

Sample - Approval for Ministry/Activity Form

Church details

Church name: _____

Church address: _____

Church office number: _____

Ministry program details

Ministry/program/event: _____

Location: _____

Time: _____ Ongoing Seasonal One off Other

Coordinators name: _____

Number: _____

First Aid officer: _____

Safe church contact: _____

Emergency details

For emergencies contact 000

Local Police: _____ **Local Fire station:** _____

Nearest Hospital(s): _____

(Hospital address) _____

Safe church management details

- Risk assessment completed
- Leadership forms collected

- Code of Conduct distributed
- Training conducted and/scheduled
- Parental consent forms updated

- Supervision ratio acknowledged
- Screening and reference checking completed
- Child Protection Policy observed
- First Aid kit updated
- Participant information collected (or prepared to)

List the files (relating to the above checklist) to be attached to this form:

Program overview/running sheet attached

Leadership details

List the leaders' details and availabilities for this ministry/program/event

Leader's Name	Contact number	Availabilities
<i>Eg. Joe Bloggs</i>	<i>0400 123 456</i>	<i>Every second Friday</i>

Additional leaders can be attached separately

Comments/Action Required

Approval requested by

Name _____

Position/role _____

Signed:Date: _____



Safe Church Training Agreement
An initiative of the National Council of Churches in Australia
www.safechurches.org.au