



### SAFE SPACES DATA COLLECTION & FORMS

Required	Completed By	Frequency	Received / Reviewed By	Link
Activity Planning	Community Worker	Once prior to activity	State Lead	<a href="#">Activity List</a>
MOU with School / Organisation	CityCare Staff, School representative	Prior to commencement	State Leads	<a href="#">MOU</a>
Consent to Participate (Schools)	Parent/Guardian	Prior to commencement	School	<a href="#">Parental Consent</a>
DCJ Consent (Hills Schools Only)	Parent/Guardian of Hills District & Blacktown Schools	Prior to commencement	School & Hillsong CityCare	<a href="#">DCJ Consent</a>
Participant Pre-Survey	Participants	Once at beginning of activity	State Leads	<a href="#">Online Pre-Survey</a> <a href="#">Hardcopy Pre-Survey</a>
Participant Post-Survey	Participants	Once at end of course	Facilitator, State Leads, Program and Operations team	<a href="#">Online Post-Survey</a> <a href="#">Hardcopy Post-Survey</a>
Weekly Activity Report	Staff & Volunteer Facilitators	Weekly	State Leads / Staff	<a href="#">Weekly Activity Report</a>
Facilitator End of Term/Activity Report	Facilitator	End of Term / End of Activity	State Leads / Programs Staff	<a href="#">Facilitator Term/End of Activity Report</a>