

Instructions to personalise and save the policy and standards

1. Download the file onto your computer
2. Open the file using Adobe PDF- you can download the latest version at this link
<https://get.adobe.com/reader/>
3. Open the file and scroll to page 8. You can type directly into the fields in the box. Complete the following:
 - Name of DLP
 - Number of DLP
 - Name of Deputy DLP
 - Number of Deputy DLP
 - Name of police service
 - Number of police service
 - Name of child protection service
 - Number of child protection service
4. Scroll to page 12
5. Get a copy of the Church Authority's digital signature and save to your computer
6. Scroll over the top of the words Church Authority until a hand icon appears, then left click
7. Press the Browse button and find where you have saved the copy of the Church Authority's signature press Open, then press OK
8. On page 12 enter the Date that the policy was signed
9. On page 12 enter the name of the Church body on the last field at the bottom of the page.