

This is a template for reporting to a parish council. The information in the report should be to the calendar year specified below.

**Parish:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**For the year:** \_\_\_\_\_  
**Safe Ministry Rep:** \_\_\_\_\_

## SCREENING AND SELECTION OF PERSONNEL (Faithfulness in Service 5.19)

### Summary of Safe Ministry Training Records for the year of this report:

#### Working with Children Checks (WWCC)

total number of verifications: \_\_\_\_\_

This should include ALL verifications done in the year –  
even for visiting leaders/teachers

#### Safe Ministry Training (SMT) – numbers of people trained during the year:

*Essentials:* \_\_\_\_\_

*Refresher:* \_\_\_\_\_

*Junior Leaders:* \_\_\_\_\_

#### Safe Ministry Checks (SMC)

Total number conducted in the year: \_\_\_\_\_

**Volunteer Recruitment** – the following documents/processes were given/used in the recruitment of volunteer workers in children’s and youth ministries:

- Job/Role description (<https://safeministry.org.au/resource-docs/>)
- Relevant Blueprint document (<https://safeministry.org.au/blueprints/>)
- Faithfulness in Service code of conduct  
(<https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>)
- Safe Ministry Check Clearance (<https://safeministry.org.au/safe-ministry-check-information/>)
- Application form (<https://safeministry.org.au/resource-docs/>)

**Safe Ministry Compliant** (as per Safe Ministry to Children Ordinance 2020)

Number of people in roles requiring WWCC/SMT/SMC at time of report: \_\_\_\_\_

## POLICIES (Faithfulness in Service 5)

- During this year the parish has used the following permission notes for activities undertaken by the church with children and young people.**

Available here: <https://safeministry.org.au/resource-docs/>

- Generic permission form
- Enduring permission form
- Activity Approval Form

- During this year, the parish has used the following policies in working with children and young people** (All available at: <https://safeministry.org.au/blueprints/>).

### Church Leaders

Yes No

- Safe Ministry Blueprint - Senior Minister

### Youth Ministry

Yes No

- Safe Ministry Blueprint - Head of Youth Ministry
- Safe Ministry Blueprint - Youth Ministry Leaders

### Children's Ministry

Yes No

- Safe Ministry Blueprint - Head of Children's Ministry
- Safe Ministry Blueprint - Children's Ministry Leaders

If you answered 'no' to any of the above policies being used in the parish, please explain why:

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## GROUPS/REGULAR ACTIVITIES (Faithfulness In Service 5.26ff)

During the year the following activities were run on church property:

Group/Activity	Meeting times	Age group

During the year, the following activities were run away from church property:

Group/Activity	Meeting times	Age group

**During the year, the following external service providers were engaged (Faithfulness in Service 5.24):**

Name	Date	Company	Phone	Activity

**During the year, the following incidents and health & safety concerns were identified:**

Date	Reported by	Nature of incident/Action taken

**RECOMMENDED CHANGES TO PRACTICES AND PROCEDURES:**

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**SAFE MINISTRY REPRESENTATIVE:**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_