## A close up of a logo  Description automatically generated

**Safe Ministry Implementation Checklist**

*Whole church Safe Ministry Related policy and procedure*

(circle *‘Done’* or *‘To Do’* for each)

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| --- | --- | --- |
| 1. | Has the church adopted an overarching Safe Ministry policy? | Done / To Do |
| 2. | Has the church communicated the Safe Ministry policy to all leaders and to the whole church? | Done / To Do |
| 3. | Is it a requirement of your church that all leaders attend a Safe Ministry type workshop? | Done / To Do |
| 4. | Do you have an appointed Safe Ministry Officer/Team? | Done / To Do |
| 5. | Do you have a Health and Safety Officer/Team? | Done / To Do |
| 6. | Do you have a procedure for screening, appointing and inducting workers (paid and volunteer)? | Done / To Do |
| 7. | Have all your paid workers been recruited according to your procedure? | Done / To Do |
| 8. | Do you have a Code of Conduct for all church workers (paid and volunteer)? | Done / To Do |
| 9. | Do you undertake induction and ongoing training in the code of conduct?  | Done / To Do |
| 10. | Do you have clear procedures for handling complaints and grievances? | Done / To Do |
| 11. | Do your workers use a procedure for reporting of Safe Ministry (e.g. Child Protection) concerns? | Done / To Do |
| 12. | Do all your workers (paid and volunteer) have annual ministry reviews? | Done / To Do |
| 13. | Do all leaders know what to do in the case of a disclosure of illegal activity? | Done / To Do |
| 14. | Does your church a have procedure for Safe Ministry to known sexual offenders in the congregation? | Done / To Do |
| 15. | Is there a documented procedure for accessing assistance in the case of emergency? | Done / To Do |
| 16. | Are there Health & Safety procedures in place (WHS)? | Done / To Do |
| 17. | Do you have record keeping procedure, including the collection and storage of personal information? | Done / To Do |
| 18. | Are there church-wide incident response procedures (critical and other)? | Done / To Do |

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SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.
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