

## BAPTIST UNION OF VICTORIA

# PLAYGROUPS Checklist

### 1. Safety

- a. Is your playgroup insured with the Australian Baptist Insurance Scheme through the church?
  - b. Does the playgroup have access to a telephone in case of an emergency?
  - c. Does the playgroup have access to a properly supplied and maintained First Aid Kit?
  - d. In the area to be used by the playgroup, are there smoke detectors and appropriate fire extinguishers?
  - e. Does the kitchen have access restricted by a 'low gate'?
  - f. Are dangerous detergents stored in a safe place in the kitchen?
  - g. Are there appropriate safeguards in place for electrical appliances, heaters and power outlets?
  - h. Are there toilet facilities appropriate for children?
  - i. Are there safeguard in place to ensure the hot water in the bathroom does not scald and burn children?
  - j. Are your playgroups limited to 10-12 families?
  - k. Do playgroup leaders ensure that parents are present and supervising their children at all times?
- 
- 

### 2. Occupational Health & Safety

- a. Are all exits labeled appropriately?
  - b. Is there an emergency evacuation procedure that all leaders and children will practice at least twice a year?
  - c. Is there a documented procedure in case of accidents or emergencies?
  - d. Does the outside play area have a Fence (minimum height 1.5metres) with a childproof self-closing gate?
  - e. Is the playing space (outside and inside) appropriate for the number of children?
  - f. Are there any dangers, gully traps, unprotected steps in outside areas?
  - g. Are there appropriate surfaces in playground for play; impact absorbing under play-equipment, paved areas?
  - h. Is there a sand pit and is it well drained, does it have safe surrounds and shade?
  - i. Does the playgroup have a sun policy and is shade provided in outside play areas?
  - j. Are all accidents recorded in an accident book?
  - k. Does the playgroup use a sign in/sign out book to be sure of which children are present at the activity?
- 
-

3. Leaders

- a. Does the church have a policy regarding the recruitment of leaders?
- b. Have all potential leaders been recruited according to that policy?
- c. Is at least one of your leaders properly trained in first aid?
- d. Are all leaders aware of the indicators of the various types of child abuse?
- e. Have leaders had at least some training in responding where a child may have been abused?

---

---

4. Other Issues

- a. Does our playgroup have any regulatory requirements or requirements from the Department of Human Services?

---

---

---