



## Safeguarding Annual Review

**Carried out by:**

**Group:**

**Date:**

***Workers/volunteers/ involved with group/ activity:***

<b>Questions concerning volunteer activity &amp; registration</b>	
Which volunteers have responsibility for helping/instructing children/vulnerable adults	
Any presently active in the roles	
Are there any new helpers	
Have they been vetted in line with policy	
Are there any helpers under 18?	
<b>Questions concerning children attending or under instruction and record keeping</b>	
How many children/vulnerable adults have attended/been given instruction in last 12 months	
How many of these are new to the group in the last 12 months	
Have the Health & Parent Consent forms been completed	
How many accidents/injuries have occurred in the last 12 months	
Do you have any first aiders	
Have you had any outings involving the children/vulnerable adults	
Was a risk assessment done	
Have declaration forms been completed by those involved in helping/ training?	
Have there been any changes to groups	
What record is kept of attendees and what happened	
What is your practice on helper/children ratios	
Is transport provided for external events?	
Have any complaints been made	
Has a review of the activity risk assessment been carried out to ensure its continued relevance	

**Are there any issues or concerns you want to raise with the PCC?**