

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) or Regulated Activity (within the meaning of WWVP Legislation).

SCOPE

Part 1 of the Procedure applies to the 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 the 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.

NOTE

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

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

PART 1 – RECRUITMENT AND SCREENING

Category 1a - Pastoral staff and staff in leadership roles and/or 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 in a leadership role (i.e. considered a 'spiritual officer' of the church).
- To any staff member engaged in child-related work or who work with vulnerable adults.
- 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.
- 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.
- 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).
 - Agreeing to abide by and uphold the Baptist Churches of NSW & ACT *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 Church Leadership or 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.
- 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.
- c) In addition, 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 1b - Staff who are not in leadership roles or 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.
- 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.
- 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.
- b) Submit their resume, ensuring that information relevant to the particular position is included.

3. Shortlisted applicants will:

- a) Complete a Screening Check Questionnaire.
- b) Be interviewed by Church Leadership or 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.
- 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 2a - Volunteers in leadership roles

The screening process for volunteers engaged in leadership roles, such as:

- Any church leader (e.g. Ministry Team Leader, activity leader).
- 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.).
- 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 in NSW and 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 2b - Volunteers not in leadership roles

The screening process for volunteers not serving in leadership roles. (e.g. This may include volunteers on the cleaning or maintenance rosters.)

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 a relevant leader.
- d) Sign and agree to abide by the *Code of Conduct*.
- e) Provide evidence that they hold a current clearance in accordance with WWCC Legislation (unless the volunteer is aged under 18).
- f) 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) If the volunteer is aged under 18, obtain written parental consent for the volunteer to undertake the role suggested.
- 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

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 be 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 Creating Safe Spaces training. Note, however, 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.

1. 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*.
- 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:

- Obtain written parent/guardian consent for the volunteer to undertake the role suggested if the volunteer is under 16 years old (we also recommend getting parent/guardian consent for 16 and 17-year-olds wherever possible).
- Provide an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and Procedures.
- Provide an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

Summary

<i>Please see category definitions for further detail</i>	Application & Screening questionnaire	BA Code of Ethics and Conduct	Accreditation or Recognised Minister	Interview, reference checks, induction	Code of Conduct	WWCC*/WWVP	CSS	Police Check
1a: Pastoral staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1a: Staff engaged in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	Yes
1b: Other staff (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	Maybe at church discretion
2a: Volunteers in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	No
2b: Other Volunteers (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	No
2b: Volunteers aged 16 or 17 in child-related work	Yes (use under 18 screening)	No	No	Yes	Yes	No	Yes	No
3: Supervised volunteers under 18	Yes (use under 18 screening)	No	No	Yes	Yes	No	No	No

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.
- 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

- a) All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults will:
 - o Attend Baptist Churches NSW & ACT Creating Safe Spaces Training (or other SCTA approved face-to-face training) at least once every 3 years.
 - o 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) 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:

- 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).
- 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 or WWVP (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).
- 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:
 - o Review the position description and make any necessary amendments.
 - o Provide an opportunity for mutual feedback and encouragement.
 - o Identify opportunities for training and development in the following twelve months.
 - o 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 and to amend role descriptions where appropriate.