

GOOD PRACTISE CHECKLIST

PAPERWORK

Paperwork, and a paper trail is very important for your youth group. Have a look at the list below to make sure you have all of this. Also, make sure you take a look at your parishes GDPR policy, and consider making these items secure, or consider keeping information online in locked files.

- Attendance Register/ Subscriptions/sign in and out
- Registration/Consent forms - including permission to act in 'loco parentis'
- Accident book/forms
- Incident book/forms
- Behaviour policy/code of conduct
- Disciplinary procedure
- Risk Assessments
- Specific Activity Consent forms - for trips etc
- Accounts book and Money box

SAFETY

Health and Safety is the most important element for events and youth group evenings when we meet. Always make sure you make these elements part of your everyday routine within your youth ministry.

- Premises - safe and secure
- Insurance - Check with your parish priest
- 1st Aid Kit
- Fire procedures
- Nearest phone
- Emergency names and numbers

PLANNING

Planning ahead makes sure you have everything you need ahead of time, and that every leader is aware of the programme and expectations. It also helps to foresee issues and allows us to plan around them. Take a look at the list below, and make sure you include these elements in your leadership planning sessions.

- Resources
- Weekly theme
- Leaders Responsibilities
- Children with special needs
- Alternative plan/session (weather/space restriction etc)
- Guidance for inexperienced workers
- Evaluation process