



PresSafe Children's Ministry Checklist

Ministry Coordinators/Ministers/Elders,

The following questions can help you determine what needs to be completed for any PCQ children's ministry program, activity or event EACH YEAR.

- Do you have **ANY** activities directed mainly to children occurring within your church? This includes any irregular or ad hoc activities that occur when numbers make it possible.

For any leaders, helpers, Ministry Coordinators:

- Have **ALL** leaders, helpers or Ministry Coordinators involved in this program, activity or event completed the PresSafe Selection Process?
 - Positive Working With Children Check or exemption
 - PresSafe Training
 - PresSafe Agreement
 - Interview
 - Approved & minuted by Session
- Has an administration process been established for Blue Cards (Working With Children Checks)?

For any children's ministry programs, activities or events:

- Has a description been provided?
- Has a risk assessment been completed?
- Are leaders and helpers clear on how any potential risks are to be mitigated?
- If high risk, has approval been sought from the PresSafe Risk Management Officer?
- Has parental permission been sought for any child involved?
- Has contact and medical information been obtained for the child?
- Has photograph & video permission been sought for any child involved?
- Have communication preferences been communicated by parents for themselves and their child?
- Has a process for administration of data related to the children's ministry program been established? (Data related to a children's ministry program to be stored for 45 years.)
- Is there a procedure for review of the children's ministry program, activity or event.
- If the above points have been completed, has Session approval been provided for this children's ministry program, activity or event?
- If transport is required for a program, activity or event, have drivers completed the PresSafe Selection Process, provided a current license and indicated their vehicle is registered and fit for purpose?

For any social media platforms:

- Is there a process for monitoring the platform?
- Has Session approved and minuted this platform?

Disclosures & Suspicions of Harm:

- Are those involved with ministry to children (including Session) aware of the procedure for reporting disclosures of abuse or suspicion of harm?

General

- Can you confidently enter data in Elvanto relating to Children's Ministry?
- Do you know where to access current PresSafe documentation? (For example, the PresSafe Agreement.)
- Do Session understand their responsibility in PresSafe?