## A close up of a logo  Description automatically generated

**Safe Ministry Policy and Procedure Implementation & Review Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Framework element | Implemented (date) | People/person responsible | Review due |
| Implementation of policy/procedure |  |  |  |
| Safe Ministry Framework Policy |  |  |  |
| Safe Ministry Framework implementation procedure |  |  |  |
| Participation & inclusion of children and their caregivers |  |  |  |
| Recruitment & appointment of workers  |  |  |  |
| Training & resourcing of workers |  |  |  |
| Supervision of workers |  |  |  |
| Codes of conduct implemented |  |  |  |
| Safe environments |  |  |  |
| Responding to child protection concerns (child safety specific) |  |  |  |
| Responding to Safe Ministry concerns about an adult |  |  |  |
| Responding to incidents & emergencies |  |  |  |
| Record-keeping |  |  |  |
| Resolving misunderstandings and conflicts |  |  |  |
| Workplace investigation  |  |  |  |
| Appointment / induction into roles  |  |  |  |
| Safe Ministry Officer/Team |  |  |  |
| Head of Agency/Organisation |  |  |  |
| Health & Safety Officer/Team |  |  |  |
| Ministry Coordinator/Program Leader/s  |  |  |  |
| Management Group |  |  |  |
| Team Members |  |  |  |

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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.
Legal advice may need to be sought when responding to individual incidents.