

# Safeguarding Children Compliance Checklist.

To run any parish activity which includes a child you must complete each of the points below.

1. Safety Assessment for your activity, Form SG-06 Hazard Assessment Form
2. Attendance records kept. (Sign In/Sign Out book with times recorded)
3. Correct ratio of leaders to children;
  - 1 leader to 8 children with a minimum of 2 leaders where there is 8 or less children.
  - Where parents are present and acting as supervision, that parent will be considered a leader and must complete the leader recruitment process.
4. Leaders have completed and returned forms:
  - SG-01 Application Form.
  - SG-02 Declaration Form.
  - SG-12 Character and Personal Reference Request Form.
  - Completed form NVB 1 and completed the Garda vetting process.
    - Where the leader is 16 or 17 years old NVB-3 must be filled out with the teenagers parents .
5. Leaders must receive SG-13 Letter of Appointment.
6. Leaders must sign and return SG-03 Letter of Acceptance
7. Leaders must:
  1. Attend accredited training.
  2. Receive a copy of the Parish Safeguarding Handbook.
  3. Sign a Code of Behaviour.
8. All children and parents of children taking part have completed and returned forms:
  1. SG-04 Child and Parent Joint Activity and Media Consent Form.
  2. Code of Behaviour for Children .
9. You must check that your activity does not require specify insurance outside of existing parish insurance.