



To be completed before residential youth ministry events or day-trips etc.			
Activity / Project /Event Information			
Location / Venue		Date / Time	
Leaders / Volunteers in charge			
Name		Telephone No.	
1.			
2.			
3.			
4.			
To be completed by Leader in charge			
	Yes	No	Action Required
Have all volunteers / staff successfully completed Application Forms?			
Have references been checked?			
Have Garda Vetting forms been submitted and returned?			
Have all volunteers / staff attended Safeguarding Training?			
Is each child's Parental Consent signed and to hand, including: Medical Requirements and Medical Emergency Consent.			
Have parents been informed about the event, planned activities, etc.			
Is the Attendance book to hand?			
Is there a trained first-aider available to travel with the group?			
Is the First Aid Bag fully stocked and to hand?			
Are there Accident / Incident Forms to hand?			
Are there appropriate transport arrangements in place?			
Are all the activities planned and appropriate?			
Are all toilet / shower facilities appropriately designated - boys, girls, leaders?			
Where necessary are the kitchen / food storage / food preparation / cooking facilities adequate for event?			
Where activities include outdoor activities / pursuits have parents been informed?			
All questions must be answered "Yes" before the activity / project can proceed			
Signed: (Leader in charge) _____		Date: _____	
Office Use Only	Form received by	Date	