

Special Event Checklist

In addition to the **General Activity** checklist, if you are undertaking a **Special Event** according to the procedure document titled '*Activity Planning for the Child Protection Policy*', completion of the Special Event Checklist is required to ensure adequate planning and preparation of both participants and supervisors prior to undertaking the event/activity.

Considerations	YES	NO
Are you satisfied the event will contribute positively to the wellbeing and development of the participants who will be in your care?		
If YES please explain how event will contribute and on what basis you are satisfied:		
Comments:		
Have you provided information to parents / carers to allow them to make an informed decision about whether they want their child / ren to attend?		
If YES have you provided forms for written permissions from parents / carers?		
Supporting Details/Comments:		
Have you completed a Risk Analysis and prepared a Risk Management Plan, taking into account the risks associated with the limits of your control of the event/activity?		
Supporting Details/Comments:		
Are you satisfied the event organisers are committed to providing an environment which is safe and friendly for participants?		
Supporting Details/Comments:		
Do the event organisers have policies and procedures that support their commitment to providing an environment which is safe and friendly for participants?		
Supporting Details/Comments:		

From enquiries you are able to make, does the event location appear to be secure?		
Supporting Details/Comments (include details of enquiries made):		
From enquiries you are able to make, does the environment appear to satisfy Workplace Health and Safety obligations?		
Supporting Details/Comments (include details of enquiries made):		
Are there policies and procedures which apply in relating to possession, consumption or use of illegal and unsanctioned substances at the event (for instance drugs and alcohol)?		
Supporting Details/Comments:		

Activity Coordinator:
Activity Supervisor:
This Special Event Checklist was completed by:
(NAME) (POSITION)
Signed:
Date: