

# Child safe environment checklist

## The environment - is it safe?

This checklist may help your club ensure that its physical environment is safe for young participants. Space is provided to record relevant information or to indicate that the task has been completed.

Name of reviewer: _____			
Location: _____			
Date: _____			
Management of facility: _____			
		<b>Yes/No</b>	<b>Done</b>
<b>First-aid</b>	Is there an <b>accessible kit</b> ?		
	Have participants/members been told where the kit is kept?		
	Is the kit <b>stocked</b> ? Who has the task of making sure it is? (Name)_____		
	Are emergency contact numbers written down? (Numbers)_____		
<b>Equipment</b>	Is damaged equipment reported to management/committee person?		
	Is the level of supervision satisfactory for the activity?		
	Do participants have the knowledge and rules for use of the equipment?		
	Is it stored in a suitable and safe location when not in use?		
	Is there a person in authority who supervises access to the equipment?		
	Who is responsible for ensuring the equipment is well maintained? (Name)_____		

# Child safe environment checklist *cont.*

		Yes/No	Done
<b>Facilities</b>	Is there a responsible person who regularly checks the venue/grounds?  (Name)_____		
	Are dangerous areas identified and advised to participants?		
	Do participants/members know to advise management if there are issues or concerns about a venue/facility?		
<b>People</b>	Do you have a responsible person who observes that people in close proximity to young participants are 'known'?		
	Do participants/members know to whom they report suspicious behaviour?		
	Do you regularly promote that everyone in the club is committed to sustaining a safe, healthy, positive environment (poster/fliers/newsletters/audio, etc.)?		
	Do you identify 'prescribed' positions and ensure people in these positions have a criminal history assessment as required by law?		
<b>Policy/signage</b>	Do you have and display a first-aid action sheet?		
	Do you have a hot weather/heat policy?		
	Is your hot weather policy known to participants?		
	Do you have a Member Protection Policy and/or a Child Protection Policy, and do you provide a copy to members?		
	Other:		

**Notes:**

Any policies your group or club has should be regularly communicated to your members/participants. This could be annually at registration time or during specific functions or activities.

# Child safe environment checklist *cont.*

## Day trip or overnight stay

Use this checklist to help you properly plan any trips to scheduled activities so that your young participants are well looked after and kept safe from potential harm. There is space provided to record relevant information or to indicate that the task has been completed.

Name of organiser: _____			
Trip/location: _____			
Date of travel: _____			
Team/group: _____			
Supervisor(s) name(s) _____			
<b>Day trip</b>			
<b>Purpose of the trip</b>	Competition <input type="checkbox"/> Training <input type="checkbox"/> Social <input type="checkbox"/> Other _____		
		<b>Yes/No</b>	<b>Done</b>
<b>Communication with parents</b>	<i><b>This should be in the form of a written notice with a signed acknowledgment from a parent/guardian returned to the organisation.</b></i>		
	Drop off/pick up times		
	Destination/venue		
	Competition details		
	Requirements (if any) of parent		
	Permission slip		
	What equipment is/may be required		
	Other		
<b>Communication with children</b>	<i><b>Provide a brief written summary/checklist.</b></i>		
	Expectations		
	Rules		
	What to bring		

# Child safe environment checklist *cont.*

		Yes/No	Done
<b>Transport</b>	<b><i>Provide a brief written summary checklist.</i></b>		
<b><i>Details in written form for drivers and supervisors.</i></b>	Expectations		
	Rules		
	What to bring? Tick yes once all is communicated		
	Type - public/private car		
	Directions		
	Journey times		
	Stopping points & what to do if convoy splits up		
	Supervision		
	Drivers checked		
	Insurance		
	Seat belts		
<b>Supervision and staffing</b>	<b><i>Supervisors should meet to discuss and tick yes when actions are completed.</i></b>		
	Do all supervising staff have a current criminal history assessment?		
	Ratio of staff to children		
	Names of staff		
	Number of participants, male and female		
	Specialist care - who, for, requirements? (Name) _____		
	Role/responsibility		
<b>Emergency procedures</b>	<b><i>Injury and/or Illness</i></b>		
<b><i>Provide a written summary sheet with contact numbers in case of emergency.</i></b>	First-aid kit/who will carry it? (Name) _____		
	Ambulance cover (group/individuals)		
	Specific medical notifications?		
	Administering medication (who/what/how)		
	Injury reporting procedures (should an injury occur)		
	Permission to provide medical services		
	Participant: who to contact in an emergency		
	<b>Other</b>	<b><i>Do supervisors know what action to take if a child becomes sick or is injured?</i></b>	

# Child safe environment checklist *cont.*

<b>Overnight/longer stay - some additional things to consider</b>			
		<b>Yes/No</b>	<b>Done</b>
<b>Cost</b>  <i>All aspects to be provided in writing to parent/guardian.</i>	<i>Tick yes when parent/guardian acknowledges receipt of information.</i>		
	For travel		
	Payment schedules		
	Meals and/or extra spending money		
	Security		
<b>Accommodation</b>  <i>Supervisors need to meet, discuss and assess the suitability of accommodation.</i>	Provide information to parent/guardian		
	Location, type and configuration (e.g. three to a room)		
	Supervision and ratio		
	Catering		
	Suitability for groups - age and size		
	Accessibility		
	Laundry		
<b>Catering</b>  <i>Type of catering may determine what needs a tick.</i>	Food requirements - special diets, allergies		
	What		
	Where		
	When meals will be taken		
	Access to snacks and drink		
<b>Arrival</b>  <i>Most actions should have been in written form prior to departure.</i>	Check sporting venue		
	Arrange group meetings		
	Rules, plans		
	Contact details - athlete to coach		
	Phone numbers - contact with home		
<b>Departure</b>  <i>Head count!</i>	Confirm arrival		
	Confirm you have everything and 'everyone'		
	Plan in place if child is not picked up		
<b>Review of travel/trip</b>	What worked well		
	Problems/issues		

# Risk management

## CHILD SAFE ENVIRONMENTS – RISK MANAGEMENT

### COMPLIANCE REQUIREMENTS FOR SPORT AND RECREATION CLUBS

#### You must:

- **have a Child Safe Policy (this may be part of your club or governing body's Member Protection Policy)**
- **ensure all staff/volunteers who work with children (in prescribed positions) have had a criminal history assessment conducted as required by legislation (unless an exemption applies)**

Check with your governing body as to their requirements and applicable exemptions. Information around assessment and recording can be sourced from [www.families.sa.gov.au/childsafes](http://www.families.sa.gov.au/childsafes)

- **Ensure all staff/volunteers that work with children are aware that they are mandated to report any suspicion of child abuse or neglect and are aware of the [Child Abuse Report Line 131 478](#).**

### RECOMMENDED STRATEGIES TO MINIMISE THE RISK!

*The following points provide a guide to some of the issues you may consider when developing a risk management strategy.*

*You may have issues that are specific to your organisation which you will include.*

#### To assist with your risk assessment does your club:

- **have a Child Safe Officer to promote child safe awareness and ensure policies and procedures are up to date?**

The role of the Child Safe Officer is to deliver advice and promote awareness within their organisation or group having attained certain knowledge and understanding.

Courses available <http://www.recsport.sa.gov.au/training-support/CPSE-Specific-Club-Roles.html>

- **ensure all club members are aware of your codes of conduct?**

o Have you considered having all members sign the code of conduct?

- **have guidelines for coaches, instructors, trainers and officials who work with children?**

<http://www.playbytherules.net.au/resources/club-toolkit>

# Risk management *cont.*

- **Does your club have change room procedures clearly documented and displayed?**

For example:

- o Adults must knock before entering change room
- o No adult should be alone in change room with a child
- o No cameras to be used in change rooms

- **ensure all parents are aware of procedures for collection from training and/or games?**

- **have clear processes for treating allegations or complaints against your club or members of your club seriously, confidentially, promptly and sensitively?**

- **have a cybersafety policy or guidelines?**

- **have a sun smart policy?**

- **have a hot weather policy?**

- **follow SmartPlay guidelines to minimise sports injuries?**

Warm up, Drink up, Gear up - <http://www.smartplay.com.au/Pub/pStart.asp>

- **perform regular/pre-game equipment and playing surface checks?**

- **have trained first-aid personnel?**

- **have first-aid kits at all events and training sessions?**

- **ensure any hazardous materials kept at the club are clearly marked and safely stored?**

**For further information visit:**

[www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)

[www.playbytherules.net.au](http://www.playbytherules.net.au)

[www.families.sa.gov.au/childsafes](http://www.families.sa.gov.au/childsafes)