



Section 3: Staff and Volunteers

Adopted by MBC Leadership Council on: 27/05/20
Ratified by the Church Membership on [date]

- i) Procedure for Staff and Volunteers
- ii) Code of Conduct for Staff and Volunteers
- iii) Safe Ministry Screening Questionnaire
- iv) Safe Church Register Menai Baptist Church

1. Procedure for Staff and Volunteers

Purpose

The *Procedure for Staff and Volunteers* sets out a procedure for the thorough recruitment, screening, training and resourcing of all staff and volunteers, particularly those engaged in Child-related Work (within the meaning of the **WWCC Legislation**).

Scope

Part 1 of the Procedure applies to Recruitment and Screening of all staff and volunteers within the Church.

Part 2 of the Procedure applies to the Induction of all staff and volunteers

Part 3 of the Procedure applies to Training and Resourcing of all staff and volunteers

Part 4 of the Procedure applies to Recordkeeping and Review of documents related to staff and volunteers

This Procedure should be read in conjunction with the *Safe Church Policy Statements* and:

- *Screening Check Questionnaires*
- *Safe Church Register*
- *Code of Conduct*
- *Any relevant privacy policies*

Part 1 – Recruitment and Screening

Category 1 a - Pastoral staff and staff engaged in child-related work or work with vulnerable adults

The screening process for pastoral staff applies

- to any staff member, who undertakes pastoral work in or on behalf of the Church. (This typically includes any role that includes the word ‘Pastor’ or ‘Minister’ but may include other roles);
- to any staff member engaged in child-related work or work with vulnerable adults; and
- in addition to any requirements of the Baptist Churches of NSW & ACT Committee for the Ministry or the Church’s Constitution

1. Prior to recruitment:

- a) the **position description** will be reviewed and updated if necessary;
- b) the position will be advertised appropriately; and
- c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;
 - completing a *Screening Check Questionnaire*;
 - undergoing a National Police Criminal Record Check; and
 - being eligible for, or holding a current clearance in accordance with **WWCC Legislation**.
 - In addition, for pastoral staff,
 - providing evidence of Accreditation or Recognition by the Baptist Churches of NSW & ACT (or an application to be accredited or recognised); and
 - agreeing to abide by and uphold the *Code of Ethics and Conduct*

2. Applicants for the position will submit a written application including a resume and an outline of their willingness to commit to the mission and values of the Church

3. Shortlisted applicants will:

- a) complete a *Screening Check Questionnaire*;
- b) be interviewed by the **MBC Leadership Council** or a committee appointed by the Church members;
- c) undertake a National Police Criminal Record Check;
- d) provide evidence of a current clearance in accordance with **WWCC Legislation**; and
- e) provide a minimum of 2 references

4. Successful applicants will:

- a) sign and agree to abide by the *Code of Conduct*;
- b) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and all Procedures and guidelines; and
- c) (for Pastoral Staff) provide evidence that they are Accredited or Recognised by the Baptist Churches of NSW & ACT (or have applied to be Accredited or Recognised).

Category 1 b - Staff who are not engaged in child-related work or work with vulnerable adults

The screening process for staff who are not engaged in child-related work or work with vulnerable adults applies

- to any staff member to whom the screening process in Category 1a does not apply; and
- in addition to any requirements under the Church's Constitution.

1. Prior to recruitment:

- a) the **position description** will be reviewed and updated if necessary;
- b) the position will be advertised appropriately and in accordance with any constitutional requirements; and
- c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;
 - completing a *Screening Check Questionnaire*;

2. Applicants for the position will:

- a) submit a written application including an outline of their willingness to commit to the mission and values of the Church and hold to the Christian faith; and
- b) submit their Curriculum Vitae, ensuring that information relevant to the particular position is included.

3. Shortlisted applicants will:

- a) complete a *Screening Check Questionnaire*;
- b) be interviewed by the **MBC Leadership Council** or a committee appointed by the Church members;
- c) provide a minimum of 2 references

4. Successful applicants will:

- a) sign and agree to abide by the *Code of Conduct*; and
- b) Participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 2 a - Volunteers 18 and over engaged in child-related work or work with vulnerable adults

The screening process for volunteers engaged in child-related work or work with vulnerable adults applies to:

- Any Church Leadership Council Member
- any volunteer involved in ministry to children and/or young people (this may include children's ministry, playgroup, creche, youth ministry, families ministry);
- any volunteer engaged in a role that includes leadership of a ministry area in which children or young people are also part of the ministry team. (this may include worship leader, sound/AV coordinator, discipleship coordinator, outreach coordinator etc); and
- any volunteer engaged in ministry to vulnerable adults

1. Prior to being appointed, a potential volunteer will:
 - a) be provided with a current **position description**
 - b) complete a *Screening Check Questionnaire*;
 - c) be interviewed by the Ministry Leader
 - d) sign and agree to abide by the *Code of Conduct*
 - e) provide evidence that they have completed Creating Safe Spaces training within the past 3 years, or complete the online component and commit to attend face-to-face training within 9 months.
 - f) provide evidence that they hold a current clearance in accordance with **WWCC Legislation** (unless the volunteer is aged under 18).
 - g) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
2. Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will
 - a) Verify the WWCC number (if over 18 years of age)
 - b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 2 b - Volunteers not engaged in child-related work or work with vulnerable adults

The screening process for volunteers not-engaged in child-related work or work with vulnerable adults applies to

- any volunteer who is **not** a Church Leader, Ministry Leader, engaged in child-related work or engaged in work with vulnerable adults. (this may include volunteers on the flower, cleaning or maintenance roster)

1. Prior to being appointed, a potential volunteer will:
 - a) be provided with a current **position description**;
 - b) complete a *Screening Check Questionnaire*;
 - c) be interviewed by the relevant Ministry Leader; and
 - d) sign and agree to abide by the *Code of Conduct*; and
 - e) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
2. Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:
 - a) Obtain written parental consent for the volunteer to undertake the role suggested (if the volunteer's age is less than 18)
 - b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 3 – Supervised volunteers aged under 18

1. The screening process for supervised volunteers aged under 18 applies to:
 - volunteers who are engaged in junior, trainee, support or helping roles which require that the volunteer is supervised at all times.

Where a volunteer is engaged in a trainee, support or helping role but is aged over 18 they will need to be screened in accordance with category 2 as appropriate in order to meet legal requirements.

*The Church may determine that specific 16 or 17-year-olds have sufficient maturity to volunteer without direct supervision, despite being under 18 years of age. These volunteers will be screened and trained in accordance with category 2, including either Creating Safe Spaces training or Teen-Safe Training. **However, note that there should always be at least one adult leader on-site and participating in the program.***

Please see the *Guidelines for Activities with Children and Young People* for more details on the differences between junior/trainee volunteers and volunteers.'

2. Prior to being appointed, a potential volunteer will:
 - be provided with a current **position description**;
 - complete a *Screening Check Questionnaire*;
 - be interviewed by the Ministry Leader;
 - sign and agree to abide by the *Code of Conduct*; and
 - participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
 - Commit to undertaking Teen-Safe Training prior to commencement.
3. Prior to the volunteer commencing in the role the Safe Church Team (or Ministry Leader) will:
 - obtain written parent/guardian consent for the volunteer to undertake the role;
 - provide an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and Procedures; and
 - provide an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

Summary of Required Screening

	Application & Screening Questionnaire	BA Code of Ethics and Conduct	Accredited or Recognised Minister	Interview, reference checks, induction	Code of Conduct	WWCC	CSS	Police Check
Pastoral Staff	✓	✓	✓	✓	✓	✓	✓	✓
Staff in leadership, child-related or vulnerable adult work.	✓			✓	✓	✓	✓	✓
Other staff (not engaged in above)	✓			✓	✓			Maybe (church discretion)
Volunteers in leadership, child-related or vulnerable adult work.	✓			✓	✓	✓	✓	
Other volunteers (not engaged in above)	✓			✓	✓			
Supervised volunteers under 18 years	✓			✓	✓		✓	

Part 2 – Induction

- 2.1 All staff and volunteers will be provided with an induction appropriate to their role. This induction will include:
- a) an overview of general site health and safety expectations;
 - b) operating procedures that apply to relevant equipment;
 - c) the content of the *Code of Conduct* and expectations and appropriate behaviours for staff and volunteers as set out in the *Safe Church Policy*;
 - d) the role description and any reporting structure;
 - e) expectations regarding Creating Safe Spaces training, if appropriate
 - f) an overview of the *Procedures for Handling Complaints against Staff and Volunteers, Conflict Resolution and Responding to Child Protection Concerns*;
 - g) who to contact in the event of any conflict, concerns or complaints; and
 - h) any Guidelines appropriate to their ministry area.
- 2.2 A record of the induction (including the name of the person giving the induction, the date of the induction and the topics covered) will be kept.

Part 3 – Training and Resourcing

3.1 Creating Safe Spaces Training and Teen-Safe Training

- a) All staff and volunteers (18 or over) engaged in leadership and/or child-related work and/or work with vulnerable adults will:
 - attend Baptist Churches NSW & ACT Creating Safe Spaces Training (or other SCTA approved face-to-face training) at least once every 3 years; or
 - if they have not attended such training prior to appointment, will complete the online component of the training prior to commencement and commit to attend the face-to-face component within 9 months of commencement.
- b) All volunteers under 18 years of age engaged in child-related work and/or work with vulnerable adults will attend Teen-Safe Training prior to commencement of that work and attend Creating Safe Spaces Training on attaining 18 years of age and at least once every three years thereafter.
- c) The Safe Church Team will ensure that information about staff and volunteer attendance at Creating Safe Spaces Training is recorded in the Safe Church Register.

3.2 Other training

Church Leadership (or Ministry Leaders) will arrange ongoing staff and volunteer training as required. (This may include in-house training, attendance at conferences such as Connect Training Days, Activate Children's Ministry Conference or Baptist Youth Ministries State Conference and/or attendance at external training opportunities.)

3.3 Resourcing

Church Leadership will ensure that Church programs are adequately resourced with staff and volunteers and have the required equipment for the safe and effective running of the program.

3.4 Supervision

Church Leadership will provide ongoing support and supervision for all staff and volunteers, to ensure they feel valued, respected and fairly-treated, including providing:

- a) up to date *Safe Church Policy*, guidelines and procedures;
- b) formal or informal support mechanisms, so that staff and volunteers have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling, prayer); and
- c) an annual process of position review to provide an opportunity for mutual feedback and encouragement.

Part 4 – Recordkeeping and Review

4.1 Recordkeeping

For each staff member or volunteer, the following items should be recorded and kept for a minimum of 45 years.

- a) their written application for the position (if applicable);
- b) their completed *Screening Check Questionnaire*;
- c) all notes relating to the interview and reference checks (if applicable);
- d) notes confirming the content and date of their induction;
- e) signed *Code of Conduct*;
- f) signed *Code of Ethics and Conduct* (if required);
- g) a copy of the *National Police Criminal Record Check* (if required);
- h) evidence of their current WWCC (if required);
- i) evidence of the date of completion of Creating Safe Spaces training (or equivalent SCTA approved training with a face-to-face component) or Teen-Safe Training for under 18s; and
- j) records of all other relevant training, incidents, annual reviews, etc

Any items which contain sensitive information (such as Screening Questionnaires, Safe Church Concerns Forms, investigation notes and reports) must be kept in a manner which protects confidentiality and will only be accessed by a limited number of authorised persons (for example, the current Senior Pastor).

4.2 Safe Church Register

The church must maintain a *Safe Church Register* which records a summary of necessary screening and training for all staff and volunteers.

4.3 Review

- a) Pastoral Staff should participate in pastoral or professional supervision in addition to other review processes.
- b) Staff should participate in a formal review process each year. This process should
 - consider the position description and make any necessary amendments;
 - provide an opportunity for mutual feedback and encouragement;
 - identify opportunities for training and development in the following twelve months; and
 - consider involving a committee comprising members of the Leadership Council and any other Church members who may be appropriate
- c) Volunteer positions should be reviewed at least annually to identify areas for support or development and to amend role descriptions where appropriate.

2. Code of Conduct For Staff and Volunteers

Purpose

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, Pastoral Staff and Leadership Council Members, together with all Volunteers over 16 years are required to sign and abide by their respective *Codes of Conduct*

The *Codes of Conduct* sets out the following:

- the ministry commitments of Pastoral Staff and Leadership Council Members and the ministry commitments of Volunteers over 16 years
- minimum behavioural standards and appropriate boundaries required of Pastoral Staff and Leadership Council Members, and Volunteers over 16 years
- the steps to be taken in the event of a potential breach of these Codes.

The *Codes of Conduct* seek to reflect the biblical call to godliness and faithfulness in ministry (eg 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

3. Code of Conduct - For Pastoral Staff and Leadership Council

Scope

The Code of Conduct applies to all Pastoral Staff and Leadership Council Members

The Code of Conduct should be read in conjunction with the Safe Church Policy Statements and:

- Procedure for Staff and Volunteers
 - Procedure for Responding to Child Protection Concerns
 - Procedure for Handling Complaints against Staff and Volunteers
 - Procedure for Conflict Resolution
-

1. As a member of Staff and/or the Leadership Team, I commit to:-

- God and His word, the Bible, and to sharing His message of salvation with others. I understand that only out of maintaining and growing my own relationship with God, am I able to minister to others. Therefore, I will seek to walk and live “in step with the Holy Spirit”.
- The Pastors, Leadership Council, and fellow leaders of Menai Baptist Church. I commit to support them in the role God has called them to, modelling what it means to have godly relationships by the way I relate to those in leadership around me. I will never actively or intentionally seek to undermine their position in the church or community.
- Join regularly in the life and ministry of the Church.
- Prayer. I will seek to pray regularly for MBC and the ministries in which I am involved.
- Supporting a Safe Space for children, young people and vulnerable adults attending, including upholding Safe Church practices in all MBC ministries.
- Being accountable to my team and be a team player.
- All MBC ministries, valuing and working in partnership with them.
- Treating others with respect and treating every program participant fairly and equitably.
- Love and care for my family (including paying attention to the effect of ministry on them)
- Being available for team meetings and phoning when I am unavoidably unavailable.
- Liaising with the Pastoral team and/or Safe Church Team about any needs / issues / pastoral support that I may become aware of with children / young people / families / vulnerable adults.
- Acknowledge when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor.

2. With regard to the Safe Church Policy, Pastoral Staff and Leadership Council Members commit to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- h) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- j) disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.
- k) act with sexual purity, meaning I will:
 - express my sexuality in healthy and God directed ways;
 - restrict sexual intimacy to the confines of the marriage relationship
 - (where marriage has the same meaning as in the Marriage Rites of the Baptist Union of Australia ie 'the union between a man and a woman to the exclusion of all others, voluntarily entered into for life');
 - (if an individual is unwilling or unable to commit to this requirement, church leaders may choose to endorse them as a volunteer for non-leadership roles)
 - recognize that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
 - ensure that romantic interactions are meaningfully consensual
 - give consideration to any power imbalances in intimate relationships.
- l) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol);
- o) avoid ongoing counselling of people with whom I have pastoral relationships; and
- p) make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

I understand if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

If I am a Pastoral Staff member, I:

- a) agree to uphold and be bound by the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*;
- b) understand that a breach of the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct*;
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the Baptist Churches of NSW & ACT *Procedures for Handling Allegations*.

I, _____ have read, and agree to be bound by and uphold, the Staff and Leadership Council Code of Conduct.	
Signature	Date

NOTE: the Pastoral Staff member or Leadership Council Member should receive a copy of this *Code of Conduct* and the Church should retain the signed and dated copy of the *Code of Conduct* for at least 45 years.

4. Code of Conduct - Volunteers 16 years and Over

Scope

The *Code of Conduct* applies to all Volunteers aged 16 years and over

The Code of Conduct should be read in conjunction with the *Safe Church Policy Statements* and:

- *Procedure for Staff and Volunteers*
 - *Procedure for Responding to Child Protection Concerns*
 - *Procedure for Handling Complaints against Staff and Volunteers*
 - *Procedure for Conflict Resolution*
-

1. Volunteers are encouraged to:-

- Study and reflect on God and His word, the Bible, and share His message of salvation with others, understanding that only out of maintaining and growing a relationship with God is someone able to minister to others.
- Join regularly in the life and ministry of the Church
- Pray regularly with and for the people and ministry of MBC.
- Support the Pastors, Leadership Council and ministry leaders of MBC and never actively or intentionally seek to undermine their position in the church or community.
- Nurture healthy relationships with others that promote respect, warmth and understanding.
- Support MBC being a Safe Space for children, young people and vulnerable adults attending, including upholding Safe Church practices in all MBC ministries.
- Be a team player and accountable to others in the team, always phoning if unavoidably unavailable for a team activity.
- Value the work of all MBC ministries and work in partnership with them.
- Liaise with the Pastoral team and/or Safe Church Team about any needs / issues / pastoral support that may come to light in regard to children / young people / families / vulnerable adults.
- Acknowledge when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor.

2. Volunteers Commit to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- h) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- j) disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.
- k) Seeks to live in accordance with Biblical principles as interpreted by Baptist Churches of NSW & ACT

I understand if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

I, _____ have read, and agree to be bound by and uphold, the Volunteer Code of Conduct.	
Signature	Date

NOTE: the Volunteer should receive a copy of this Code of Conduct and the Church should retain the signed and dated copy of the Code of Conduct for at least 45 years.

5. Safe Ministry Screening Questionnaire

Please Note: This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:
 Given Names:.....
 Previous Name/s (if applicable):.....
 Date of Birth:/...../.....
 Male/Female

Address:
 Phone:Email:
 WWCC (if required:
 Do you have any health conditions that we should know about?

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name: Phone:

Referee 2

Name: Phone:

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have received a copy of the *Code of Conduct* and am willing to uphold it.

Applicant's signature:Date:

Parent / Guardian's Signature (if under 18 years):Date:.....

Complete this page only if applicant is over 18 years. If under 18, turn to the next page.

WWCC Number Valid until

Have you completed Creating Safe Spaces training or equivalent from another registered organisation?

Where? When

Please attach a copy of certificate

I consent to *verification of my WWCC number (if required)

*a National Police Check (for staff only)

Applicant's signature

Please circle either "YES" or "NO" for each of the following questions. If you answer "yes" to any of the following questions, please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church.

NOTE: A 'yes' answer will not automatically rule an applicant out of selection. Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

For all staff and volunteers

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:	
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)	Yes / No
• use, possession, production or distribution of child abuse material?	Yes / No
• sexual contact with a person under the relevant age of consent	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No
4. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?	Yes / No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No
6. (if the ministry role may involve driving) Has your driver's licence ever been revoked or suspended?	Yes / No

For staff and volunteers in pastoral ministry, leadership or engaged in child-related work or work with vulnerable adults

7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?	Yes / No
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

Please complete this page if the applicant is under 18 years

Name of at least one Parent/Guardian:

.....

Contact Phone for Parent/Guardian:

.....

Please circle either "YES" or "NO" for each of the following questions. If the answer to any of the following questions is "yes", please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church.

A 'yes' answer will not automatically rule an applicant out of selection. Please note that, if you disclose any potentially criminal actions, the Church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No

Church Use Only

CSS Training or TeenSAFE Training undertaken: (date of training)

WWCC No. supplied: Yes N/A Expiry date _____

WWCC verified by (name) _____ On (date) _____

Signed Code of Conduct received by (name) _____ On (date) _____

Entered into Safe Church Register by (name) _____ On (date) _____

Interview led by (name) _____ On (date) _____

Referee checks conducted by (name) _____ On (date) _____

Volunteer endorsement by (name) * _____ On (date) _____

Induction led by (name) _____ On (date) _____

** Volunteers must be endorsed by a member of Pastoral Staff, Leadership Council or Safe Church Team*

Full records of the above processes (including interview notes, referee checks and induction content) should be kept in the relevant staff and volunteer admin file)