

Starting a Parent and Toddler Group

A guide for churches

‘...We will tell the next generation the praiseworthy
deeds of the Lord’

Psalm 78:4



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Down & Dromore

How to use this guide

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deeds of the Lord’

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This guide is designed to help churches to start a parent and toddler group in their parish. A parent and toddler group is an informal gathering for preschool children/babies and their parents, carers, grandparents or childminders. Unlike a creche, parents stay with their children for the full session. There is normally some form of refreshment, and some groups charge a small fee (no more than £1-2 per session) to cover running costs. Parent and toddler groups provide much-needed support to families, and they are a great way to meet, serve and minister to the local community.

This guide is available to download digitally, so that you can edit the examples to suit your own context.

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The ‘What’ and the ‘Why’

What’s the Benefit... For Children

For some children, attending a toddler group is their first regular opportunity to be with other people beyond their family circle. This gives them the chance to develop personal, social, and emotional skills through interacting meaningfully with other children their age in a different environment. Through playing, making friends, singing songs, following instructions, learning new things, and sharing toys with others, children are gaining invaluable developmental experience. This group might also be a child’s first interaction with the Gospel and provides an excellent opportunity for prayer, bible verses, songs and other ways to teach Jesus to the very young.

What’s the Benefit... For Parents/Carers

Attending a toddler group gives parents and carers the chance to get out of the house, meet others, and have a hot drink that they didn’t have to make for themselves. For some adults, attending a toddler group is a much needed lifeline and source of comfort and support. Many parents attending may have little or no church connection and so the group should also act as an introduction to the faith and fellowship of the church. For example, through invites to other church activities, offering prayer, a pastoral visit or a service of thanksgiving/baptism.

What’s the Benefit... For the Church

Some parents and carers attending might be visiting your church premises for the first time. This might be their only point of contact with your church and so this is a good opportunity to show them a little bit about who you are and who He is. Toddler groups should have a welcoming, relaxed and social atmosphere to help to dispel any apprehensions and prejudices they might have around churches. A toddler group is a great way for churches to support and get to know families in their area; to ‘...let your light shine before others, that they may see your good deeds and glorify your Father in heaven.’

So Why Host a Toddler Group?



- Because it’s an important outreach opportunity
- Because it’s a way to offer support and serve the local community
- Because it can enhance children’s social, emotional, and personal skills
- Because everyone benefits when a toddler group is done well!

Before You Start

The Team

Who will support your toddler ministry and what size of a team should you have? While the support of the church minister is essential most toddler groups are volunteer led. However, since all the children attending will be accompanied by an adult, you don't need many volunteers for safeguarding ratio's and responsibilities. A team of 3-4 people is usually enough for most groups to



operate each session but it may be wise to have a few more leaders in your team to allow for weeks off, rota involvement and so on. Experience with children is helpful but not necessary for your leaders as they will not be responsible for the children. For the same reason, not all of your leaders will need to be Safeguarding trained and vetted if they are not interacting with children -for instance a volunteer leader helping just with registration and/or food preparation will not need vetted or trained in Safeguarding.

Key leadership roles on your team should include:

- **Overall responsibility:** A key leader who will liaise with church leadership, ensure the group takes place in a responsible manner and co-ordinate and support the leadership team.
- **Finance:** Co-ordination of requests or applications for finance to purchase toys, safety equipment, flyers, crafts and so on. To also collect and appropriate any donations from attendees.
- **Health and Safety:** Completion of and an adherence to an appropriate risk assessment (see example attached) that includes consideration of hazardous areas/items, fire safety, food hygiene, first aid, toys & equipment, cleanliness, changing facilities and so on.
- **Registration:** While the group does not need to have membership, you will need to coordinate a register of attendees (for fire safety), dietary information, relevant health information, and an optional contact email or phone that you should store under GDPR guidelines. A sample registration form is attached later. Registration forms for new people should include information on emergency procedures and an overview of what to expect at the group including basic guidelines on photographs, behaviour, sickness and accidents: both written on the registration form and communicated verbally.

- **Advertising:** Co-ordination of the advertising is also going to be key so that local families know who the group is for and where and when it happens. Do you want a name for the group (such as 'Little Stars' or an acronym like HUGS –'Hands Used in God's Service') and a logo? An advertising poster that can be put in local shops, libraries and so on, flyers that can be given out and a social media presence are all good but don't forget the importance of word of mouth. If possible a leaflet could be made that explains what the group is about, who it is for, key dates, contact numbers etc.
- **Food and drink:** It can be helpful to have someone co-ordinate the food and drink at each session for both children and adults. This will include purchase and preparation, food/drink prepared appropriate to their age/allergies, use of child-friendly cups etc. and clean up afterwards.

Note: Several of the roles above may have to be the responsibility of 1 person!



There are a few responsibilities which will need to be managed at each session, and you can either oversee these yourself or delegate to a team member. For instance, you will need someone to organise:

- Setting up and tidying away toys and equipment.
- Preparing the refreshments and washing up.
- Engaging in conversations with parents/carers and especially any new attendees.
- Registration/welcome and providing new people with information on the group. Registration should also secure the external doors to ensure unaccompanied children don't leave and to prevent access from others not part of the group.
- Organisation of any special activities for the day such as crafts, messy play, music and so on.

The location

Where will you host your toddler group? It's important that you think about the space available and how best to use it. For example, there needs to be access to toilet facilities, preferably changing facilities as well and a kitchen nearby. Most churches halls will have an adequate hall that can be adapted well for a group. Key considerations could include:

- Welcome signage outside the hall/location so people know this is the place and time.
- Registration and welcome close to the entrance doors.
- Easy access for buggies/prams and an area to 'park' them.
- Display posters for the group including contact information, guidelines, dates the groups is on etc.
- Display areas for church/bible posters, other church activities, leaflets, resources for parents and so on.
- The hall laid out with toys, safety mats, barriers, activity tables, chairs and so on appropriate to the size and activity of the group (see sample layout later).
- The provision of child-friendly background music to help create atmosphere.
- A health and safety walk through before each session to include toy checks, access, hazards and cleanliness.
- Adequate and dedicated (if possible) storage for toys, mats, equipment, food and cups that can be easily accessed for retrieval and removal for each session.



Timings

When will you hold your toddler group? Toddler groups usually run in the morning to help parents with older siblings who might be finishing school early in the afternoon. Check the information about other toddler groups running in your area and make sure you aren't organising yours on the same day. You don't want to be duplicating your provisions! Most groups will run weekly during term time.

A Typical Session

Depending on the size of group, amount of leaders you have and ages of the children a typical session could be very informal or involve more structure. A more informal group will have set-up, registration, welcome and free play and a more structured group may add additional elements such as a snack time, story time, sing-along and supervised activities such as crafts.

Set-up and Prayer

Usually, the set-up up time before the group starts is around 30-45 minutes. This is to allow for the hall toys etc to be laid out, registration and welcome table put out, food and drink preparation and a health and safety check. Remember the importance of prayer as part of this process and the team should meet for 5-10 mins each week to pray for those attending the toddler group. It's a good idea for the set-up to complete at least 5 minutes before opening so that the start doesn't not feel rushed.

Registration

Every parent/carer should complete a registration form, and there is a sample version at the end of this booklet. Once this has been done you will only need to record attendance for both parent and carers and child each week. As toddler groups tend to have a 'drop-in' format the parents could arrive and leave at any time so the registration person(s) should be aware that they may have to spend some time there at the start and also at the end as people leave. This role will also involve welcome, assisting people with doors and making sure the door is secure.

Welcome

Toddler groups often have a 'soft' start as parents/carers arrive (often flustered!) and settle themselves and their children into the group. This is a good time to make contact, welcome and chat and offer up some tea or coffee. New people can be quite nervous about coming to the group so a few leaders available to talk to them and put them at ease is essential. If possible, try and introduce new people to others that have been there more regularly. Leaders that have been safeguarding trained can assist parents/carers in supervising and interacting with children. Many leaders that do well at welcoming are older church members that have experience and time to engage people, so use your grandmothers especially!

Free Play

Most Parents and Tots groups involve Free Play. This means that the toys are made available for the children to play with and they can choose what they want to do. You can find more information about the types of toys to include later in this booklet. Try to keep the toys laid out in a consistent place each week, so that the children know where their favourite things are. You can add some variety by offering a table in the free play session, which can offer a different activity for parents to do with children each week. For example, you might have playdough one week, and finger painting the week after.

Snack Time

Snacks can be made available for both parents and children at a table to take at any time. However, it helps to break up the session by providing a dedicated 15 minute or so slot to encourage this to take place, preferably at a shared table with other children that are old enough. This also helps to ensure that less food is taken into play areas. Care should be taken with food to ensure allergies, sugar intake and choking hazards are accounted for. Plastic plates and 'sippy' cups will help to reduce both risk and mess.



Story and Song time

At some point in your session, you may want to bring everyone together for songs and a story. There are some ideas for including a talk at the back of this booklet. As for songs, you can either use YouTube as a backing track, find a musical volunteer who can use a guitar, or go 'acapella'! Choose two or three songs to start with in your main session time, but you may want to increase this over time. You could also introduce a song basket: Find an open basket and put in around 5-8 toys that relate to a particular nursery rhyme. For instance, a rubber duck could be used for Five Little Ducks. Once per session, children can choose a toy from the basket and that will be the song you sing.

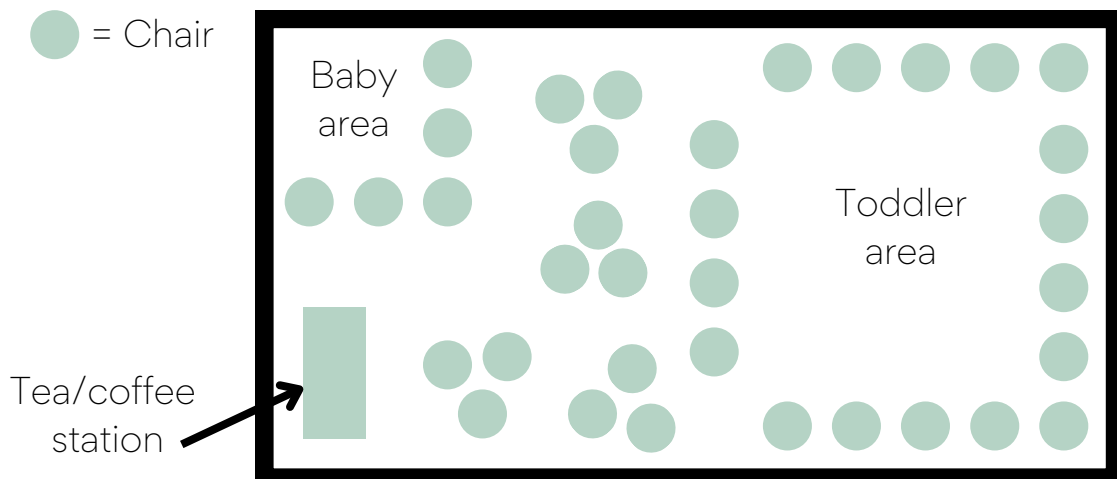
Sample Session

There isn't 'one way' to run a toddler group. However, below is an example session structure that might work in your context.

Time	Activity	Leader in Charge
9:30am	Set up	Millie
10:00am	Welcome and registration	Holly
10:45am	Snack is put on the tables	Jane
11:10am	Snack is cleared away and group moves to the back of the room for song time	Jane
11:20am	Story time	Susan
11:25am	Final song and finish	Susan
11:30am	Tidy up	All

Example Room Layout

This is an example of how you could lay out your room. Use chairs to separate the different sections, and have chairs in groups so parents can chat while drinking their teas and coffees.



Checklist for starting a Toddler Group

Leaders and Leadership	Have you prayed and talked to the church leadership about the need for a group and potential to run one? Do you have people that will pray for this?	
	Do you have the potential for a core team of 4-6 people who have the vision for this and will organise and ensure the group takes place? Will they commit to a session of time each week during term time?	
	Are your key leaders Safeguarding trained and Access:NI checked?	
	Do you have other leaders that could help on a semi-regular basis?	
Organisation	Is there a good time in the week that would work for leaders and not clash with other similar activities in the area?	
	Do you have a name for the group agreed with church leadership?	
	What age limits are you going to have for the children?	
	Is there a registration form available that will include contact details and dietary/health information?	
	Do you have some basic guidelines in place concerning behaviour (physical harm by children, restricted areas, hot drinks, language, etc), sickness, incidents and first aid?	
Finance	Is there financial support available (grants/donations/fees etc)? Will you have to pay for the venue or make a donation for heat?	
	Has the church agreed bank your income and pay out expenses?	

Checklist for starting a Toddler Group

Finance	Will you charge anything and, if so, how much?	
	Who will handle the finances including receipts/expenses and banking?	
Venue	Is there a risk assessment in place that will cover the venue and type of activity going on?	
	Is there a suitable venue that is big enough and accessible for parents with buggies? Does the venue have suitable toilets, kitchen, smooth floors, heating and fire safety?	
	Is there permission to use the venue and public liability insurance?	
	How will you source suitable toys, materials and equipment (play mats, baby changing, Sippy cups, chairs etc) and is there storage available?	
Advertising	Is there a person who will design a poster/flyer to advertise the group?	
	Do you also have options for social media advertising? What other advertising will you do?	
	Is there a suitable period (3-4 weeks) to allow advertising to take effect before the group starts?	

Ongoing checklist for each session

Leaders	Will you have enough leaders to cover all aspects of the session, or might you have to curtail parts of it? e.g. do you have leaders that will cover the welcome/registration, kitchen/snacks, interacting with the parents and so on?	
	Have your leadership team gathered for prayer?	
	Do all your leaders know their roles for the session?	
	Do you have at least 1-2 leaders in the main venue available to talk to parents and carers? In particular, do adults that are sitting by themselves have someone to engage with them?	
	Has the person making children's snacks been made aware of any allergy or other pertinent health issues?	
	Is someone available to offer parents a cup of tea/coffee and biscuit?	
Set-up	Are all the toys, chairs, mats, tables and so on set out in the main hall?	
	Is the group prepared for an early opening in case parents arrive early and it is cold/wet?	
	Is the venue warm enough? Is there a place for hanging wet coats and umbrellas in case it's raining?	
	Are entrance and exit doors to the venue secured/manned?	
	Are the registration desk and any signs/posters set up?	

Ongoing checklist for each session

Set-up	Have you done a health and safety walk through of the venue to check toys, hazards, access, cleanliness of the hall/bathrooms etc.?	
	Are there going to be any structured activities at this session such as singing, craft, stories etc?	
Resources	Have you got blank registration forms available for new attendees?	
	Is the first aid kit stocked and accident forms available?	
	Are there spare wipes and nappies available?	
	Are there any resources or invite flyers that can be placed out to give to parents/carers?	



What happens if...

... There are issues with a child's behaviour

It's good to keep a record of any incidents which seem 'noteworthy.' For example, if a child is persistently fighting with the other children or damaging property, keep a record of what has happened and how it was resolved. Since parents are at the session it is likely that they will be able to resolve any issues, but this is not always the case. If incidents continue to occur and you worry about the child's own safety or the safety of others, it might be necessary to take their parent/guardian to the side and assess whether they are fully aware of what has been happening. Make it clear that although the behaviour cannot continue, you are keen to work with them to resolve any issues.



... A child has an accident

If a child (or an adult, for that matter) has an accident while at the toddler group, it must be recorded in an accident book. Keep the accident book somewhere safe, in a place that can be easily accessed by your team. If you don't have an accident book already, it's easy to make one. The key details to record are:

- The time of the injury
- Any first aid administered
- Whether the person needed to see a doctor
- A parent/guardian signature, to confirm they agree with what has been said.

... You are worried about someone who attends

You might become aware that one of the parents/guardians attending the group is struggling to cope with the demands of everyday life and would benefit from some extra support. There might be local services which can provide guidance and practical help for the family. Talk to your minister (or, if you are the minister, you can chat to the Diocesan Office) about support on offer in your area, and then find a way to discuss this sensitively and confidentially with the parent/guardian. If you have any concerns about children who attend, this should be reported to your Parish Safeguarding Panel.

Toys

Most Parents and Tots groups start with a session of Free Play. This means that the toys are made available for the children to play with, and they can choose what they want to do. Here are some suggestions for creating a welcoming free-play session environment. This isn't an exhaustive list though, so be creative!

Toys for babies - Black and white books, stacking toys, soft mats, squeaky toys, push-pull toys, baby mirrors, crib mobiles, natural treasure baskets, bubbles, stuffed animals or soft toys. For safety, where possible it's important to have a separate area for babies, with a washable rug, cushions and baby toys. Make sure the toddlers know not to run through this area.

Toys for toddlers - Push-pull toys, musical instruments, balls, beanbags, musical instruments, puppets, picture cards, jigsaws, books with simple stories, shape-sorters, play dough, sand pit, cash register and pretend foods, toy telephone. Avoiding ride-on toys often helps to keep a calmer atmosphere.

Toys for pre-schoolers - Pedal toys and cars, jumping sacks, skipping, tea sets, dress-up clothes, small model vehicles, blocks, paints, water tray, small model figures such as animals and people, musical instruments.

Factors for Consideration

Make sure toys are checked regularly for cleanliness and safety. In particular, check that toys are suitable for the age group intended, carry the CE mark (as appropriate), don't fit into the mouth, don't have sharp edges, have well-sewn seams and securely fixed eyes (for soft toys), and aren't broken.

When choosing toys for the group, consider the following factors;

- Is it age appropriate?
- Is the toy durable?
- Is it safe?
- Can it be kept clean easily and stored safely?



Safeguarding and Child Protection

All volunteers interacting with children should undertake Safeguarding Training through the Church of Ireland. Volunteers will also need an Access NI check. This can be facilitated through the diocese.

Safeguarding, Child Protection, and General Safety

Children are the responsibility of their parent/carer while attending the session. Ensure all attendees are aware of this. Everyone involved in running the group must adhere to the Church of Ireland Safeguarding Policy. This should be available for reference, and can be found by visiting www.safeguarding.ireland.anglican.org. In addition, there are some basic principles volunteers must adhere to in order to promote a safe environment.

- Any broken toys will be removed from play and given to the group leader, and equipment should be checked regularly for cleanliness and safety.
- A risk assessment must be undertaken of the facilities and equipment.
- Children who are unwell should be discouraged from attending the group until they are fully recovered.
- A first aid kit must be available for any minor injuries, and at least one volunteer should be trained in basic first aid.
- A sign-in sheet will be taken so that everyone present is accounted for. This can be used to monitor attendance as well as for fire safety.
- Any and all child protection concerns should be passed onto the group leader.
- All volunteers should be informed of the fire safety procedure.
- Volunteers should not work unsupervised, and there should be one 'group leader' identified for every session.
- A photograph taken for the purposes of publicity should happen with the parent/carer's permission.
- All attendees should be asked for their contact details. These details are taken with the adults' consent and free will, and must be stored securely. When they leave the group, these details should be destroyed. Details collected cannot be shared with any third parties, and are only held for the benefit of communication about the group and information that may be relevant to the group.

For more information on safeguarding, contact Millie at the Diocesan Office

Food

It is common practice to offer snacks and refreshments at a toddler group. It is your choice whether this is offered continuously during the session (albeit not during the story/song) or whether all the children sit down at the same time for refreshments.

Hygiene

Volunteers should maintain appropriate hygiene standards with regards to the purchase, preparation, serving and storage of food and snacks. This includes making sure food is stored in the right conditions (e.g. yoghurt kept in the fridge), ensuring snacks are within their 'use-by' dates, and has been prepared in areas which are cleaned thoroughly before and after use. There should also be a hand-washing station for parents/carers and children to wash their hands before/after eating.

Safety

Since parents/carers will be attending with their child, it is ultimately their responsibility to ensure their children are safe. However, do not serve foods which might cause choking, such as whole grapes, or popcorn. In addition, avoid food with added high levels of sugars and no-calorie sweeteners, including juice drinks and flavoured milk.

Allergies

It is a parent/carer's responsibility to ensure that any food allergies are disclosed, and that their child does not eat any food items which might cause harm. However, keep the room a nut-free environment and tailor the food provision to those attending.

Choices

Opt for healthy snacks, like toast, breadsticks, fruit, and cheese. Some groups have great success offering a 'snack buffet,' which means participants can help themselves whenever they get hungry. This promotes eating in moderation, because children know that there will always be food available when they want some, and won't feel the need to take more than they can eat. Children should always have access to water.

Parent/Carer Refreshments

Offering hot drinks for parents is a great way to build community. However, this must be served in cups with safety lids. In addition, hot drinks should never be put down in a place where children can reach.

Introducing Faith

‘...We will tell the next generation the praiseworthy
deeds of the Lord’

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Faith should be at the heart of everything we do. For some groups, starting a parent and toddler group is a ministry in itself: you’re creating a community, aiding children’s development and supporting local families. However, you may decide to take your parent and toddler group a step further and introduce prayer or a five minute thought of the day, where you can share a glimpse of God’s heart.

Prayers

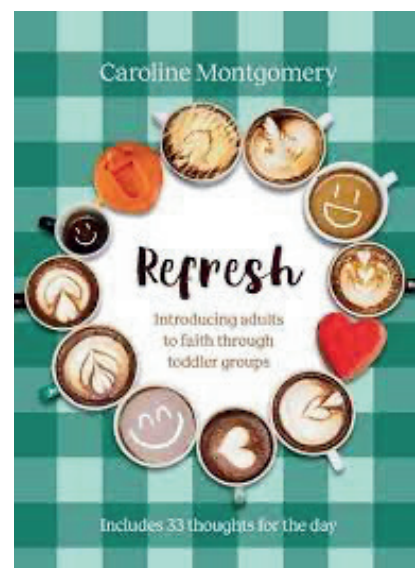
Start by praying at the start and/or at the end of every session. Encourage ‘quietness’ instead of participation, and make sure all your leaders model praying visibly. Keep the prayer short, simple, and repetitive.

An example of a closing prayer;
*Thank you God for the world so sweet,
Thank you God for the food we eat,
Thank you, God for the birds that sing,
Thank you, God, for everything!*

If you can incorporate actions, it will encourage non-verbal children to join in with the prayer. Repetitive or rhyming prayers are also helpful for parents who might not feel comfortable with praying generally.

Devotionals

There are lots of different devotional series’ you can incorporate into your session. The most effective ones are short, engaging for the children, but aimed particularly at the parents. An example of such a resource is ‘Refresh’ by Caroline Montgomery. This book offers a tried and tested format for cafe-style meetings designed to introduce parents and toddlers to faith in Jesus in a gentle, accessible and relevant way. We have copies of this devotional available at the diocese office - get in touch with Millie if you’d like to try it out.



Sample Registration Form

Below is an example registration form. Electronic versions are available to download and edit.

Parent/Carer's name:.....

Child's name:.....

Child's date of birth:.....

Address:.....

Postcode:.....

Mobile Number:.....

Email address:.....

Main language spoken:.....

Does your child have any medical conditions that we should know about?

.....

Does your child have any dietary restrictions?

.....

.....

Does your child suffer from any allergies?

.....

Permission to take photographs (for our social media only): Yes [] No []

Parent/Carer's Signature:.....

Date of Registration:

How did you find out about Rhyme & Bounce?

Please note that the information on this form will be stored electronically so that our records can be easily accessed and updated. Information will only be shared with those directly responsible for the Rhyme & Bounce Group. Please contact _____ if you would prefer us not to store details in this way.

Risk Assessment for(parish)

Those responsible for organisations using our premises need to complete a Risk Assessment, identifying hazards that could result in harm to users. They must then decide on the action(s) required to avoid this harm and appoint suitable persons to ensure action is taken. To assist you with this process the table below lists hazards that have already been identified in the Parish Risk Assessment. However if your organisation identifies any further risks then please include these in the blank rows provided at the end of the template.

Organisation(s) name:

Assessment carried out by:

Date:

Date of next review:

Activity or Area	What are the hazards? (cross out if not applicable)	Who might be harmed and how?	What are we already doing? (cross out if not applicable)	What further action is necessary? (cross out if not applicable)	Who needs to carry out the action?	When is the action needed by?	Done (if applicable)
Church building, halls/parish centre, other buildings and grounds.	Slips, trips, falls, knocks, cuts both indoors and outdoors. Weather conditions. Uneven surfaces. Electricity systems	Visitors may be harmed if they slip, fall, knock into something or are struck by vehicles in the car park. Children may be at risk where the parish grounds are close to public roads. Users risk of electric shock, burns, asphyxiation from faulty equipment or incorrect usage.	Corridors and work areas kept clear of items and furniture that could be tripped over. Steps and ramps made clearly visible. All users required to clear spillages and know how to access mops and cloths. Adequate warning signs placed in areas that could provide a hazard (such as spills and cleaning areas, low clearance, snow/ice). Cold weather ice/snow/rain precautions in place. Mats at entrances to reduce rain water carry-in. Parents/leaders/users warned to take care in the car park and where the grounds are close to public roads. Electrical equipment removed from children areas.	Floors checked regularly for spillages and cleaned. Corridors and halls checked regularly for trip hazards. Electrical equipment and trailing leads regularly checked. Check if support rails needed at steps. Regular detailed checks on electrical/oil/gas systems through qualified experts if necessary.	Staff + volunteers	Continuous vigilance As required Ongoing	

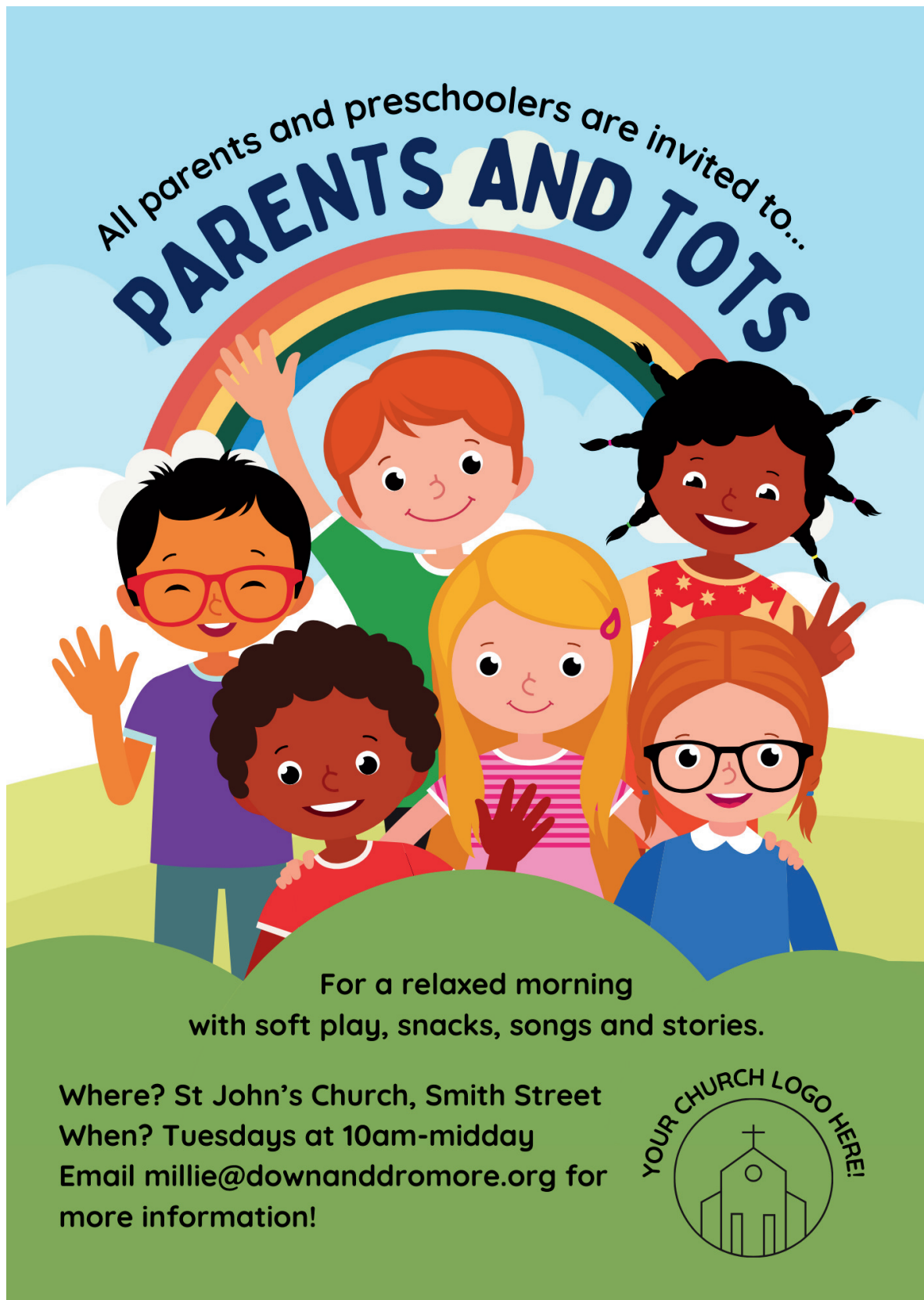
Activity or Area	What are the hazards? (cross out if not applicable)	Who might be harmed and how?	What are we already doing? (cross out if not applicable)	What further action is necessary? (cross out if not applicable)	Who needs to carry out the action?	When is the action needed by?	Done (if applicable)
Kitchens	Burns, scalds, electric shock, cuts, trips, slips, falls. Food hygiene lapses	Kitchen staff/volunteers/other users Parishioners/visitors and others who could suffer illness if food hygiene regulations are breached	First Aid box, fire blanket and instructions available in the kitchen. Kitchen supervisor(s) trained in Level 2 Health and Hygiene. Volunteers supervised when preparing and cooking food. Those aged under 16 restricted from the kitchen and food preparation areas unless supervised by a leader.	Further training on food safety and hygiene encouraged for new kitchen supervisors. Kitchen use of equipment procedures displayed. Parish informed that under 16's not allowed into the kitchen unless supervised by a leader.	Staff + volunteers	On-going/ As required Next 3 mths On-going	
Church building, halls, other buildings and grounds	Moving and lifting equipment	Users may suffer back or other injury if they try to lift or move heavy or awkward objects	Trolleys available to move chairs. Where no trolleys available chairs only permitted to be moved up to 3 at a time.	Ongoing vigilance	Staff + volunteers	On-going	
Children and Youth Groups in church halls	Lack of supervision	C & YP may come to harm if inadequately supervised. C & YP wandering off Running or walking into windows or glass doors.	Child Protection Policy guidelines followed with regard to supervision levels. Ensuring a responsible adult is at the door and that children who need to be accompanied leave with a known adult. Ensuring small children cannot wander off. Ensuring small children are always accompanied up and down stairs.	Refresher training for all staff and volunteers periodically on Safeguarding Trust. Fit clear doors with labelling or design to ensure they can be seen. Ensure leaders cover exits	The Parish Panel Staff + volunteers	On-going On-going	

Children and Youth Groups in church halls	Toys	Children choking on bits of toys, getting hurt on damaged toys. Toy tripping hazard.	Only use toys that carry the safety marking. Inspect toys regularly & dispose of any that are damaged/unsafe. Ensuring that young children do not have access to toys unsuitable for their age; that may, for example; pose a choking risk. Ensure changing equipment is in good repair and there are adequate facilities for disposal of nappies. Bins emptied on a regular basis.	Ensure that there is a designated play area. Ensure suitable training for leaders in regard to risk.	Staff + volunteers	ASAP and on-going	
Children and Youth Groups in church halls	Changing Facilities	Unclean facilities and nappies not disposed of properly. Falls from the changing station.		Ongoing vigilance	Staff, volunteers + parents	On-going	
Church grounds car park and lanes	Vehicle movement	Pedestrians could suffer serious injury if struck by cars	Entrance and exit to car park clearly marked. All users required to keep a 5mph speed limit on the church grounds.	Review if lighting in the car park is adequate. Put up car park speed limit and safety signs	Staff + volunteers	On-going	

Other Risks and Hazards identified in addition to those above:

Activity or Area	What are the hazards? (cross out if not applicable)	Who might be harmed and how?	What are we already doing? (cross out if not applicable)	What further action is necessary? (cross out if not applicable)	Who needs to carry out the action?	When is the action needed by?	Done (if applicable)

Sample Flyer



We hope you find this resource useful. Should you have any comments, questions or feedback, we would love to hear from you. Please get in touch using the details below;

Millie Bellew
millie@downanddromore.org
Diocese of Down and Dromore
Unit 1
21 Old Channel Road
Belfast
BT3 9DE

We look forward to hearing from you!



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