

GUC Approval for Ministry

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.

Name of Program: _____

Where the program / event takes place: _____

Timing of program: _____

Program leader/s (Attach list if insufficient room)

Name: _____ Contact Ph: _____

Program First Aid person: _____

Location of First Aid kit: _____

First Aid Kit last updated (if separate to GUC first aid kit): _____

Emergency Numbers: Church Leadership Contact: _____

Safe Church Contact Person:

Complete (and attach where appropriate) the following:

- Team list (team is large enough to safely run the program)*
Please check that your team list in the Volunteer Register is current and consider whether or not your team is sufficient to safely run the program. If not, please highlight reasons why. Consider in your risk plan how you will manage any associated risks. Please advise Alison Tweedie (office@gungahlinuniting) of any changes to the Volunteer Register.
- Program risks have been assessed and negated or minimised. (Attach risk plan/s).*
Risk plans should include risks for both volunteers and participants. Your covid risk plan can be incorporated or otherwise provided separately.
- Leaders and other volunteers have been trained in the last 3 years, or will attend Safe Church training when next offered.*
- Within the last 3 years, leaders and other volunteers have read the GUC Volunteer Manual and agreed to the Uniting Church in Australia Code of Conduct.*
- Participant health and other relevant information is gathered (Does not apply to Play Group, Food Pantry or Food Garden)*
- A sign in sheet for leaders and participants for each meeting is retained securely online*
Synod has requested that these be retained long term in case of historical allegations. (Leaders sign in sheet required only for Food Pantry. Play Group is not required to retain a sign in sheet).
- All notes for permission/ Driver's Declaration forms prepared &/or collected (as necessary) for activities outside the usual meeting place. (Does not apply to Play Group, Food Pantry or Food Garden)*