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## Risk Management Tips

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These tips are meant to help in planning. They are in no way exhaustive. Please consult with your church leaders and proper authorities regarding specific issues in working with children.

### Safety Issues:

- Do all people in charge know and practice proper safety measures?
- Is the activity strictly indoor or outdoor?
- Are the boys capable of understanding and practicing the safety rules?
- Is the area clear of obstructions that could cause harm?
- Does the activity require (in its instructions) special safety equipment?
- Is there a first-aid kit available and do all know where it is?
- Is there good ventilation and lighting for the activity?
- Is the equipment in good repair?
- Do the parents need to give permission\* to participate?
- Are there medical and physical considerations for any boys that must be addressed for them to be able to do this activity?

### Supervision Issues:

- Is there a proper ratio of leaders to boys? (suggestion of one leader to five younger or eight older boys)
- Are there always at least two adults with the boys?
- Have the adults been through screening procedures?
- Have the leaders received training?
- Do leaders understand their responsibilities and limitations?
- Are there procedures for emergencies in place and understood?

### Emergency Issues:

- Do you know where the nearest medical facility is located and the quickest route to get there?
- Are leaders trained in first aid and cardiopulmonary resuscitation (CPR)?
- Is first-aid equipment available?
- Is there an emergency plan (e.g., storms, electrical failure)?
- Is there emergency contact information to reach parents?
- Is there a phone available for calling 911 (or other emergency number)?
- Is a record-keeping procedure in place for first-aid treatment and medications given?
- Are accident-reporting procedures in place and followed?

- Have proper medical information and permission forms been received? Are they accessible?
- Has information been given to parents about their children's whereabouts when outings are planned?
- On outings away from the usual meeting place, is a cell phone available for emergency use?

**Parental Issues:**

- Have proper activity and medical forms\* (insurance) been received?
- Have parents received itinerary and contact information?
- Are leaders aware of medical needs of the boys (e.g., allergies, medications)?
- Are procedures in place for reporting mishaps or other important information to parents?

\***Note:** In many states, permission forms are not legal unless they have been notarized. Check your local laws.