

Compliance checklist for activities involving under 18s

This checklist should be completed by the person responsible for the activity involving under 18s. If you need assistance with completing the checklist please contact your local LSA secretary or the Child Safeguarding Officer at childsafeguarding@bahai.ie

Details of the activity			
Name of registered adult 1			
Name of registered adult 2			
Type of activity			
Starting/started on	DD/MM/YYYY		
Local Spiritual Assembly area <i>(if applicable)</i>			
Cluster		Approximate number of under-18s present	
Running the activity			
For all activities	Yes	No	
Do you have a consent form for each child to attend the class, to have/have not have photos taken of them and which includes relevant medical details?	<input type="checkbox"/>	<input type="checkbox"/>	
Are parents aware that there is a child safeguarding policy in place and available online?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the code of conduct been shared with parents?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a system for keeping records of attendance for the activity?	<input type="checkbox"/>	<input type="checkbox"/>	
Do parents know that they should be contactable during class time should the need arise?	<input type="checkbox"/>	<input type="checkbox"/>	
Are parents aware of the complaints procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a phone available should you need to contact a parent or medic during the class?	<input type="checkbox"/>	<input type="checkbox"/>	
For activities conducted face-to-face	Yes	No	
Have you assessed the class environment to be compliant with the health and safety guidelines outlined in the policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a basic first aid kit accessible during the class?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location of the activity compliant with the health and safety guidelines outlined in the policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a basic first aid kit accessible during the class?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system for parents to sign children under 11 in and out of the activity or for youth 11 and over to sign themselves in and out of an activity?	<input type="checkbox"/>	<input type="checkbox"/>	
For activities conducted online	Yes	No	
Has the format of the online activity been communicated to parents and are parents aware that they may need to be available to assist the child or to manage aspects of their participation, especially for younger children??	<input type="checkbox"/>	<input type="checkbox"/>	
Name of person completing checklist <i>(Block capitals please)</i>	Name here		
Signature Sign here	Date DD/MM/YYYY		