

## CKC Coaching Sheet: Club Safety Review

Review the following safety checklist with your team. Identify any areas that need to be addressed to ensure the safety of the kids in your program.

During...	Safety Questions	Yes/ No	Notes
<b>Check-in</b>	Is a procedure followed so new children do not enter without signed permission slip?		
	Are all students checked in at small group and wear name tags to identify them?		
<b>Small Groups</b>	Are students staying with their small group leader?		
	Are students safely going to the restroom and back with supervision?		
	Are school and district rules being followed?		
	Are small groups at a 7 to 1 ratio?		
	Does SGL have attendance sheet with them at all times?		
<b>Large Group</b>	Are children being respectful during large group time?		
<b>Games</b>	Are there fun, organized games?		
	Is the game time safe?		
<b>Snack</b>	Are the leaders aware of any allergy or diet restrictions and providing any snack accommodations necessary?		
<b>Check out</b>	Are students staying with their small group leader until safely checked out?		
<b>Misc.</b>	Does the team know emergency procedures in case of fire, storm, lockdown, etc? Has a drill been conducted each semester?		
	Is there an accident or incident reporting procedure that the team is aware of?		
	Is there an adequate first aid kit?		