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| **Parish** |  |

*This is a written accountability tool for ensuring that you have completed compliance and risk management and the program is ready for the year/semester/event. When the form and attachments are completed please submit to your Rector for Parish Council approval.*

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Program | | |  | | | |
| Where the program/event takes place | | | | | |  |
| Time of program | |  | | | | |
| Program leader/s Name | | | |  | | |
| Contact Phone |  | | | | | |
| Program First Aid person | | | | |  | |
| Emergency Numbers | | | | | | |
| Ambulance | | | | |  | |
| Local Fire Brigade | | | | |  | |
| Local Police | | | | |  | |
| Safe Church Contact Person | | | | |  | |

Complete (and attach where appropriate) the following:

* Team list (team is large enough to safely run the program)
* Team have been trained, or will attend Safe church training this year.
* Team have been recruited & screening and reference forms filed at church
* Housekeeping Risk Assessment Checklist completed
* The individual program risks have been assessed and negated or minimised. Attach safety plans for individual program risks.
* Participant registration form completed
* All notes for permission prepared &/or collected as necessary
* Term program attached.