

Risk Control Tasks to be Completed: Children's Programs	Yes	No	N/A
Risk Control:			
Ensure that any program your club undertakes that involves children is conducted with the written consent of the children's parents or guardians. Make consent forms available to parents well prior to the event or program in order that the parent is aware of all the activities being undertaken;			
Ensure that all program co-ordinators, supervisors and club members directly involved in the program have been subjected to a thorough background check to determine whether any criminal or civil charges have been laid against the individuals;			
Ensure that any adult is not permitted to spend any time alone (one-on-one) with any child. Regardless of what may or may not have occurred, if there are no witnesses, the individual finds him/herself in a difficult position when the situation of an adult's word against a child's is allowed to occur.			
Finance Controls			
Contact insurers <u>at least four weeks prior to the commencement of the program</u> to ensure that the program is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary.			