

**BLACK COUNTRY URBAN INDUSTRIAL MISSION**

**Returning to face-to-face Chaplaincy**

**Chaplain Action/Checklist Log**

Please use the points below as a checklist to ensure you have carried out all of the relevant actions required for you to be “Covid-Ready” and able to return to face-to-face chaplaincy activities. Once you have ticked off all the actions you should seek confirmation and approval from the BCUIM office.

Guidance to support you in completing the actions can be found in the basic training core guidance model **“Chaplaincy during Covid – Practicalities and Preparation”** to be found on the BCUIM website.

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| **Chaplain/Chaplaincy** |  |

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| **General** | **Tick when complete**  **✓** |
| * Are you able/prepared to restart chaplaincy activities within your area of responsibility in the present circumstances?   (If you are unable at this time to resume chaplaincy activities for whatever reason please enter “No” and return this document to BCUIM office. There is no further requirement to complete the checklist log. Please be assured that BCUIM will support you in whatever decision you make.) |  |
| * Have you completed and understood the BCUIM guidance training module “Chaplaincy during Covid – Practicalities and Preparation” for returning to face-to-face chaplaincy? |  |
| * Have you been in contact with and consulted with your chaplaincy about the resumption of activities? |  |
| **Scoping** | **Tick when complete**  **✓** |
| * Have you arranged a pre-visit to agree plans and prepare for how you will return? |  |
| * Have you agreed and documented the terms on which the Chaplaincy can restart in line with the business requirements? |  |
| * Have you considered your personal requirements (refreshments/toilets/rest areas/travel) for your return to the workplace? |  |
| **Risk Assessment** | **Tick when complete**  **✓** |
| * Have you completed the BCUIM Covid Ready Risk Assessment, incorporating hazards and control measures (mitigations) you have identified for your chaplaincy area? |  |
| * Have you requested a copy the business risk assessment for visitors on site? |  |

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| **Personal Safety & PPE** | **Tick when complete**  **✓** |
| * Have you read and understood the “Personal Hygiene and Safe Practise” guidelines in the training material? |  |
| * Are you aware of the guidance from the business with regard to the use of PPE on their premises? |  |
| * Have you identified a reliable approved source of Personal Protective Equipment? (Costs will be reimbursed by BCUIM) |  |
| **Chaplaincy Visits** | **Tick when complete**  **✓** |
| * Have you read and understood the “Chaplaincy Visits” guidelines in the training material? |  |
| **Government Guidelines** | **Tick when complete**  **✓** |
| * Please ensure you are up to date on any national guidelines on Covid 19 prior to any chaplaincy visit, specifically:   PPE usage  Local restrictions  Reporting requirements |  |

Guidance and resources to support you in returning to face-to-face chaplaincy can be found on the BCUIM website **www.bcuim.co.uk**

**Confirmation/Approval**

The Chaplain Action/Checklist Log should be confirmed/approved before returning to face-to-face chaplaincy activities by the following:

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| **Confirmed by Chaplain** | Name:  Date: |
| **Approved by BCUIM** | Name:  Date: |

Once the approval process is complete you will be “Covid Ready” and able to return to face-to-face chaplaincy activities within your specified chaplaincy area.