

## Overseeing Safe People, Places and Programs - Checklist

The Management Committee, Board or Elders, *i.e. the leading governance group of the church*, is responsible for the oversight of all activities with children within the affiliated church, and will oversee a local structure which is appropriate for the congregation size, taking into account availability of suitable leaders, local need and demographic.

- Has the Safe People, Places and Programs Policy been formally and annually adopted?

### SAFE PEOPLE – Leaders and Helpers

- All leaders and helpers are screened, trained and supported.
  - Blue Cards, interviews and independent referee checks have been completed.
  - A register of workers (paid & volunteer-blue card register) is kept and made available to Churches of Christ in Qld and Qld Government upon request.
  - Role descriptions and Code of Conduct for all leaders and helpers.
  - Any delegation of responsibilities of duties is formalised and acknowledged.
  - Records about people are used and stored in accordance with the Privacy Act.
- \*See “Overseeing Safe People, Place and Programs” guide for more information

### SAFE PLACES – Property and Equipment

- Emergency Response Plan prepared and available to all leaders.
- All records about places collected, used and stored in accordance with the Church Privacy Policy.
- All church property is maintained to a standard acceptable for the conduct of activities.

### SAFE PROGRAMS

- All leaders and helpers are screened, trained and supported.
- All activities require the presence of a leader or helper with a current first aid certificate.
- Fully stocked first aid kit readily available for all activities.
- There is a risk management plan for any high risk activities and special events.
- An incident register maintained and kept indefinitely.
- Ensure church property is maintained to a standard acceptable for the conduct of activities.

### PROBLEMS – systems for handling concerns

- If you believe anyone is in immediate danger or a life-threatening situation call **Triple Zero (000)**.
- Emergency protocols are known and followed – at onsite or offsite activities.
- There is a plan for managing breaches of the Safe People, Places and Programs policy.
- Any suspected or known grooming behaviour, harm or abuse to children is reported according to the Safe People, Places and Programs Policy.
- All records and reports concerning suspected or known grooming behaviour, harm or abuse of children kept indefinitely.
- Unless otherwise required by law or policy, no records are to be shared with any person or organisation.

### REPORTING REQUIREMENTS

As part of the annual review **all affiliated churches** should submit:

- A copy of their statement of commitment (adopting the Safe People, Places and Programs policy).

*Churches conducting activities with children should also submit:*

- Register of workers (Blue Card register).
- Summary of activities/programs conducted throughout the year.

*Congregations **not** conducting activities with children should submit:*

- Statement of no child-related activity.

### Where to find assistance

- If you believe anyone is in immediate danger or a life-threatening situation **call Triple Zero (000)**
- Church Support Hotline on 1800 193 438 or email [churchsupport@cofcqld.com.au](mailto:churchsupport@cofcqld.com.au)
- Our website: <https://www.cofc.com.au/church-resources>
- [Blue Card Services](#)
- [QFES Fire Safety Management Tool](#)
- [Food Handling](#)