Scripture Union
New South Wales

"Sharing the Good News of Jesus since 1886"

Post Activity Safe Ministry Report

Ministry Area :	Activity Name:	
Director/s:		

Paperwork

Was the Activity GO Approval Conditional ?	Yes	No
If yes, were all conditions met prior to commencement of the activity ?	Yes	No

If no, what conditions weren't met and why?

Do you need to submit any other documents/records related to this activity ?	Yes	No

If yes, what forms are you attaching ?	Medication	Farm Visits	Transport	Other

People

How many attended the activity ?

Volunteer Leaders:	Participants:	Day Visitors:	Staff:

Program

Was there any significant changes to the program ?	Yes	No

If yes, what were the changes ?

Place

Was there any significant changes to your site/location ?	Yes	No

If yes, what were the changes ?

Reporting

Were there any incidents during the program requiring an incident report ?	Yes	No
If yes, has an incident report been completed and submitted ?	Yes	No

If No, please ensure it is completed and submitted with this report.

Was the ERT (Emergency Response Team) contacted ?	Yes	No
Were there any disclosures or matters requiring mandatory reporting ?	Yes	No

If yes, who was contacted and what was the outcome?

Have relevant documents been submitted to SU NSW?	Yes	No

If No, please ensure this is sent to <ins>readysetgo@sunsw.org.au</ins> as soon as possible.

Comments, concerns or feedback

Office Use Only:						
Report Received :		Follow up required :	Yes	No	Documents Attached :	Yes	No