

Checklist for reflection

This checklist can be used at any point while you are planning and delivering activities. You may find it particularly useful for reflection after reading any of the sections in the guidance.

- ☐ Have you checked whether there is a Catholic agency with capacity to support your parish? See:
 - www.csan.org.uk/member/?member_focus=diocesan-caritas-agency
 - www.csan.org.uk/member/?member_focus=older-people
 - www.csan.org.uk/map-of-members/
- ☐ Has your parish prayed together over the work?
- ☐ Do one or more older people say they would benefit from the proposed new activity?
- ☐ Are you clear about the purpose of the activity and what people want to achieve from it?
- ☐ Is the activity being provided by anyone else locally?
- ☐ Is there a venue to meet up at? Does it have accessible toilets, chairs, tables, kitchen facilities, crockery/cutlery?
- ☐ Can people reach the venue by timely, accessible public transport, and/or with help from volunteers?
- ☐ Is a telephone available to allow people to arrange transport (in case someone does not have a phone)?
- ☐ Is the venue and activity 'dementia friendly'? See links to Dementia and Mental Health resources in Appendix 2.
- ☐ Are you familiar with the fire safety and evacuation procedures?
- ☐ Do you have a plan for how you are going to go about setting up the activity?
- ☐ Do you have a way of promoting your activities locally?
- ☐ If you plan to have volunteers, who are they and how will you recruit them? Do you have a plan on how you will support them effectively in their roles?

Can the parish, activity group or new fundraising cover the potential costs you may incur:

- ☐ Volunteer DBS administration costs, if not recruited via the diocese or another organisation
- ☐ Venue hire
- ☐ Publicity
- ☐ Travel and subsistence expenses for volunteers
- ☐ Insurance
- ☐ How are you going to check if what you are doing is effective? See Section 4 – Monitoring Progress.