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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.