

PROFESSIONAL STANDARDS DIVISION
SYRO-MALABAR EPARCHY OF ST THOMAS THE APOSTLE MELBOURNE
ALTAR BOYS & GIRLS (MINOR'S) SUPERVISION LOG

Purpose: This is to ensure ongoing safety and protection of altar boys and altar girls who are under 18 years of age. All incidents (major/minor), must be reported by the

.....(Write Parish/Mission name)

altar boys/girls/servers or any responsible persons to the Parish Safeguarding Officer.

This log must be completed for each church service by a responsible Supervisor or Sacristy Coordinator or Responsible (authorised) parent.

Church Service Date & Time:

No	Full Name of Altar Server	Signature	No	Full Name of Altar Server	Signature
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

To be completed by the responsible person in charge on the day. (Circle the answer)

Any Incident Reported?	Yes/No	Minor/ Major
If Yes, Did the incident escalated to PSO?	Yes/No	Reason if not escalated:
Date & Time the incident escalated to PSO	Date: Time:	Action Taken:
Incident Report form completed	Yes/No	
Name of Supervisor present:		
Role of Supervisor:		
Contact Details:		
Signature of the Supervisor with date:		