

MCofS Mountaineering Activities: EVENTS PROTOCOL



APPENDIX 9

Mountaineering Events **Children's Checklist** Information Specific to Youth Events:

The following checklist is to help make sure all steps have been completed when organising an event. These are not exhaustive and not all items will apply to every trip.

Information to Parents & Children	The MCofS Participation Statement	
	Event Details	
	Event Application Form (including Consent Form)	
	Mountaineering Activity Details (MCofS Booklet)	
	MCofS Child protection Policy & Guidelines	
	Role and Responsibility of adults on the meet/event	
	Volunteers experience (non certificated)	
	Gear and clothing requirements	
	Expected Conduct on event (parental responsibilities if applicable)	
	Itinerary and travel arrangements	
Information to Volunteers	The MCofS Participation Statement	
	MCofS Child protection Policy & Guidelines	
	Risk Assessment Guidance	
	Event Details (activity, venue, access & descents, gear required, group numbers etc)	
	Risk Assessments: event, venue, travel, accommodation	
	Emergency procedures (medical, accident)	
	Consent Forms (special requirements)	
Information Required from Parents & Children	Application Form & Parental Consent Form completed	
	Experience and skill levels of child known	
	Special personal requirements (dietary, medical)	
	Specialist gear requirements	
	Emergency Contact of parents	
Information Required from Volunteers	Host / Volunteer Information Form	
	Information Form References taken up (if applicable)	
	Enhanced Disclosure (if applicable)	
	Gear requirements for activity met	
	Transport details (driving licence car registration and insurance)	