

# PLAYGROUP CHECKLIST

## 1.SAFETY

- ✓ Is the playgroup adequately insured through your churches insurance or Playgroup Victoria?
- ✓ Does the playgroup have access to a telephone in case of an emergency?
- ✓ Does the playgroup have access to a properly supplied and maintained First Aid Kit?
- ✓ In the area to be used for playgroup, are there smoke detectors and appropriate fire extinguishers?
- ✓ Does the kitchen have access restricted by a 'low gate'?
- ✓ Are dangerous detergents stored in a safe place in the kitchen area?
- ✓ Are there appropriate safeguards in place for electrical appliances, heaters and power outlets?
- ✓ Are the toilet facilities appropriate for children?
- ✓ Is there a facility to change nappies?
- ✓ Are there safeguards in place to ensure the hot water in the bathroom does not scald or burn children?
- ✓ Are your playgroups limited to a maximum of families to suit the area of space? We recommend 10-12 families.
- ✓ Do your playgroup leaders ensure that parents are present and supervising their children at all times?

## 2. OCCUPATIONAL HEALTH AND SAFETY

- ✓ Are all exits labelled correctly?
- ✓ Is there an emergence evacuation procedure that all leaders and children practice at least twice a year?
- ✓ Is there a documented procedure in case of accidents or emergencies?
- ✓ Does the outside play area have a fence ( minimum height 1.5metres) with a childproof self closing gate?
- ✓ Is the playing space ( outside and inside) appropriate for the number of children?
- ✓ Are there any dangers, gully traps, unprotected steps in the outside area?
- ✓ Are there appropriate surfaces in the playground for play – impact absorbing under play equipment, paved areas, etc
- ✓ Is there a sand pit and is it well drained, does it have safe surrounds and shade provided?
- ✓ Does the playgroup have a sun policy and is shade provided in outside play areas?
- ✓ Are all accidents recorded in an accident book?
- ✓ Does the playgroup use a sign in / out book to be sure of which children are present at each session?

## 3. LEADERS

- ✓ Does the church have a policy regarding the recruitment of leaders?
- ✓ Have all potential leaders been recruited according to that policy?
- ✓ Is at least one of your leaders present at the playgroup session, properly trained in first aid?
- ✓ Have all leaders and helpers a Police Check and a Working with Children Check?

***For more information and documents referred to in this checklist go to [www.cpn.org.au/playgroup-forms-and-documents/](http://www.cpn.org.au/playgroup-forms-and-documents/) or ring you denominational representative.***