

LEADER'S CHECKLIST...

Name of Group _____

Name of Event _____

Date of Event / trip _____

Details of programme

	YES	NO	N/A
i All the relevant information regarding this event has been presented to your management e.g. letter of invite, agenda etc.			
ii Your management has approved your attendance to the above event.			
iii A risk assessment has been undertaken for all aspects of your programme and appropriate control measures have been agreed and recorded within the overall safety procedures:			
❖ hazards have been identified			
❖ staff are competent to provide the activities			
❖ people who may be at risk have been identified			
❖ evaluation of the risk has been undertaken			
❖ additional safety and/or control measures have been established			
❖ information has been forward to the insurers and appropriate records maintained			
iv Where residual risks (inherent in all visits) still prevail an appropriate contingency /emergency plan has been put in place.			
v. Staffing:			
❖ a youth-leader-in-charge has been identified and parents of under 18's understand the nature of their role and responsibilities.			
❖ Adequate numbers of staff/volunteers have been recruited to supervise the group			
❖ Proper vetting procedures have been carried out on all the leaders concerned.			
vi. leaders have been made fully aware of			
❖ their, roles and responsibilities			
❖ the standard of conduct required of them during the event			
vii. Young people and parents/guardians have been informed/briefed, and understand the implications of their participation in the event.			

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	YES	NO	N/A
viii. Parents/guardians have given their written consent to the young people participating in the event (where necessary).			
ix All relevant information (medical, dietary and contact details) pertaining to the young people participating in the event has been outlined, recorded and will be easily retrieved if needed (eg mobile contact numbers etc.)			
x The transport arrangements for the group are appropriate for the nature / type of journey(s) planned.			
xi Adequate insurance is in place to cover your group's participation in the programme (inc. StreetReach – where applicable) and transport to the event.			
xii. CATERING			
<ul style="list-style-type: none"> • You have budgeted enough to cover meals from the expensive on-site fast food outlets, or • You have made arrangements to cook on site and have taken account of all of the necessary implications regarding health and safety, or • You have persuaded parents and others to deliver to site some food parcels or ready meals throughout the week-end. 			
xiii. EQUIPMENT NEEDS			
Tent, karrimat, sleeping bag, waterproofs, torch, flasks, notebook and pen, Bible, warm clothes, suncream, washbag, towel,			
xiv. Contract between the group: Have you discussed the SM camp rules with the group and ensured that there is an agreed code of conduct throughout the Festival. Behaviour that endangers the safety or enjoyment of others will result in an individual and possibly an entire group being barred from the site after two verbal warnings.			

Signed: _____ Leader in charge _____