

SAFEGUARDING CHECKLIST FOR LEADERS

START OF SESSION

These are the start of session tasks to completed in the first six weeks of your session

TASK DESCRIPTION	DATE COMPLETED
A Risk Assessment needs to be submitted specifically for your organisation. A copy should be provided to David Moore, Congregational Secretary.	
A Register of Leaders with any changes from the previous session. A copy should be provided to Helen or John Ferguson, Designated Persons.	
A Parental Consent Form for each child. You may hold the prior year form until a new form is received for the current session.	
Prior year's Parental Consent forms should be placed in the appropriate box file in the secure filing cabinet or given to one of the Designated Persons for secure storage.	

DURING THE SESSION

TASK DESCRIPTION	DATE COMPLETED
Special Activity Consent Forms are required for any activities off the Church premises, other than BB or GB church parades and services.	
If you have any new leaders an AFL/2026 form must be completed. Once completed, set up an interview with your organisation's representative elder. The identity check can be done by either the Minister or a Designated Person. The AFL10 Form is submitted to Kirk Session for approval. A Designated Person will send the completed form to the Safeguarding Office for processing. The Safeguarding Office notifies the Designated Persons of the outcome.	
Accident Incident Forms should be completed for any accidents including near misses and any incidents of concern. Completed forms go to either the Minister or a Designated Person for recording and confidential storage.	