> <li>- Age and capabilities of children and young people considered</li> <li>- In good working order and safe to use</li> <li>- Has it been tested for working condition</li> <li>- Number adequate to number of participants</li> <li>- Instruction provided to children and young people in safe use.</li> </ul>			



Task to be Undertaken	Y	N	NA
Supervision <ul style="list-style-type: none"> <li>- Supervisors appropriately trained</li> <li>- Supervisor to children and young people ratio adequate to numbers, age and type of activity</li> <li>- Rights and responsibilities clear</li> <li>- Spread of supervision appropriate to the activity and location considered</li> </ul>			
Surrounding Environment <ul style="list-style-type: none"> <li>- Locations proximity to roads, waterways and dangerous obstacles</li> <li>- Location of toilets, taps and drinking fountains</li> <li>- Places where children and young people can hide</li> <li>- Places where other people can be concealed</li> <li>- Availability of shade and shelter</li> <li>- Designated area for spectators that do not confuse children and young people with supervisors.</li> </ul>			
<b>Who is responsible for:</b>	<b>Name</b>		
Checking the site before its use			
Who will bring equipment and check to see it works			
Any required setting up			
Delivery of actual activity			
Staying behind if required to complete tasks, wait for parents etc			

This checklist was completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_