	SAFEGUARDING CHILDREN - IMPLEMENTATION GUIDE
Item	**Activity**
1	Ecclesial arranging committee (AC) endorses the Ecclesia's safeguarding children policy. Policy is reviewed by the AC at least annually
2	Ecclesial Safeguarding Representative is appointed. The Ecclesia is informed/reminded who its Safeguarding Representative is
3	Policy overview, including key requirements, is positively presented to the Ecclesia (repeated annually), highlighting that it aligns with Bible principles, provides a framework for applying these principles to children, & supports members involved in the invaluable service of working with children in the Ecclesia
4	Policy (including code of conduct & statement of commitment to child safety) is circulated to all Ecclesial members. Policy is also provided when onboarding new members
5	Policy & statement of commitment to child safety is made publicly available (eg placed on the Ecclesia's website)
6	All relevant committee meetings (eg AC meetings, Sunday School (SS) teachers' meetings, Young People's (YPs) committee meetings) have child safety as a standing agenda item
7	Ecclesia has a child safeguarding engagement, induction & training process for all members who work with children at Ecclesial activities (eg SS teachers (including relief teachers), YPs committee members/activity organisers). The AC approves nominations for anyone who works with children at Ecclesial activities
8	All adults working with children have a relevant Working with Children Check (WWCC)
9	All WWCCs are verified online
10	Ecclesia maintains a register of WWCCs (including expiry dates) & history of WWCCs over time
11	General child safeguarding training – to be completed by all AC members (upon appointment & annually)
12	General child safeguarding training – to be completed by Ecclesial members who work with children (eg SS teachers (including relief teachers), YP committee members/activity organisers) (upon appointment & annually)
13	General child safeguarding training - circulated to all Ecclesial members (completion is encouraged)
14	Ecclesia maintains a record of child safeguarding training completed by AC members & Ecclesial members who work with children (eg SS teachers (including relief teachers), YP committee members/activity organisers)
15	Children photo consent form – circulated to all parents
16	Summary of key requirements, including WWCCs, is provided to all Ecclesial members who work with children (eg SS teachers (including relief teachers), YP committee members/activity organisers)
17	Code of Conduct - all AC members & Ecclesial members who work with children (eg SS teachers (including relief teachers), YP committee members/activity organisers) to complete
18	Code of Conduct - circulate to Ecclesial members (completion is encouraged)
19	Risk assessments prepared – child safety-specific for all Ecclesial activities primarily for children (eg SS, SS picnics, YP's activities, YP camps). General (incorporating child-related safety risks) for memorial meetings, Bible classes, preaching activities, Ecclesial camps etc. Risk assessments are approved by the AC (prior to the activity for child-specific activities)
20	Information & material is displayed or made available at Ecclesial hall (eg posters promoting child safety, contact details for helpline services & advice/reporting, complaints handling procedure)
21	Ecclesial updates issued periodically to members (eg reminders of the policy & importance of child safety, availability of training & further information, complaints handling procedure, seeking suggestions to further enhance child safety or feedback on the effectiveness of processes, etc)
22	Ecclesia implements age-appropriate strategies & child-friendly feedback process so that children are safe & feel safe (eg SS teachers' discussion guide, suggestion box, etc)
23	Ecclesia maintains a record of all adults & children who attend Ecclesial activities (eg meetings, picnics, camps etc)

Revised draft – 24 June 2025