**Playgroup Handover Checklist**

**Are you an incorporated group? Please use the Incorporated Playgroup Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/Task/Description** | **Person Responsible** | **Information required**  **(Logins/AGM dates/Playgroup WA contact etc.)** | **Completed** | | |
| **Yes** | **No** | **N/A** |
| **Financial Information** |  |  |  |  |  |
| Bank account information |  |  |  |  |  |
| Bank account change of signatories’ form |  |  |  |  |  |
| Bank statements for last 7 years and/or log-on information to access |  |  |  |  |  |
| Grant information including past application |  |  |  |  |  |
| Financial information for current year – budget/fees/expenditure commitments/issues |  |  |  |  |  |
|  |  |  |  |  |  |
| **Committee Information** |  |  |  |  |  |
| Committee contacts from outgoing committee |  |  |  |  |  |
| Incoming committee names and contacts |  |  |  |  |  |
| Committee roles and responsibilities |  |  |  |  |  |
| Agendas and Minutes of meetings |  |  |  |  |  |
| Social media and email account log-in/passwords |  |  |  |  |  |
| Gmail login if using online forms and documents |  |  |  |  |  |
|  |  |  |  |  |  |
| **Policies and Procedures** |  |  |  |  |  |
| Health and Safety/Risk Assessment |  |  |  |  |  |
| Behaviour Policy/Conflict Policy/Social Media Policy |  |  |  |  |  |
| Playgroup rules charter |  |  |  |  |  |
|  |  |  |  |  |  |
| **Insurance Information** |  |  |  |  |  |
| Insurance documents/information |  |  |  |  |  |
| Attendance records (need to keep for 20 years) |  |  |  |  |  |
| Accident and Injury form and records/information/book |  |  |  |  |  |
| Certificate of Currency |  |  |  |  |  |
| Inventory of toys and equipment (required for insurance) |  |  |  |  |  |
|  |  |  |  |  |  |
| **PGWA Membership Information** |  |  |  |  |  |
| Membership records including enrolment forms |  |  |  |  |  |
| Portal log-in details and instructions |  |  |  |  |  |
| Advise PGWA in writing (email) of changes to Committee positions |  |  |  |  |  |
|  |  |  |  |  |  |
| **Venue Information** |  |  |  |  |  |
| Rent/Hire documents and information including costs and contacts |  |  |  |  |  |
| Information about venue responsibilities e.g. maintenance, utilities |  |  |  |  |  |
| Key arrangements |  |  |  |  |  |
| SpacetoCo login if used for bookings |  |  |  |  |  |
| Venue/Facilities contact |  |  |  |  |  |
|  |  |  |  |  |  |
| **Playgroup WA** |  |  |  |  |  |
| PGWA Development Officer information and contact |  |  |  |  |  |
| PGWA office contact information |  | [hotline@playgroupwa.com.au](mailto:hotline@playgroupwa.com.au) |  |  |  |
| Information about support that is available from PGWA |  |  |  |  |  |
| PGWA website and Resource Kit – templates/guides etc |  | <https://resourcekit.playgroupwa.com.au/> |  |  |  |
| Subscribe/Join PGWA social media including Committee Facebook Group  <https://www.facebook.com/PlaygroupWA/> <https://www.facebook.com/groups/pgwacommittee> |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Information** |  |  |  |  |  |
| Activity/Incursions/Excursions ideas |  |  |  |  |  |
| Community Development Officer contact in Local Government |  |  |  |  |  |
| Promotion information/Links to Canva/Fliers/Images etc |  |  |  |  |  |
| Local business contacts/Grants information/Fundraising |  |  |  |  |  |