



PEOPLE

1 2 3 4 5 6 7

Programme/Event Name:	Corps/Centre:
Recommended	
Commitment by children's/youth workers, leaders and helpers to follow safe practices as outlined in this manual and elsewhere as applicable that might not be mentioned herein	
Proper documentation completed as applicable and stored in accordance to The Salvation Army's <i>Privacy Policy</i>	
Incident/accident to be reported according to procedures outlined	
Briefing	
Children's/youth workers, leaders and helpers briefed on the following:	
<ul style="list-style-type: none"> › Individual child's/youth health, behaviour, relationship › What to do in case of incident/accident › Purpose of activity, rules, safety, time-frames, responsibilities and environment issues 	<ul style="list-style-type: none"> › The Salvation Army's policy and position statement on alcohol and substance abuse › Emergency procedures
Participants briefed on the following:	
<ul style="list-style-type: none"> › Rules: set, communicate and enforce › Purpose of programme/event and its activities › Physical and time boundaries and dangers in environment › Emergency procedures 	<ul style="list-style-type: none"> › Rules that protect people, physical property and relationships with community and groups (e.g. a children's/youth worker or leader needs to be told if participant needs to go anywhere) › Specific rules about how the game/activity is to run (e.g. fair play)
Check	
All children/youth in a programme/event, and its activities, are being supervised at all times by designated children's/youth workers/leaders	
Appropriate children's/youth workers or leaders to participants ratio and gender mix:	
<ul style="list-style-type: none"> › two children's/youth workers or leaders to six infants under 12 months old › two children's/youth workers or leaders to eight children under three years old › three children's/youth workers or leaders to 20 children aged three to five years old › three children's/youth workers or leaders to 30 children in school age groups › one children's/youth worker or leader to 10 youth (13 years old and over) 	
Note: Co-ed groups need both male and female children's/youth workers or leaders	
Access to a phone and as far as possible must be contactable at all times	
Programme/event appropriate for age and stage (e.g. video ratings/content, activities)	
Clothing: a) Appropriate for activity (e.g. tied shoelaces) and b) Access to spare clothing (e.g. raincoats, sunhats, wool hats, polyprops)	
Accommodation arrangements (sep. for boys/girls; children's/youth workers/leaders/helpers, venue) and maintain adequate supervision	
Number of participants confirmed before programme/event and its activities	
Number of participants confirmed after programme/event and its activities	
External service providers used have acceptable standards of safety practices	
Awareness of <i>The Salvation Army Safety Guidelines</i> around 'People'	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Monitor	
<ul style="list-style-type: none"> › Behaviour, group dynamics, relationships, those with special needs, maintaining adequate supervision and plan for dealing with it › Watch for wanderers and outsiders interacting inappropriately with children/youth › Watch for fights and apply appropriate intervention, prevention, de-escalation as required › Any phobias that participants might experience before or during the programme/event 	
Parents/guardians informed (preferably in writing) of the following:	
<ul style="list-style-type: none"> › Relevant contact numbers (e.g. children's/youth workers or leaders, venues, emergency) › Time of start/finish of programme/event and its activities › What participant will be doing: programme/event, activities › What participant will be required to bring (e.g. clothing, rainwear, lunch) › Any risk factors in taking part in the programme/event and its activities › Where participants are to meet, be picked up from, dropping home arrangements › Parents/guardians of participants under 18 years of age signed <i>Individual Record and Consent Form</i> 	
Considered	<input type="checkbox"/>



VENUE

① ② ③ ④ ⑤ ⑥ ⑦

Programme/Event Name:	Corps/Centre:
Check	
Venue suitable for the programme/event and its activities and adequate space available	
Venue secure	
Clear boundaries identifying the area being used	
Advice and information sought from relevant authorities (organisers, venue manager)	
First Aid equipment easily available and location known	
Fire extinguishers, fire safety instructions and emergency exits and location known	
Participants briefed on emergency and evacuation procedures (fire, earthquake)	
Venues clear of any hazards present (e.g. electrical, broken windows/floorboards etc.)	
Outdoors clear of hazards (e.g. broken glass, holes, slipperiness, etc.)	
Up to date weather forecast obtained and appropriate measures planned in response to predicted weather	
Possible environmental dangers considered	
Possible human dangers considered (e.g. interaction with the general public)	
Awareness of <i>The Salvation Army Safety Guidelines</i> around Venues	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Offsite activities (Fill in separate 'Venue' check list for offsite venue/s if required)	
Communication been made to appropriate authorities regarding: <ul style="list-style-type: none"> > How long will group be gone for > Who is in charge > Where will main children's/youth workers or leaders be and how can they be contacted > List of children/youth in the group 	
Considered	<input type="checkbox"/>

SLEEPOVER/NIGHT ACTIVITIES

① ② ③ ④ ⑤ ⑥ ⑦

Check	
Area being used checked for security, exits guarded if possible (e.g. leaders sleeping close by doors)	
Maintaining regular checks of participant numbers and behaviour	
Adequate lighting, torches, emergency lights available and location known	
Appropriate and adequate night wear, mattresses, bedding, pillows	
Accommodation arrangements (separate for boys/girls, children's/youth workers/leaders/helpers, venue) and adequate supervision	
Maintaining extra vigilance and increasing leader to participant ratio if applicable	
Briefing	
Participants and children's/youth workers, leaders and helpers briefed on emergency and evacuation procedures (fire, earthquake)	
Participants and children's/youth workers, leaders and helpers briefed on schedules/curfew standards and rules	
Check-in points/time made clear to participants	
Children's/youth workers, leaders and helpers briefed on issues regarding participants (e.g. sleep walking, bed wetting)	
Awareness of <i>The Salvation Army Safety Guidelines</i> around Sleepover/Night Activities	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Considered	<input type="checkbox"/>



EQUIPMENT

① ② ③ ④ ⑤ ⑥ ⑦

Programme/Event Name:	Corps/Centre:
Check	
Equipment in safe working order	
Equipment and the site it is on suitable for the programme/event and its activities	
Equipment used in the manner for which it was designed	
Participants able to use equipment safely and briefed on its use if applicable	
Protective clothing worn by participants, if needed	
If applicable, equipment used by person having the specific skills/training/knowledge in their use (e.g. some gas, electrical and outdoor equipment)	
Repair kit, if applicable, available and location known	
Spare equipment available and location known	
Permission obtained to use equipment	
If equipment faulty or damaged, reported to appropriate authority	
Equipment left tidy and ready for use	
Awareness of <i>The Salvation Army Safety Guidelines</i> around 'Equipment'	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Considered	<input type="checkbox"/>

FOOD

① ② ③ ④ ⑤ ⑥ ⑦

Storage	
Stored correctly (e.g. fresh or frozen foods are refrigerated/frozen at correct temperatures)	
Food storage area kept clean and free from contamination	
Food being kept hot for a period of time must be kept at a temperature of 60°C or higher	
Handling	
Food preparation carried out in a clean environment	
Food servers to wear gloves and change appropriately as required	
Proper disposal of waste including left over food	
Council permits obtained where applicable	
Equipment	
Kitchen/BBQ equipment in safe working condition	
Gas connections checked	
Limited access to heat/knives/food etc. as applicable	
Emergency equipment for fires, cuts, burns easily accessible and location known	
Awareness of <i>The Salvation Army Safety Guidelines</i> around 'Food'	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Considered	<input type="checkbox"/>



TRANSPORT

① ② ③ ④ ⑤ ⑥ ⑦

Programme/Event Name:	Corps/Centre:
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Driver

Driver holds a full current licence for the vehicle (car/bus/other) they will be driving

If driver is under 25 years of age, *Under 25 Years Driver's Form* filled in and authorised

Permission to use vehicle obtained

Travel Plan filled can be used if appropriate

Appropriate ratio of children's/youth workers or leaders to passengers in vehicle

No use of alcohol, drugs or heavy medication by driver

Awareness of *Salvation Army Safety Guidelines* around Transport

Vehicle

Must be registered, road worthy and have current Warrant of Fitness

Covered by third party or comprehensive insurance

Vehicle to be checked for the following before proceeding

- > Wheels/tyres (matchhead tread test, air pressure, damages)
- > Load must be secure
- > Adequate petrol/diesel, oil, fluids, water as necessary
- > Non-mechanical (e.g. windscreen, mirrors, seat belts) and mechanical parts (radiator hose etc.) if required

First Aid kit, torch available and location known

Any accidents or damage to vehicle, parking/speeding infringements must be reported to next level of authority (e.g. Corps Officer/Centre Manager)

Vehicle to be left tidy and ready for use

Passengers

Briefed on vehicle rules (no hanging out of windows, no litter thrown) and arrival procedures and responsibilities

Number of participants confirmed before leaving and upon return

Passengers in vehicle using seat belts

Child restraints used as applicable

Seating capacity of vehicle not exceeded

Monitor

Driving must be sensible and there must be total adherence to all road rules and laws

Drivers must not use hand held mobile phones when driving the vehicle

Appropriate rest breaks for driver: drivers must be well rested

Passengers must not be towed behind or ride outside a vehicle

Passengers must not drive vehicle or change gears

Other relevant *Safety Guidelines: Checklists* considered

Considered

Names and licence numbers of drivers:	
Driver/s name/s	Licence number and type



WATER ACTIVITIES

① ② ③ ④ ⑤ ⑥ ⑦

Programme/Event Name:	Corps/Centre:
Check	
Children's/youth worker and leader competency: familiar with specific location and anticipated conditions	
Designated adult to be competent and responsible to administer CPR, preventing hypothermia	
Increased children's/youth worker and leader to participant's ratios if and when applicable	
Appropriate life-saving equipment readily available/provided and location known	
Advice and information sought from relevant authorities (organisers, venue manager, and lifeguards).	
Proper supervision in and around water: keeping participants both WITHIN SIGHT and WITHIN REACH, where appropriate, at all times	
Participants	
Identified those unable to swim	
Participants reminded of the safety rules and monitor that the rules are enforced	
Never let participants, especially children, swim alone	
Children supervised when playing with inflatable toys	
Participants briefed on risks, help signal, buddy system (assign buddies) and swimming in a group	
Area/environment	
Activity areas clearly defined	
Water conditions checked (e.g. temperature, current, rip, jet skis, water vehicles, etc.)	
Checked for submerged objects and other hazards (e.g. log, rocks, jellyfish)	
Weather conditions checked	
Awareness of <i>The Salvation Army Safety Guidelines</i> around 'Water Activities'	
Other relevant <i>Safety Guidelines: Checklists</i> considered	
Considered	<input type="checkbox"/>