

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)

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:

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:

SAFE MINISTRY REPRESENTATIVE:

Name: _____

Signed: _____ **Date:** _____