Sign In & Sign Out Form (SISO)

Handwritten Version – July 2021

# How to use this Form Go Here Instructions

# Take me to the form Go Here The Form

“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**

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| --- | --- | --- | --- |
| 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** |
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Sign In & Sign Out Form (SISO)

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 handwritten. For electronic forms go to Adsafe’s Website

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) Second and subsequent pages 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. Print out enough first pages for the number of programs that will be run and as many second pages as needed.
2. Complete the Headers section with the church name, the name of the activity or event, the names of the leader and assistants for the day and the date.
3. 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.
4. Place the front page and as many addition pages at the back of the room for the care givers to complete under the supervision of an assistant.
5. At the end of the program assign an assistant to ensure care givers sign out when collecting their children.
6. On completion mark the ***page numbers*** and ***total number of pages*** on all pages. Put a diagonal line through all the unused lines and sign the last page.
7. 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:
8. one person attempt to locate the care give to see if the child is in their care. If so get them to sign out the child.
9. 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.
10. 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

1. Completed forms should be stapled and filed in a secure location for a quarter.
2. If any form is part of an incident, raised concern or complaint it should be retained until the matter is resolved.
3. At the end of the quarter 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.