



Sign In & Sign Out Form (SISO)

Pdf Form Version – July 2021

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Sign In & Sign Out Form (SISO)



“Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve”. Colossians 3:23-24

Local Church Name		Activity / Event	
Leader's Name	Assistant's Name	Date	

NOTE: All release instructions **MUST be strictly followed.**

Child's Name	Signed In By (Name & Initial)	Emergency Contact Number	Time Signed In	Any Instructions For Release	Signed Out By (Name & Initial)	Time Signed Out
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

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Child's Name	Signed In By (Name & Initial)	Emergency Contact Number	Time Signed In	Any Instructions For Release	Signed Out By (Name & Initial)	Time Signed Out
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.						
36.						

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Instructions

Background

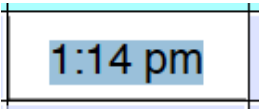
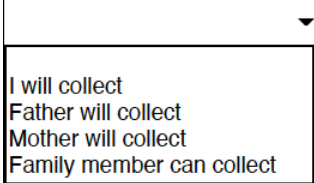


The Sign In – Sign Out form is a strategy to manage the Child Protection risk in churches that run services to young children. It aims to ensure that there is a seamless supervisory transfer between persons appointed to Child related roles and the child’s care giver. This form is designed to be electronically completed using Acrobat Reader (but not on a Android or IOS device). Other versions of this form are also available from the Adsafes website. <link>

The form comes in a (1) front page with particulars about the daily program with the beginning of a table for the childrens names and (2) a second page in case more space is needed.

Care givers who attend the program to supervise their children do not need to complete the form.

Instructions

1. Save the blank form “SISOpdfForm(blank).pdf” in the desired folder on the computer. On completion the form will save a copy of the completed form as “YYYY-MM-DD”-SISO.pdf in the same folder.
2. Set-up a computer at the back of the room. Open up a blank version of this document.
3. Complete the header section with the church name, the name of the activity or event, the names of the leader and assistants for the day, the date and the person completing the form.
4. Any care giver who is leaving their children to be supervised in the program is to complete the form for each child including instructions for the pick up.
5. Assign an assistant to supervise the forms completion.
6. At the end of the program assign an assistant to ensure care givers sign out when collecting their children.
7. On Completion save the file and close.
8. The form contains special buttons and fields that will assist with the completion of the form. These are explained in the following table:

Field or button	Description	Field or button	Description
	On entry to the field the present Date or Time will be proposed, can be edited		On entry will propose “I will collect”. user can choose another alternative or enter their own instruction
	Copies the contents of the line to the next line (for multiple children)		When clicked will insert the name of the sign-in person and the present time.

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Field or button	Description	Field or button	Description
1. Sign-in Completed <input type="checkbox"/>	Required Locks the sign-in fields from editing	2. Add a Sign-in Note <input type="checkbox"/>	Optional Adds a sign-in note to the bottom of the sign-in area
3. Add a Sign-out Note <input type="checkbox"/>	Optional Adds a sign-out note to the bottom of the sign-out area.	4. Sign-out Completed <input type="checkbox"/>	Required 1. Certifies the form 2. locks all fields 3. deletes unused pages 4. you will need to save the file with with a new name

9. If for any reason a child hasn't been signed out (No children left in room but one or more children not signed-out on the form) take the following steps:
- one person attempt to locate the care giver to see if the child is in their care. If so get them to sign out the child.
 - a second person attempt to locate the child and if not in the care of the care giver take the child to the care giver and get them to sign out the child.
 - If neither care giver or child can be found raise the matter with a church elder and seek advice. Make a record on the form on how the matter was resolved.

Record Keeping

- Completed forms should be saved in a secure location for at least 3 months.
- If any form is part of an incident, raised concern or complaint it should be retained until the matter is resolved.
- After 3 months only forms where there is a note from 7.c above or are part of 9 above should be retained. The time these are retained are at the discretion of the Board.