

SAFETY IN CHILDREN'S MINISTRY SAMPLE POLICIES To view any of these SAMPLE policies that can be adapted for your church's context, contact jill@kidsfriendly.org.nz	AUTHOR	ACTION
SAFETY AND PROTECTION POLICY	KIDS FRIENDLY	COMPULSORY
PHYSICAL AND ENVIRONMENT SAFETY		
Health & Safety Management Policy <ul style="list-style-type: none"> • Health and safety environment policy • On-site risk assessment and management policy • Off-site risk assessment and management policy 	KIDS FRIENDLY (St James)	COMPULSORY
Hazard Identification Form	KIDS FRIENDLY (St James)	RECOMMENDED
Venue Check Form	KIDS FRIENDLY	RECOMMENDED
RAMS (risk assessment and management strategy) Form	KIDS FRIENDLY	COMPULSORY
Emergency Response Plan	KIDS FRIENDLY	COMPULSORY
Emergency Drill Procedures	KIDS FRIENDLY	COMPULSORY
First Aid Procedures Policy First Aid Checklist	KIDS FRIENDLY	RECOMMENDED
Administering Medication Policy <ul style="list-style-type: none"> • Medication Consent Form • Record of Medication Administered Form 	KIDS FRIENDLY	RECOMMENDED
Accident and Incident Procedure Accident and Incident Report Form	KIDS FRIENDLY	RECOMMENDED
Permission Form	KIDS FRIENDLY	RECOMMENDED
Outing Backpack Checklist	KIDS FRIENDLY (St James)	RECOMMENDED
Cleaning Checklist	KIDS FRIENDLY (St James)	RECOMMENDED
Leader to Children Ratio Policy	KIDS FRIENDLY	RECOMMENDED
Animal Policy	KIDS FRIENDLY (St James)	RECOMMENDED
No Smoking Policy	KIDS FRIENDLY (St James)	RECOMMENDED
Excursion Policy	KIDS FRIENDLY	RECOMMENDED
Transporting Children Policy	KIDS FRIENDLY	RECOMMENDED
Use of Church Van Policy	KIDS FRIENDLY (St James)	RECOMMENDED
Use of Private Vehicle Policy	KIDS FRIENDLY (St James)	RECOMMENDED
Use of Rental Vehicle Policy	KIDS FRIENDLY (St James)	RECOMMENDED
Vehicle Check List	KIDS FRIENDLY (St James)	RECOMMENDED
INFORMATION POLICIES		
Complaints Procedure	KIDS FRIENDLY	RECOMMENDED
Information Policy	KIDS FRIENDLY	RECOMMENDED
STAFF	KIDS FRIENDLY	
Code of Conduct Code of Ethics	KIDS FRIENDLY	COMPULSORY

Staff Training Policy Training Record	KIDS FRIENDLY	RECOMMENDED
Staff Recruitment Policy	KIDS FRIENDLY	COMPULSORY
Staff Reference Check	KIDS FRIENDLY (St James)	COMPULSORY
Use of Volunteer Policy	KIDS FRIENDLY (St James)	RECOMMENDED
Staff/volunteer declaration and information form	KIDS FRIENDLY	COMPULSORY
Police Check Policy Police Check Procedure and Application Form	PCANZ	COMPULSORY
Professional Development Policy	KIDS FRIENDLY	RECOMMENDED
Job Description and Responsibilities	KIDS FRIENDLY (St James)	COMPULSORY
Defining and identifying abuse and neglect	KIDS FRIENDLY	COMPULSORY
Dealing with disclosures of abuse	KIDS FRIENDLY	COMPULSORY
Responding to, recording, reporting suspected child abuse	KIDS FRIENDLY	COMPULSORY
PROGRAMME OPERATION		
Enrolment Policy Enrolment Form	KIDS FRIENDLY	COMPULSORY
Attendance Register	KIDS FRIENDLY (St James)	COMPULSORY
Registration brochure Registration form	KIDS FRIENDLY (St James)	RECOMMENDED
CHILD MANAGEMENT POLICIES		
Child Behaviour Management Policy	KIDS FRIENDLY	RECOMMENDED
Protecting children from inappropriate adult behaviour	KIDS FRIENDLY	RECOMMENDED
Protecting children from other children	KIDS FRIENDLY	RECOMMENDED
Protecting adults working with children	KIDS FRIENDLY	RECOMMENDED
Reporting suspected child abuse	KIDS FRIENDLY	COMPULSORY
Supervision Plan	KIDS FRIENDLY (St James)	RECOMMENDED
Child Management Plan	KIDS FRIENDLY (St James)	RECOMMENDED
Children with Special Needs Policy	KIDS FRIENDLY (St James)	RECOMMENDED

To receive copies of specific sample policies of for any safety policy advice, please contact:

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