



**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.

Item	Tick when Completed
Has the Safe Church Policy, Procedure and Practice Manual 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	
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:** _____