



Tuggeranong Baptist Church

Procedure for Staff and Volunteers

Adopted by Eldership on 19 June 2024

Purpose

The Procedure for Staff and Volunteers (the Procedure) sets out a procedure for the thorough recruitment, screening, induction, training and resourcing of all staff and volunteers, particularly those engaged in child-related work within the meaning of a regulated activity within the meaning of the Working with Vulnerable People (Background Checking) Act 2011 (ACT).

Scope

This Procedure applies to all Church staff and volunteers.

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

- Screening Check Questionnaires
- Safe Church Register
- Code of Conduct
- Privacy Policy

Part 1 – Recruitment and Screening

CATEGORY 1 - PASTORAL STAFF AND STAFF IN LEADERSHIP ROLES AND/OR ENGAGED IN CHILD-RELATED WORK OR WORK IN A REGULATED ACTIVITY

The recruitment and screening process for this category 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 - noted as category 1 in summary table at the end of Part 1 of this document);
- to any staff member in a leadership role - noted as category 1 in summary table at the end of Part 1 of this document); and
- to any staff member engaged in child-related work or work in a regulated activity - noted as category 1 in summary table at the end of Part 1 of this document;

Category 1 - Recruitment and screening requirements	
Step 1	<p>Advertising for the role</p> <p>The position will be advertised appropriately, and the Church will ensure:</p> <ul style="list-style-type: none">• the position description is up to date;• that any offer will be made subject to:<ul style="list-style-type: none">○ the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, obtaining a working with

Category 1 - Recruitment and screening requirements	
	<p>vulnerable people clearance], satisfactorily completing police check, and agreeing to comply with the relevant Code of Conduct; and</p> <ul style="list-style-type: none"> • applicants are required to submit a resume that includes relevant experience.
Step 2	<p>Consideration of the Applicant</p> <p>Preferred applicants will:</p> <ul style="list-style-type: none"> • be invited to complete a Screening Questionnaire; • sign and agree to the Code of Conduct; • attend an interview with Church Leadership or a committee appointed by Church members; <ul style="list-style-type: none"> ○ if pastoral staff, undertake a National Police Check to be provided to the Church; • provide evidence of a working with vulnerable people clearance; and • provide a minimum of two referees. <p>Prior to the staff member commencing in the role, the Safe Church Team (or Church Leadership) will:</p> <ul style="list-style-type: none"> • review the responses given in the Screening Questionnaire, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • review the National Police Check and consider any disclosures and the suitability of the applicant for that role; • include a copy of the Code of Conduct agreement in the individual's personnel file; • obtain a photograph of WWVP card and: <ol style="list-style-type: none"> i. input the WWVP number and expiry date in the Safe Church Register; ii. include a copy of the WWVP card in the individual's personnel file; • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and • ensure that the applicant is endorsed by the Church Leadership or governance group.
Step 3	<p>Appointment</p> <p>Successful applicants will:</p> <ul style="list-style-type: none"> • be provided a written employment contract for them to sign; • provide appropriate payroll and financial details; • be provided with an induction appropriate to the role (as outlined in part 2); and • complete Creating Safe Spaces training (as outlined in part 3).

CATEGORY 2 -VOLUNTEERS IN LEADERSHIP OR OTHER ROLES, ENGAGED IN CHILD-RELATED WORK OR ENGAGED IN WORK IN A REGULATED ACTIVITY

The recruitment and screening process for this category applies to:

- any church, ministry or team leader;
- any person in a role of significant authority in a Church service (including regular preachers, and worship/service leaders);
- any volunteer involved in ministry to children and/or young people (this may include children's ministry, playgroup, creche, youth ministry or 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 band leader, sound/AV coordinator, discipleship coordinator, outreach coordinator, café, or cleaning roster); and
- any volunteer engaged in ministry to vulnerable adults (this may include seniors ministry, ministry to persons with disabilities, pastoral care team, or prayer ministry team);
- any volunteer engaged in a regulated activity as defined under the ACT Working With Vulnerable People Scheme

This category applies to volunteers who are would over 18 years of age.

Category 2 - Recruitment and screening requirements	
Step 1	<p>Planning for the role</p> <p>The Church will ensure:</p> <ul style="list-style-type: none"> • the position description is up to date; and • that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, obtaining a working with children check [or working with vulnerable people clearance], and agreeing to comply with the relevant Code of Conduct.
Step 2	<p>Consideration of the Applicant</p> <p>Potential volunteers will:</p> <ul style="list-style-type: none"> • be invited to complete a Screening Questionnaire; • sign and agree to the Code of Conduct; • provide a minimum of two referees; and • provide evidence that they hold a current card in accordance WWVP Legislation <p>Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> • review the responses given in the Screening Questionnaire, including consideration of any yes responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • include a copy of the Code of Conduct agreement in the individual's personnel file; • obtain a photograph of WWVP card and: <ul style="list-style-type: none"> iii. input the WWVP number and expiry date in the Safe Church Register; iv. include a copy of the WWVP card in the individual's personnel file;

Category 2 - Recruitment and screening requirements	
	<ul style="list-style-type: none"> • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and • will ensure that the volunteer applicant is endorsed by a member of pastoral staff, Church Leadership (or governance group) or Safe Church Team.
Step 3	Appointment Successful applicants will: <ul style="list-style-type: none"> • be provided with an induction appropriate to the role (as outlined in part 2); and • complete Creating Safe Spaces training (as outlined in Part 3).

CATEGORY 3 – SUPERVISED VOLUNTEERS AGED UNDER 18

The recruitment and screening process for this category applies to any volunteer who is under 18 years of age and engaged in a junior leader, trainee leader, support or helping role which requires that the volunteer is supervised at all times.

Where a volunteer is engaged in a junior leader, trainee leader, 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 teenagers aged under 18 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, Creating Safe Spaces training. However, note that there should always be at least one adult leader on-site and participating in the activity or program.

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

Category 3 - Recruitment and screening requirements	
Step 1	Planning for the role The Church will ensure: <ul style="list-style-type: none"> • the position description is up to date; and • that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, and agreeing to comply with the relevant Code of Conduct.
Step 2	Consideration of the Applicant Potential volunteers will: <ul style="list-style-type: none"> • be invited to complete the Screening Questionnaire (under 18 version); • sign and agree to the Code of Conduct; • provide a minimum of two referees;

Category 3 - Recruitment and screening requirements	
	<ul style="list-style-type: none"> • if in the ACT and over 16 years of age, provide evidence that they hold a current clearance in accordance with WWVP Legislation; and • be interviewed by the Ministry Leader. <p>Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> • review the responses given in the Screening Questionnaire, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • if over 16, obtain a photograph of WWVP card and: <ol style="list-style-type: none"> i. input the WWVP number and expiry date in the Safe Church Register; ii. include a copy of the WWVP card in the individual's personnel file; • include a copy of the Code of Conduct agreement in the individual's personnel file; • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and • ensure that the volunteer applicant is endorsed by a member of pastoral staff, Church Leadership (or governance group) or Safe Church Team.
Step 3	<p>Appointment</p> <p>Successful applicants will:</p> <ul style="list-style-type: none"> • be provided with an induction appropriate to the role (as outlined in part 2); • if they are under 16 years of age, provide written parental/guardian consent to undertake the role; and • be provided with an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

CATEGORY 4 – PROCESS FOR VISITING MINISTRY GUEST/S (INCLUDING ANY CONTRACTORS ENGAGED IN CHILD RELATED WORK)

The recruitment and screening process for this category applies to any person/s the Church invites from outside the Church context to engage in short term (less than 5 days per calendar year) ministry or child related roles (including guest speakers/preachers, visiting music ministry guests, other ministry guests engaged in ministry or child related roles, or contractors engaged in child related roles).

Category 4 - Screening and risk management requirements	
Step 1	<p>Planning for the engagement</p> <p>The Church will ensure:</p>

Category 4 - Screening and risk management requirements	
	<ul style="list-style-type: none"> the scope of the engagement is documented (e.g., short position description) and communicated to the ministry guest/s including informing the ministry guest that the Church has a Code of Conduct. that any ministry guest/s comply with the documented risk management process for that activity; and ministry guest/s are supervised by an endorsed category 1 staff member or 2 volunteer from the Church when engaging in any direct interaction with children or young people.
Step 2	<p>Consideration of the Ministry Guest/s</p> <p>If the ministry guest/s represents or belongs to another organisation (e.g., local Church, denomination, mission or parachurch organisation), then they will be required to have an appropriate representative of that organisation declare in writing that the ministry guest/s are a person of good standing and have met the requirements of the screening and child protection processes of that sponsoring organisation. This should usually include the organisation holding a WWVP or equivalent, signing a Code of Conduct, a ministry screening process, reference checks and child protection training. These requirements can be fulfilled by a referring organisation completing a Declaration for Ministry Guests form, or alternatively, by a sponsoring organisation providing a Letter of Authorisation for Endorsed Representative.</p> <p>If the ministry guest/s has not fulfilled appropriate screening and child protection processes in another organisation, then the Church will complete all necessary processes outlined in the relevant category above. The Church will consider the suitability of any child safe requirements completed by ministry guests from interstate or overseas jurisdictions. Prior to the ministry guest/s commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> review the Declaration for Ministry Guests form, or letter of declaration, and ensure that the ministry guest/s are a suitable person for the ministry role; will ensure that the ministry guest/s is/are endorsed by a member of pastoral staff or governance group; and ensure that relevant documents are stored in the Church's records.
Step 3	<p>Appointment</p> <p>The Church will:</p> <ul style="list-style-type: none"> communicate with the ministry guest/s to confirm their appointment for the short-term role; and communicate to the ministry guest/s any risk assessment that pertains to their engagement.

Summary table of screening and training						
Category Please see category definitions above for further detail	Application & Screening questionnaire	Interview, reference checks, induction	Code of Conduct	WWVP	CSS	Police Check
Category - 1 Pastoral staff and staff in leadership roles and/or engaged in child-related work or work in a regulated activity	Yes	Yes	Yes	Yes	Yes	Yes – for Pastoral staff
Category 2 -Volunteers in leadership or other roles, engaged in child-related work or engaged in work in a regulated activity (over 18)	Yes	Yes	Yes	Yes)	Yes	No
Category 3 – Supervised volunteers aged under 18	Yes	Yes	Yes	No	No	No
Category 4: Visiting Ministry Guest/s	Will require endorsement from an external organisation or, if from our church, Category 2 applies.					

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 workplace 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 Procedure for Handling Complaints against Staff and Volunteers, Procedure for Conflict Resolution, and the Procedure for 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 will be kept in the individual's personnel file (including the name of the person giving the induction, the date of the induction and the topics covered).

Part 3 – Ongoing Support for Staff and Volunteers

3.1 CREATING SAFE SPACES TRAINING

- a) All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults (see Part 1 category 1 and category 2) will:
- attend Baptist Churches of NSW & ACT Creating Safe Spaces training at least once every 4 years (the Church will also recognise other safe church training offered by Training Providers or Partners of the Safe Church Program of the National Council of Churches of Australia – see:
 - if they have not attended such training prior to appointment, will complete the online component of Creating Safe Spaces training prior to commencement and commit to attend the face-to-face workshop within 6 months of commencement. Volunteers will be encouraged to complete the OnLine module within 3 months.
- 3.2 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.

3.3 OTHER TRAINING

Church Leadership (or Ministry Leaders) will arrange ongoing staff and volunteer training as required. This may include in-house training 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 STAFF AND VOLUNTEER SUPPORT AND SUPERVISION

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

- a) providing them 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 pastoral supervision for pastoral staff); 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

Records are to be kept for a minimum of 45 years (preferably 100 years) and in accordance with the Safe Church Policy and Privacy Policy.

For each staff member or volunteer, the following items should be recorded:

- a) personal information such as full name, date of birth and residential address;
- b) their written application for the position;
- c) their completed Screening Check Questionnaire;
- d) all notes relating to the interview and reference checks (if applicable);
- e) notes confirming the content and date of their induction;
- f) signed Code of Conduct;
- g) a copy of the National Police Check (if required);
- h) photograph of WWVP card, if over 16 year of age
- i) evidence of the date/dates of completion of Creating Safe Spaces training (or approved equivalent training – see part 3.1) if over 18;
- j) evidence of Baptist Insurance Services WHS training (if required); and
- k) records of all other relevant training, incidents, annual reviews, etc.

4.1 Safe Church Register

The Church must maintain a Safe Church Register which records a summary of all necessary screening and training for all staff and volunteers as outlined in section 4.1 above, as well as positions undertaken and start and end date for these roles.

The Safe Church Team will regularly review the Safe Church Register to ensure that WWVP clearances are renewed when required for relevant staff and volunteers.

4.2 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:
 - review 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 governance body 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, to amend role descriptions, review and commit to any changes to the Code of Conduct and, where appropriate, agree a further 12 month's commitment.