



Ministry Activity Approval form

This is a written accountability tool for ensuring that you have done your risk management and are ready to run your program for the year/semester/ or event.

Congregation Name: _____

Name of Program: _____

Where the program/event takes place: _____

When the program will run: _____

Ministry Coordinator(s): _____

Program Leader/s

Name: _____ Contact Ph: _____

Name: _____ Contact Ph: _____

Name _____ Contact Ph: _____

Name _____ Contact Ph: _____

Program First Aid person: _____ First Aid Kit last updated: _____

Emergency Numbers: Church Leadership Contact: _____

Ambulance: _____

Local Fire brigade: _____

Local Police: _____

Safe Church Contact Person: _____

Complete (and attach where appropriate) the following:

- Team list (team is large enough to safely run the program)
- Team have been trained, or will attend Safe Church training this year.
- Team have been recruited & appropriate working with children check and/or other declarations complete
- Housekeeping Risk Assessment Checklist completed
- The individual program risks have been assessed and negated or minimised.
- Attach safety plans for individual program risks as required
- Participant information gathered
- All notes for permission prepared and/or collected (as necessary) Program attached (as appropriate)

Approved by Church Council at its meeting on _____