



ALL SAINTS PARISH, ALBANY CREEK

## Accessing External Venues Checklist

### Working With Children

**Event:**.....

**Venue:**..... **Date:**.....

Item	YES	NO	Action
Has written permission been sought by parents/caregiver			
Is this a venue that has not been used before?			
Has a site inspection been undertaken? If no, site inspection may be needed on arrival at venue			
Is the ratio of volunteers to children sufficient?			
Is there a high risk of children wandering off or getting lost at this venue?			
Are there potentials areas where a person could loiter around e.g. bushes, park benches?			
Is this venue a busy place that also can be accessed by the general public during your visit?			
Is there a procedure in place in the event that a child becomes lost or wanders off?			
Is a roll to be taken on arrival and departure from activity to account for all children?			
Are amenities located close to the activity or in an isolated area? If the amenities are in an isolated area is there a process in place for keep children safe?			
Are facilitators provided for activities where instruction is needed?			
Is the surface or ground adequate for the activity?			



Is there appropriate access to the venue for children who may have special needs?			
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SIGNED: .....

Position: .....

Date: ...../...../20.....