

Session checklist

Every Code Club should have a checklist to make sure that health and safety is considered throughout each session, so that everyone attending is kept as safe as possible.

Below we have listed all the things that we think you should consider before, during, and after each session. You can create a copy of this checklist and use it for your Code Club.

Every Code Club is different, though, so the checklist may need to be adapted to suit your particular Code Club.

There's also a section at the end of this document where you can add any additional checks specific to your club.

If your Code Club takes place in a school, you should use the checklist in addition to any guidance or established procedures already in place.

Before the session

- Decide how you will gather and securely store everyone's personal information (e.g. for session bookings, communications, and creating attendance sheets). Do not save personal information on USB devices and do not write it down in notebooks. Instead, ensure that it is confidentially stored on a secure system such as a cloud storage system or event management platform.
- Ensure that all mentors, parents, and creators know who to contact at your Code Club and how to get in touch if they have questions.
- If you are running your Code Club in a community setting, make sure you know which of your mentors will attend the session. Do not allow any unexpected persons to enter the Code Club.
- Ensure that you have enough mentors (minimum ratio of 1 mentor to 8 young people).
- Review your risk assessment:
 - Is there anything different or new to assess today?
 - Has the risk assessment been shared with all mentors?
 - Have you taken steps to minimise and mitigate risks that you've identified? Make sure you record these steps.



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- Make sure all mentors, parents, guardians, and creators know how to report any injuries or near misses – and emphasise that no one will get into trouble for reporting them.
- Ensure compliance with the relevant health and safety standards for your country.



Ensure that relevant information and documents are available, as follows:

- Ensure that fire evacuation information is clearly displayed.
- Ensure that safeguarding information is clearly displayed (e.g. how to report a concern).
- Have an accident or incident book – make sure you have a way to record any accidents or incidents that occur during your Code Club.
- Ensure that emergency contacts for all Code Club creators and mentors are accessible but confidentially stored.

During the session



Ensure that each creator signs in at the start of the session and remind them of the rules.



If your club takes place in a community setting, check that creators aged 12 and younger are accompanied by an adult.



Ensure that unauthorised members of the public (i.e. anyone who is not a creator, a mentor, a parent or guardian of a creator, or a person otherwise legitimately authorised to be there) do not join the session.



Carry out regular headcounts during each session to check that all creators are still in attendance.



Keep watch of exits to make sure that creators do not leave the Code Club unaccompanied or unnoticed.



Sign each creator out at the end of the session, ensuring they leave with the expected adult.

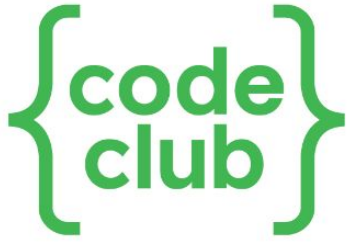


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- Record any accidents or incidents that take place during the session.
- If a creator is involved in an accident or incident during the session, inform their parent or guardian. In the case of a significant injury that requires urgent action or an emergency response, ensure that the creator's parent, guardian, or next of kin is informed immediately.

After the session

- Ensure that all equipment is cleaned and stored safely. Turn off electricals where appropriate.
- Review any accidents or incidents that have occurred and consider putting further measures in place to mitigate future risk.
- Check that everybody has left the venue.
- Close the venue, locking it securely.



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If you have any additional things specific to your club that should be checked to keep everyone safe, please enter them into the box below.



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Add info here

