

Safe Ministry Checklist

Youth & Children's Programs



RESTARTING AFTER LOCKDOWN: ENSURING SAFE LEADERS

All leaders have a current WWCC
The Church Office or Safety Officer has verified all WWCC.
Recruiting new leaders through a formal process not just tap on the shoulder
Supervision - Remember the two leaders at all times rule.
Supervision - Check there are enough leaders to meet leader to children ratio
Leaders are up to date with Safe Church Training - refresher required every three years
Leaders all know the responsibilities of their role
Refresh with leaders receiving a Disclosure of Abuse from a child

RESTARTING AFTER LOCKDOWN: PREPARING FOR THE FIRST DAY

Covid Safe Plan approved by the Church Council
Clear Communication to Families concerning Covid plan, program times.
Check the First Aid Kit has been refreshed
Check all equipment to be used in activities is safe for use
Process to confirm that emergency contact details for each child are correct
Check that the space to be used is available for your activity
Parent permission for each child and photos.
Check that all special needs, health allergies etc are updated for each child
Complete a Risk Assessment and risk mitigation for the Program

ON THE DAY: SAFE RECORDS

Ensure QR Check-in with Services NSW App is used for each person
For children's programs: a parent sign in / sign out sheet with emergency contact no. and who will collect
For Youth Program: Attendance list
Leaders Attendance List

ON THE DAY: SAFE PROGRAM

Pre - start briefing so everyone knows how things will run
Time to remind all participants of safe behaviours, listening, respect, no bullying etc
Group forming introduce all leaders and recognising new people
At the end take time to debrief and reflect on how things went.

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SUPERVISION RATIOS

	Routine/Predictable		Non-Routine/Irregular	
MODEL EXAMPLE	Church site activities and meetings	Camping & Sleepover	Adventure-based Activities including swimming	On water activities
0-24 MONTHS	1:4	NA	NA	NA
24 - 36 MONTHS	1:5	NA	NA	NA
5 - 9	1:10 Minimum 2 adults including 1 Church Council approved Leader	1:5 Minimum 3 adults including 1 Church Council approved Leader	1:5 Minimum 2 adults including 1 Church Council approved Leader	1:4 Minimum 3 adults including 1 Church Council approved Leader
9 - 14	1:10 Minimum 2 adults including 1 Church Council approved Leader	1:8 Minimum 3 adults including 1 Church Council approved Leader	1:8 Minimum 2 adults including 1 Church Council approved Leader	1:6 Minimum 3 adults including 1 Church Council approved Leader
14-17	1:10 Minimum 2 adults including 1 Church Council approved Leader	1:8 Minimum 2 adults including 1 Church Council approved Leader	1:8 Minimum 2 adults including 1 Church Council approved Leader	1:6 Minimum 2 adults including 1 Church Council approved Leader
FORMS THAT MAY BE REQUIRED	Parent Sign in and sign out sheets	Activity Parent consent form Activity Risk Assessment and Plan Details of Activity and identified leaders for Church Council approval	Activity Parent consent form Activity Risk Assessment and Plan Details of Activity and identified leaders for Church Council approval	Activity Parent consent form Activity Risk Assessment and Plan Details of Activity and identified leaders for Church Council approval
All Leaders hold current WWCC, Emergency Contact details for each child, Child Special Needs /medical awareness Form, Incident and Accident Reporting Forms, Photography / Image Permission Form.				