Public health orders advise that excluding worship activities **any class, gathering or organised event held in any church building can have a maximum 20 participants** (this excludes the person/s that are conducting the activity and any parents, guardians or carers of participants - noting that the maximum capacity of the building will need to be adhered too).

**As part of the Child Safe Church arrangements there must be at least 2 adults present to run the activity and the Incumbent or other Supervisor must be able to attend and/or supervise the activity.**

**Note:** It is imperative that when any parents/carers are collecting children from an event that if they enter the room, they will then be **counted** towards the maximum capacity allowed within the building. The organiser must have a process in place to ensure that any children or youth can be safely collected from the site without exceeding the maximum capacity of the building. Parents and carers must also maintain social distancing from each other.

## DETAILS:

## PERSONS INVOLVED IN DELVERING THE CLASS/ACTIVITY:

|  |  |  |
| --- | --- | --- |
| **ROLE** | **NAME** | **CONTACT NUMBER** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

|  |  |
| --- | --- |
| **Parish Name:** |  |
| **Ministry Activity:** |  |
| **Date:** |  |
| **Time:** |  |
| **Building:** |  |
|  |  |

## ATTENDANCE RECORD:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **CHILD FULL NAME** | **PARENT FULL NAME** | **CONTACT NUMBER** | **ATTENDED?** | **COMMENTS or NOTES**  ***(if required)*** |
| 1 |  |  |  | □ Yes  □ No |  |
| 2 |  |  |  | □ Yes  □ No |  |
| 3 |  |  |  | □ Yes  □ No |  |
| 4 |  |  |  | □ Yes  □ No |  |
| 5 |  |  |  | □ Yes  □ No |  |
| 6 |  |  |  | □ Yes  □ No |  |
| 7 |  |  |  | □ Yes  □ No |  |
| 8 |  |  |  | □ Yes  □ No |  |
| 9 |  |  |  | □ Yes  □ No |  |
| 10 |  |  |  | □ Yes  □ No |  |
| 11 |  |  |  | □ Yes  □ No |  |
| 12 |  |  |  | □ Yes  □ No |  |
| 13 |  |  |  | □ Yes  □ No |  |
| 14 |  |  |  | □ Yes  □ No |  |
| 15 |  |  |  | □ Yes  □ No |  |
| 16 |  |  |  | □ Yes  □ No |  |
| 17 |  |  |  | □ Yes  □ No |  |
| 18 |  |  |  | □ Yes  □ No |  |
| 19 |  |  |  | □ Yes  □ No |  |
| 20 |  |  |  | □ Yes  □ No |  |

I confirm that this attendance record is an accurate reflection of all the people who attended this activity.

|  |  |
| --- | --- |
| **Authorised Parish Rep Signature:** |  |
| **Date:** |  |