**Presbyterian Church of Victoria**

**Safe Church Checklist**

**Church name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The aim of this document is to provide an on-going self-assessment by the Safe Church Representative / Session / Presbytery on the status of the above Church in ensuring continued Safe Church compliance.*

***PLEASE NOTE:*** *This checklist is for internal use only and* ***not*** *required to be submitted to the Safe Church Unit (SCU), unlike the Compliance Audit Schedule (CAS) that is required to be completed and submitted every three years - Details of the CAS will be provided prior to the expiration of the three years.*

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| **Item** | **Tick when****Completed** |
| *Has the* ***Safe Church Policy, Procedure and Practice Manua****l* been distributed to all people who hold leadership positions and/or Work With Children under 18 years? - *Copies are available from the SCU or via the following link:* <http://www.safechurchpcv.org.au/resources/>  |  |
| *Is the* ***Safe Church Policy, Procedure and Practice Manual*** readily available to the congregation? (ie: displayed in Church building) |  |
| *Is the* ***PCV Safe Church Policy*** *displayed in Church building(s)? - Extra copies are available from SCU or via the link:* <http://www.safechurchpcv.org.au/resources/> |  |
| *Is the* ***PCV Safe Church Code of Conduct*** *displayed in Church building(s)? - Extra copies are available from SCU or via link:* <http://www.safechurchpcv.org.au/resources/> |  |
| *Is the* ***SCU Contact Details Poster prominently*** *displayed in the Church building(s)?* - *Copies are available from SCU or via the link* <http://www.safechurchpcv.org.au/forms/> |  |
| *Is your* ***Working with Children Register*** *being updated on a regular basis?**Templates are available from SCU or via link:*  <http://www.safechurchpcv.org.au/forms/> |  |
| *Has a copy of your completed Working With Children Register been forwarded to the SCU for this current year? - (A copy of the register must be sent to the SCU at least annually) in addition to updates being provided, when applicable*  |  |
| *Have Safe Church Training (Basic and Advanced) and the Refresher Course been promoted?* |  |
| *Have all Leaders and those people who are Working With Children under 18 years of age completed or are scheduled to complete their* ***Safe Church Basic Training****?* |  |
| *Have all senior Leaders completed or are scheduled to complete their* ***Safe Church Advanced Training****?* |  |
| *Have all new people who want to Work With Children under 18 years completed the* ***Volunteer Approval Process*** *(VAP), involving referee checking and seeking approval by the SCU, prior to commencing in the relevant children’s ministry? VAP forms are available from the SCU or via link* [*http://www.safechurchpcv.org.au/volunteers*](http://www.safechurchpcv.org.au/volunteers) |  |
| When was the last completed **Compliance Audit Schedule** submitted to the SCU? |  |
| Have all uncompleted Compliance items listed in the last CAS been completed? |  |
| Are copies of all Safe Church Records being maintained and kept securely? |  |

**Checklist completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**