

HILLSONG CHURCH FORMS & SUPPORTING DOCUMENTS			
<b>DOCUMENT TITLE:</b>	INDUCTION FOR CHILD-RELATED WORKERS CHECKLIST		
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## Hillsong Church Child-related Worker Induction Checklist

### CHILD-RELATED WORKER DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Campus: \_\_\_\_\_ Ministry: \_\_\_\_\_

Team Allocation: \_\_\_\_\_

Team Leader: \_\_\_\_\_

INDUCTION CHECKLIST FOR CHILD-RELATED WORKERS	
<b>1. WELCOME</b>	
- Introduce the ministry and team oversights	
- Explain the 'why' (the goals and main focus of the ministry area)	
<b>2. YOUR ROLE IN THE TEAM</b>	
- Position description	
- Expectations as part of this team	
- Call times and locations	
- Who to talk to if you have questions	
<b>4. SAFE MINISTRY</b>	
- Working With Children and Young People Code of Conduct	
- Program Check-in and Check out	
- Toileting	
- What to do if a child or young person discloses abuse or you have a concern about a child or young person	
- Safe environments	
- First Aid	
- What to do in the case of an emergency	
<b>5. NEXT STEP</b>	
- T-shirt/Leader Identification	
- Leader name stickers	

Child-related Worker completing Induction Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Ministry Leader conducting Induction name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please complete this form and return form to the Safe Church office, email: [safechurch@hillsong.com](mailto:safechurch@hillsong.com)