



2017/18 Child Friendly Event Planning Checklist

This checklist is a guide for event organisers to actively ensure their event is a child friendly environment. As a Child Friendly City, the City of Greater Dandenong is a city in which all children are valued, respected and celebrated and:

- Children are given opportunities to learn and develop their potential.
- Families, services and the broader community work together to ensure children are safe at all times and have access to services.
- Children have access to environments and services to improve their health and wellbeing.
- Children have opportunities to connect with other children, to their family, to their community and to the environment they live in.
- Children's voices are heard through consultation in planning and implementation of programs.

Tick	Accessible Event Item	Comment
CHILD FOCUSED ACTIVITIES		
<input type="checkbox"/>	Activities encourage a connection to the natural environment. Invite open ended interactions, spontaneity, risk taking, exploration, discovery and connection to nature. To foster an appreciation of the natural environment, develop environmental awareness and provide a platform for ongoing environmental education.	
<input type="checkbox"/>	Activities include children and families participating together.	
<input type="checkbox"/>	Activities are interactive and informative.	
<input type="checkbox"/>	Children are given the opportunity to learn and develop their potential.	
<input type="checkbox"/>	Children have the opportunity to connect with other children, to their family, to their community and to the environment where they live in.	
<input type="checkbox"/>	Children are celebrated.	
<input type="checkbox"/>	Children's voices are heard through the planning and implementation of programs.	
<input type="checkbox"/>	Cultural diversity is to be embraced and valued.	
CHILD FRIENDLY SITE		
<input type="checkbox"/>	SPF 30+ broad spectrum, water resistant sunscreen is available for outdoor activities.	
<input type="checkbox"/>	Sufficient shade is available in outdoor areas. <i>In Victoria, the average UV is above 3 from September until April and sun protection is required during 11am-3pm</i>	
<input type="checkbox"/>	Event staff recognise they are role models and are encouraged to use a combination of sun protection measures.	
<input type="checkbox"/>	Children and families have access to environments and equipment which encourage active play and physical activity	
<input type="checkbox"/>	Activities provide a safe, inclusive and empowering social environment.	
CHILD SAFE ENVIRONMENT		
<input type="checkbox"/>	Children are to always feel safe, secure and supported.	
<input type="checkbox"/>	Staff are to role model appropriate behaviour for children. Encourage care, empathy, respect and optimism to promote a positive attitude to learning.	
<input type="checkbox"/>	Provide play based learning to allow for expression of personality, uniqueness and to enhance dispositions like curiosity and creativity.	
<input type="checkbox"/>	Activities take place in a totally smoke-free environment.	
<input type="checkbox"/>	Families and children are key partners in developing and supporting activities and programs.	
HEALTHY CHILDREN ENVIRONMENT		



<input type="checkbox"/>	Children and families are encouraged to use active travel to and from activities, programs and events.	
<input type="checkbox"/>	Food and drink are not used as an incentive or reward at any time.	
<input type="checkbox"/>	There is an opportunity to engage in regular food-related activities such as planning and shopping for meals, growing, cooking and eating foods.	
<input type="checkbox"/>	Food provision provides healthy options <i>Healthy food ideas can be found at the Healthy Eating Advisory Service</i> http://heas.healthytogether.vic.gov.au/ .	

This list is not exhaustive; however it provides a good starting point. For more information on Greater Dandenong as a Child Friendly City visit [website](#) or contact Children's Services Development Officer on 8571 5139 or email childrenservadminsUPPORT@cgd.vic.gov.au.