



Attendance record

TOO-SMC-01.1.14_v1.0

Congregation:

Program:

Group:

Location:

Contact Person:

NAME OF PARTICIPANT (P) OR LEADER (L) Note: include all leaders/helpers in attendance	P/L	DATE											



NAME OF PARTICIPANT (P) OR LEADER (L)	P/L	DATE									
Note: include all leaders/helpers in attendance											

Document Review History

Version Number	Date	Reason	Author/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Planning Safe Programs processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager 	Associate general secretary
Due	22.01.2017	Review cycle – every year		