

Child Safe Melville - Events and Activities Checklist

Purpose:

Use this checklist when planning an activity or event involving children.

It is designed to guide organisers and help identify potential safeguarding risks.

Through good planning and preparation, the risk of *harm to children can be mitigated.

**Harm refers to physical, emotional, psychological or sexual harm including neglect.*

If children or young people (under 18 years) will be present, organisers should consider the following:

1. Planning and Risk Management

- ☐ Have you considered potential risks to children and young people associated with the activity?
- ☐ Have you identified how those risks will be managed?
- ☐ Is there a process for responding to incidents, accidents, concerns or disclosures involving a child?
- ☐ Have emergency procedures considered the needs of children and young people?

2. Supervision and Staffing

- ☐ Will children be adequately supervised at all times?
- ☐ Are staff and volunteers aware of their child safety responsibilities?
- ☐ Are roles and responsibilities clearly defined?
- ☐ Are there sufficient adults present to safely manage the activity?

3. Working With Children Requirements

- ☐ Have you determined whether Working With Children Checks are legally required for any staff, contractors or volunteers?
- ☐ Where required, are Working With Children Checks current and valid?
- ☐ Are contractors and partner organisations meeting their child safety obligations?

4. Safe Environments

- ☐ Is the venue physically safe, accessible and suitable for children and young people?
- ☐ Have you identified any areas where children could become separated, lost or unsupervised?
- ☐ Are toilets, change facilities and private spaces managed safely?
- ☐ Have you considered child safety in online, digital or social media environments associated with the activity?

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5. Inclusion and Cultural Safety

- ☐ Is the activity inclusive and welcoming for all children and young people?
- ☐ Have you considered the needs of children with disability, diverse cultural backgrounds and First Nations children?
- ☐ Are children treated with respect and dignity at all times?

6. Communication and Behaviour Expectations

- ☐ Have staff and volunteers been informed of appropriate behaviour when interacting with children?
- ☐ Are parents, carers and participants aware of expected standards of behaviour?
- ☐ Is there a way for children, young people or parents to raise concerns safely?

7. Photography, Filming and Information Sharing

- ☐ Have appropriate permissions been obtained for photography, video recording or media use involving children?
- ☐ Will personal information about children be handled and stored appropriately?
- ☐ Have you considered how children's images will be used on websites or social media?

8. Training and Awareness

- ☐ Have staff and volunteers received child safety information, guidance or training appropriate to their role?
- ☐ Do staff and volunteers know how to recognise and respond to concerns about child safety or wellbeing?
- ☐ Do they know who to contact if they have concerns about a child's safety?

9. Transport and Excursions (if applicable)

- ☐ Are safe transport arrangements in place?
- ☐ Have pick-up and drop-off arrangements been clearly communicated?
- ☐ Have additional risks associated with off-site activities been assessed?