**standard 1**

creating and maintaining safe environments

**guidance for indicator 1.9**

1.9B Template 2: Checklist for Online Ministry

|  |  |  |
| --- | --- | --- |
| **Issue** | **Completed By and Date** | **Approved By and Date** |
| **Step 1- Initial Approval** |  |  |
| Written rationale for using this format |  |  |
| Hazard assessment carried out (Guidance 1.8A) |  |  |
| Consultation/survey conducted with the proposed participants and their  parents, on their views, using paper and online formats |  |  |
| Which technology/platform will be used? |  |  |
| **Step 2 - Planning** |  |  |
| Practical details completed and shared with participants:   * Consent forms signed by child and parent and copy returned to group leader. (1.9A Template 1) * Codes of behaviour Guidance 1.2A and Guidance 1.3A * Draft online etiquette to be observed |  |  |
| Training for leaders |  |  |
| Plan for session- including timings, alternative facilitation skills, resources  etc |  |  |
| Supervision (at least two leaders) Guidance 1.4C |  |  |
| **Step 3- Running the Ministry** |  |  |
| * Send link close to scheduled time to avoid danger of interference or   intrusion;   * Ask participants not to share link; * Use an ID for link; * Turn on privacy settings * Lock the room when meeting starts; |  |  |
| Draft and place a welcome message at the front and any disclaimers e.g. ‘starting shortly’. |  |  |
| Attendance record – Guidance 1.4A Template 1 |  |  |
| Will there be parental/carer oversight? |  |  |
| **Step 4 - Evaluation** |  |  |
| Ministry leaders debrief following session. |  |  |
| Post evaluation with children |  |  |
| Seek views of parents/carers on ministry, effectiveness and safety |  |  |
| Report prepared for Church authority |  |  |

oct 2023 |