

The Activity Checklist should be completed for both one-off and or regular event planning. It is a simple 10 step form that is designed to support you and the PCC in ensuring the wellbeing of everyone undertaking activities on behalf of the Church. Examples of the types of activities are listed here, although it is not a conclusive list. If you are unsure, please speak to a Church Warden, or complete and submit a form for consideration. Activities include; new groups activities, youth activities, choir activities, cycle ride events, exhibitions and displays, training events, craft activity, fairs, gardening, fabric works, fundraising, concerts and shows.

If the event you are involved with has an annual or termly programme, then the completion of just one form and the submission of the proposed programme may well be enough. If you undertake additional activities outside of your normal meeting place or operating arrangements, then an additional checklist will need to be completed for each additional activity.

All Completed Checklists should be submitted either via email/ post or hand to the Parish Office no less than 14 days in advance of the published date of the next PCC meeting. In an emergency the Church Warden may call an additional standing committee decision. A Church Warden will provide feedback to you within no more than 1 week of the PCC meeting.

1-4. Please complete these boxes as stated, not forgetting the contact details of the person organising the event, so that if there are any questions these can be addressed quickly.

5. If the activity is in Church premises, it is worth asking for the availability of possible dates in the Church calendar, although these will not be confirmed until the checklist has been reviewed and agreed by the PCC. The use of additional resources / property of the Church should be enquired after and booked separately, e.g. projector and screen, table from the college etc. The location of the proposed activity is important, for example if an event is to take place in someone's home, there may, in some scenarios, be additional safe recruitment considerations relating to other adults in the household. Additionally, if transport is to be used then consideration as to driver and passenger safety may be required, perhaps in the form of car insurance cover checks for example. If you have already consulted with a Church Warden, please state who you have spoken with.

6. Having a specific risk assessment for each activity may not be necessary, as there may already be an assessment that covers a variety of activities. It may, however, be necessary to consider and document associated activity risks or revise a previous document (at least annually). A copy of the Church Risk Assessment template is included with these guidance notes. If you require support to complete this document, please ask well in advance of the proposed date of the activity that requires PCC agreement. If you have a completed Risk assessment, please submit this with the completed checklist. If you do not feel a risk assessment is necessary, please explain why in the box for comments.

7. Having a financial plan in mind is beneficial when organising any activity. It helps to understand what the cost implications might be and the PCC may wish to see a budget plan that shows more detail, particularly where there is a significant financial contribution/ liability to be held by the PCC that needs to be considered. If you have a financial plan, please submit this with the completed checklist. If you do not feel it is necessary, please explain why in the box for comments and understand that the PCC may wish to ask you some questions where necessary.

8. Again, it is important that there are sufficient persons to support and event and that no one person is left unable to manage. It is beneficial to both ourselves and the PCC to be able to see that there are people to help with planning, day to day work and the shutting down of any activity. This might include things like having someone to work on publicity, drive a van, set up tables, pick up rubbish and so forth.

9. General supervision for any event is necessary and for many activities will be included in the planning, such as that included in question 8. This would also have been considered in the risk assessment in section 6. For activities that involve young people or vulnerable adults there are additional considerations, relating to ensuring that persons working to support the activity have been safely recruited at the right level and that the ratio of supervision is adequate. Here in question 9, where these additional points are relevant, you are asked to complete the numbers of adults and young people likely to attend.

The suggested safe ratios for young people are listed below and it is also important that safely recruited persons have completed any required training for their role:

- Adult to young person ratio.
- General supervision to keep those organising and attending the above safe.
- Adequate training for volunteers supporting the above.

10. It is likely you need to complete Form 9 – Parish Data Audit Form. Compliance with The Data Protection, particularly in the retention of information and the distribution of it (i.e. emails) in organising the event.

### **England and Wales Ofsted legal recommendation**

- For 0 to 2 years – one adult to every three children (1:3)
- For 2 to 3 years – one adult to every four children (1:4)
- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one for the first 8, then one for every additional 10 children.

There should always be more than one adult for any group and preferably the two adults should be of the opposite gender. Helpers under 18 years old count as children and not adults in these ratios. For example if you have a number of teenage (u18) helpers, you will need more adult leaders, not fewer.

10. Further specific points, enables you to advise the PCC of any additional considerations that have been made/ planned for or that you wish to seek advice on. Please add your comments in the box.