ARE YOU RUNNING A SAFE ACTIVITY!!!!!

SAFER ACTIVITIES FOR EVERYONE

communicating • learning • sharing • protecting

This leaflet is aimed to help group leaders and co-ordinators to look at activities which take place under the P.C.C auspices' and give them a health check. It will also help when setting up groups in a safe way.

Premises

1 Are the premises suitable for the group
eg vulnerable adults - suitable ramps/toilets' etc children - suitable locks, plugs etc.?

2 Have you ever had a fire practise with the group, are you aware of the fire procedures for the premises?

3 Who else is in the building at the time and does this pose any risk?

People

1 Do you keep a registrar of who attends each week?

2 Have volunteers who help in the group been through the proper recruitment procedures with self declaration, references, DBS check (if appropriate), role descriptions etc. (see Diocese Safer Recruitment Policy)

3 Do you have right ratio of volunteers in your children's groups according to age and are there enough people to deal with Vulnerable Adults?

4 Have all the volunteers had training in the last three years which is suitable for the group?

Practises

Do you have an accident/incident book?

Do you have access to a first aider?

Do you have a policy about transport that complies with safeguarding legislation (see Protecting all God's Children, section 5.27 and the diocese leaflet on Transport & Day trips)

For Vulnerable Adults do you have you a Policy?

Do you have a policy about handling money?

Have you looked at the insurance of the group recently and in the light of the programme of events (e.g. you may be covered for your weekly activities but not for trips)

Do you store and keep records appropriately?

Is any parish computer password protected?

Do you have rules about mobile phones (see page 20-22 of the Diocesan Safeguarding Children's policy?)

If the honest answer is yes to these you are well on the way to running a safe activity. If you are unsure please do not hesitate to contact us.

The Key is to be alert and regularly review what you are doing and address issues as they arise.

We are always here to help you!

Su Foster – Children's Safeguarding Adviser
– tel 0151 705 2153 / 07887 510946
e-mail: su.foster@liverpool.anglican.org

Ruth Ruth – Vulnerable Adults Safeguarding Adviser – telephone 0151 705 2161/0151 709 9722
-e-mail: ruth.reed@liverpool.anglican.org

Debbie Doran – Admin Support Worker for Ruth Reed – telephone 0151 705 2124
e-mail: deborah.doran@liverpool.anglican.org

Thank you for all you are doing.

Diocese of Liverpool, St James' House,
20 St James Road, Liverpool, L1 7BY
Telephone: 0151 705 2124/0151 709 9722

© Liverpool Diocese March 2016