

ALL SAINTS PARISH

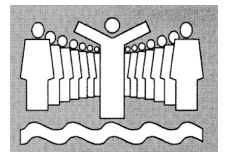
SPECIAL EVENTS CHECKLIST

Activity Checklist For: _____

Location to be held: _____

Date to be held: _____

	Yes	No
1. Do you have enough information about the event to decide whether it will contribute positively to the wellbeing and development of the children and young people in your care?		
If so Please List:		
Comments:		
2. Have you provided enough information to parents or carers so they can make an informed decision about whether they want their children to attend?		
If so have you provided forms for written permissions from parents?		
Comments:		
3. Will attending such an event create risks for the children and young people in your organisation?		
Comments:		
4. If the event could pose risks, have you evaluated them and developed procedures to minimise those risks using the Parish Risk Assessment Form?		
Comments:		
5. Do you know if the event organisers are committed to an environment which is safe and friendly for children and young people?		
Comments:		
6. Have they developed policies and procedures supporting such an environment?		
Comments:		



	Yes	No
7. Is the location secure?		
Comments:		
8. Does the environment meet obligations for Workplace Health and Safety?		
Comments:		
9. Are there policies and procedures relating to alcohol and illegal drugs?		
Comments:		

This checklist was completed by: _____

Signed: _____

Date: _____