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

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| **Parish:** |  | **Date:** |  | |
| **For the year:** |  |  | |  |
| **Safe Ministry Rep:** |  |  | |  |

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| **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:** | | |
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| *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: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **POLICIES** (Faithfulness in Service 5) |

1. **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
2. **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 for Churches  
     
   **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:**

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| **Group/Activity** | **Meeting times** | **Age group** |
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**During the year, the following activities were run away from church property:**

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| **Group/Activity** | **Meeting times** | **Age group** |
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**During the year, the following external service providers were engaged   
(Faithfulness in Service 5.24):**

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| --- | --- | --- | --- | --- |
| **Name** | **Date** | **Company** | **Phone** | **Activity** |
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**During the year, the following incidents and health & safety concerns were identified:**

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| --- | --- | --- |
| **Date** | **Reported by** | **Nature of incident/Action taken** |
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| **RECOMMENDED CHANGES TO PRACTICES AND PROCEDURES:** |

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| **SAFE MINISTRY REPRESENTATIVE:** |

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| **Name:** |  |  |  |
| **Signed:** |  | **Date:** |  |