**Anglican Diocese of Gippsland**

**APPROVAL FOR MINISTRY**

**Parish**

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

|  |
| --- |
| **Name of program** |
| **Where the program/event takes place** |
| **Program Leader’s name** |
| **Contact phone number** |
| **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 run safely run the program).

Team have been trained, or will attend a Safe Church Workshop this year.

Team have been recruited and screening and reference forms filled at church.

Housekeeping risk assessment Checklist competed.

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 and/or collected as necessary.

Team program attached.

**Acknowledgement**

*This form is an adaption of the Professional Standards Unit of the Anglican Church Diocese of Bendigo. We thank them for their work in this area and their willingness to share it with the wider church.*