

**Anglican Church of Canada
Diocese of Fredericton**

Regulation 4-4: Diocesan Safe Church

The Diocesan Event Checklist

Name of Event: _____ Date: _____

Location of Event: _____

Part 1: Leader must complete this checklist for **ALL** activities/events

| | Yes | Action Pending |
|--------------------------------------------------------------------------------------------------|------------|-----------------------|
| Has Leader prepared a risk assessment? | | |
| Has risk assessment been reviewed by authority? | | |
| Are well-stocked first aid kits accessible? | | |
| Does at least one Leader or volunteer have Standard First Aid training? | | |
| Has Diocesan Facility Checklist been completed? | | |
| Does event satisfy two adult standard? | | |
| Does event comply with Off-site Adult-to-Participant Minimum Ratio Standard? | | |
| Is event located in open/accessible space? | | |
| Are Leaders/volunteers appropriately identified? | | |
| Have Leaders/volunteers provided Police Record Check? | | |
| Have Leaders/volunteers completed Safe Church Regulation Training? | | |
| Does Leader have contact information for parents and/or caregivers? | | |
| Will participants be made aware of fire exits and evacuation procedure? | | |
| Has menu content (if any) been considered for food-sensitivities, and been clearly communicated? | | |

Part 2: **IN ADDITION**, if activity is **over-night or off-site**, Leader must complete this checklist

| | Yes | Action Pending |
|--------------------------------------------------------------------------------------------------|------------|-----------------------|
| Have details and itinerary been provided to the parish? | | |
| Does each driver have valid Driver's License and Automobile Insurance? | | |
| Do number of seat-belts fit number of occupants? | | |
| Are all child seats installed properly? | | |
| Does the Leader have completed Program Waiver and Medical Release Forms? | | |
| Has a copy of completed Program Waiver and Medical Release Forms been left with the parish? | | |
| Does venue adhere to Safe Church Facility Standards? | | |
| Does event comply with Off-site Adult-to-Participant Minimum Ratio Standard? | | |
| If event involves body of water, is qualified lifeguard in attendance throughout event? | | |
| Has each responsible adult been assigned a group of children for which s/he will be responsible? | | |
| Does one Leader/volunteer have access to working communication device? | | |