



Burwood Adventist Community Church

Sign In & Sign Out Release Form with Instructions

USE

This document should be used in conjunction with the template local church 'Child-Safe Policy' (v 2013 or subsequent editions) and applicable Conference & AUC / NZPUC policy.

PURPOSE

The purpose of this form is to enable the local Church and other Church-sponsored activities to have parents or guardians sign-in and sign-out children and young people particularly at activities where parents/guardians drop off, leave, and then return to collect the child or young person afterwards. Sign-in and sign-out forms are also recommended for activities that involve transporting children or young people, or activities on Church property involving an influx of new or once-off participants such as a VBS-style school holiday program and the like. Instructions for release must be adhered to strictly (for example to help limit grounds for 'access' disputes).

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Sign In and Sign Out Form with Release Instructions

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Activity/Event: _____ Date: _____

Child's Name	Signed in by Name & initial	Time Signed in	Any instructions for release*	Signed out by (name & signature)	Time Signed out	Emergency contact number

**Special attention: Any release instructions MUST be strictly adhered to, even if failure to do so appears obnoxious. The Church retains 'duty of care' for children and young people placed in its care and will only discharge this duty when the contractual requirements of any instructions made on this form for the child or young person to be released are satisfied.*