

# Checklist for Kids and Youth Off-site Activities

✓	Date	Task	Progress/Notes/Answers
<input type="checkbox"/>		Activity - overview what you are planning	
<input type="checkbox"/>		Proposed Date of Activity	
<input type="checkbox"/>		Appoint Activity Leader	
<input type="checkbox"/>		Details of Activity sent to Standing Committee/ PCC to obtain permission for activity	
<input type="checkbox"/>		Risk Assessment Completed	
<input type="checkbox"/>		Risk Assessment Approved by Standing Committee	
<input type="checkbox"/>		Is additional insurance is required?	
<input type="checkbox"/>		Details of activity, including full itinerary where appropriate, sent to parents	
<input type="checkbox"/>		Consent forms must be completed by all parents/carers	
<input type="checkbox"/>		Forms include information about allergies, medical information or any additional needs	
<input type="checkbox"/>		Reconnaissance visit completed to make sure adequate preparation is in place	
<input type="checkbox"/>		Agree with parents/carers as to how much independence is appropriate for older children/youth.	
<input type="checkbox"/>		Is an information meeting about the trip where parents/carers can ask questions required?	
<input type="checkbox"/>		Choose a team, observing ratios and with appropriate male/female representation	
<input type="checkbox"/>		Appoint team for activity and check they have a current DBS	
<input type="checkbox"/>		Does the team have relevant, up to date safeguarding training?	
<input type="checkbox"/>		Observe and highlight to the team relevant sections of the safeguarding policy	
<input type="checkbox"/>		Appoint an emergency contact in the parish who will contact parents in case of an emergency	

# Checklist for Kids and Youth Off-site Activities

✓	Date	Task	Progress/Notes/Answers
<input type="checkbox"/>		Does Emergency Contact have copies of all the emergency contact information?	
<input type="checkbox"/>		Appoint a First Aider	
<input type="checkbox"/>		Bring and appropriately store first aid box, medications and incident forms	
<input type="checkbox"/>		Is transport being provided by the parish? If so, safeguarding policy must be followed	
<input type="checkbox"/>		Is data being held in line with GDPR policy?	
<input type="checkbox"/>		All activities must have safe rules and boundaries	
<input type="checkbox"/>		All activities need clear instruction on expected behaviour	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			