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:**

|  |  |  |
| --- | --- | --- |
| **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:** |  |