



# Safe Ministry Check

**VOLUNTEERS 18 YEARS AND OVER**



ANGLICAN DIOCESE OF SYDNEY

**CONFIDENTIAL  
DECLARATION**

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**Name of Applicant**

**Position applied for**

**Parish or organisation of the  
role applied for**

## 1 The Safe Ministry Check

**About this form** Thank you for your willingness to complete this Safe Ministry Check. This form must be completed before a person undertakes, or supervises a person who undertakes:

- pastoral ministry that involves direct, regular and not incidental contact with children, or
- services to children that are ancillary the exercise of pastoral ministry which involve:
  - giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
  - participating in overnight activities such as camps; or having close personal contact with children such as changing clothes, washing and toileting.

The Standing Committee of Synod may prescribe circumstances where a person is not required to complete this form.

This form should be accompanied by:

- A copy of the current *Faithfulness In Service* document (available from [safeministry.org.au](http://safeministry.org.au))
- A copy of the relevant *Blueprint* document for the role (available from [safeministry.org.au](http://safeministry.org.au))

### To the Applicant

Thank you for volunteering for a ministry role within your church or church organisation.

The Anglican Diocese of Sydney is committed to doing everything we can to ensure that our churches and church organisations are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.

To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.

Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

If significant matters are raised for you by the completion of this form you can discuss this with your Senior Minister or the person who asked you to complete this form or alternatively you can contact the Chaplain of the Professional Standards Unit on (02) 9265 1500 for a list of counsellors working in the Sydney Diocese.

### Completing the form

1. Complete all sections that are applicable to you.
2. Answer the questions honestly. Where required, put a cross [X] in the appropriate box.
3. If you answer 'Yes' to certain questions we may have to ask you for more information, but that does not necessarily mean that you can't undertake ministry to children.

### Submitting the form

Please return this form to your Senior Minister or the authorised delegate from your church who will be assessing this form.

### Confidentiality and Privacy

The information you provide on this form and in connection with it will be kept confidential, except that it may be used and disclosed for the purposes set out below and for other purposes with your consent.

This information will be used to assess your suitability to undertake ministry to children in the Diocese of Sydney. The form will be retained in a secure place by the parish or church organisation in which you are intending to exercise ministry.

The information may also be used and disclosed for the following purposes:

- (a) To comply with laws requiring the reporting of conduct or circumstances to the police, the Children's Guardian or other authority.
- (b) In other circumstances where use or disclosure of the information is required by law (e.g. in response to a subpoena or a direction from a commission of enquiry).
- (c) To investigate and deal with allegations and admissions of misconduct under the *Ministry Standards Ordinance 2017* (or other applicable professional standards ordinance).
- (d) To protect any person from the risk of being harmed.
- (e) To obtain legal advice or other professional advice or for the purpose of legal proceedings.
- (f) To comply with disclosure obligations under a policy of insurance.

## 2 The Applicant

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Previous Name: \_\_\_\_\_

Gender: Male  Female

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: (m): \_\_\_\_\_

(h): \_\_\_\_\_

(w): \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Ministry position(s)  
sought \_\_\_\_\_

Working With  
Children Check: \_\_\_\_\_

WWCC Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Senior Minister (or  
his authorised  
delegate):  
*The person who  
receives this form  
and the references*

Name \_\_\_\_\_

Email \_\_\_\_\_

Position \_\_\_\_\_

### Confirming Your Identity

Please attach to this form a clear copy of **ONE** of the following:

A current driver's licence (both sides), your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

#### Office use only:

ID: \_\_\_\_\_

Type of Identification document provided: \_\_\_\_\_

Person Confirming Identity: \_\_\_\_\_

I confirm I have sighted the ID document provided and verified the identity of the applicant:

Signature: \_\_\_\_\_

### 3 Safe Ministry Questionnaire

Please answer the questions below by putting a cross [X] in the appropriate box.

If the answer to any of the following questions is “yes”, please indicate the question number, and provide relevant information regarding your response and indicate current status of the issue(s) in the footer at the bottom of the last page of this form or on an additional sheet if more space is required.

If you are not sure what is meant by a word or phrase in bold print, please consult the definitions over the page.

Please note that if you were sexually abused as a child this is not considered to be ‘sexual conduct’ for the purposes of answering question 6 of this form and does not require a “yes” answer.

1.	Has your driver’s licence ever been revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2.	Has a child or dependent young person in your care ever been removed from your care by the authorities on the grounds that the child is at risk of harm? (Eg. The Department of Family and Community Services, Department of Communities and Justice)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3.	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, or stalking etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4.	As far as you are aware have you ever had permission or authorisation to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country? (Note. This may include having your WWCC cancelled, revoked or suspended)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5.	As far as you are aware has anyone ever made allegations against you or accused you of child abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6.	Have you ever engaged in any of the following conduct:		
	(a) <b>Sexual conduct</b> with someone <b>under your care</b> (such as a parishioner, client, patient, student, employee or subordinate)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	(b) <b>Sexual conduct</b> with someone under the <b>age of consent</b> ? (Note. Sexual conduct includes through electronic means such as “sexting”-sending intimate images)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	(c) Use, possession, production or distribution of <b>child exploitation material</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	(d) Substance abuse (including excessive alcohol consumption, or abuse of prescription, over-the-counter, recreational or illegal drugs)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.	As far as you are aware have you ever been <b>accused, charged</b> or <b>convicted</b> of a criminal offence? (Note. Receiving a parking or speeding fine is not a criminal offence)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Item No. No.	Notes

## Definitions

Accused	When a person has reported an allegation to the Police or relevant authority (such as the Department of Communities and Justice) that you have committed a criminal offence.
Charged	Charged means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.
Child Abuse <sup>1</sup>	Means the following conduct in relation to a child <ul style="list-style-type: none"> <li>• Bullying;</li> <li>• Emotional abuse;</li> <li>• Harassment;</li> <li>• Neglect;</li> <li>• Physical abuse;</li> <li>• Sexual abuse; or</li> <li>• Spiritual abuse</li> </ul>
Convicted	Means a formal verdict from a Court of Law that you have been found guilty of a criminal offence.
Under your care	A person under your care refers to a person with whom you have a relationship in which a power imbalance exists in your favour. (Eg. a younger relative, teacher to student, employee to employer, adult to child, doctor to patient, minister to parishioner)
Sexual Conduct	Sexual conduct includes sexually motivated touch and conversation through to sexual intercourse of any kind with a person of either the same sex or opposite sex. The context of the conduct includes physically, virtually or by any electronic means.  Please note that if you were sexually abused as a child this is not considered to be “sexual conduct” for the purposes of answering question 6 of this form and does not require a “yes” answer.
Age of Consent	In NSW the age of consent is 16 years of age or 18 years of age in the case of a person under special care (e.g. a relative, a student, someone under instruction (e.g. religion, sport, music etc), a patient or tenant)”. 
Child Exploitation Material <sup>2</sup>	Means material that describes or depicts a person who is, or who appears to be a child – <ol style="list-style-type: none"> <li>a) Engaged in a sexual activity; or</li> <li>b) In a sexual context; or</li> <li>c) As the subject of torture, cruelty or abuse (whether or not in a sexual context)</li> </ol> in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image or any other depiction.

## 4 Church attendance in the last 10 years

Name of Church	Location	Period attended (from – to)	Any positions held (e.g., Youth Leader, Parish Councillor etc)

<sup>1</sup> Definition from *Faithfulness in Service 2017*

<sup>2</sup> Definition from *Faithfulness in Service 2017*

## 5 Referee

If you have attended your current church for less than 2 years, please provide details of the Senior Minister or Church Supervisor from your last church or if you have not attended a church then please provide details of an adult person who has known you for more than 2 years, and is not a member of your family, who can attest to your character and suitability to work with children and youth.

**Referee Details:**

Name:	Position/Role:	Email:	Phone:
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## 6 Statements

<p><b>Safe Ministry Pledge</b></p>	<p><b>I pledge to:</b></p> <ul style="list-style-type: none"> <li>• Never abuse people especially children or youth, nor cultivate relationships in order to initiate or hide abuse.</li> <li>• Report to the appropriate authorities any behaviour that could be considered abusive. This includes speaking to my head ministry leader about behaviour by another leader.</li> <li>• Never be alone with a child or young person in my ministry role where other adult leaders are not present.</li> <li>• Never have children or young people to my home, or visit children or young people, in circumstances where no other adult is present, except with the permission of their parent or guardian.</li> <li>• Never touch children or youth, in a manner which is inappropriate given their age, gender, cultural background, context or personal circumstances. Where I am unsure about what is appropriate I will speak to my head ministry leader first.</li> <li>• Never physically discipline a child or young person in the course of my ministry.</li> <li>• Never make alcohol, cigarettes or illicit drugs available to children or youth.</li> <li>• Never develop special relationships with particular children or youth that could be seen as involving favouritism or any form of special treatment.</li> <li>• Never engage in any contact with children or youth, that is secretive (whether physical or through electronic media or in any other way).</li> <li>• Never use electronic communication with children and young people in a manner inconsistent with the guidelines for appropriate use as set out in the Blueprint document when communicating with people under my leadership.</li> <li>• Never become romantically involved with any participant in the youth or children's ministry where I am a Leader.</li> <li>• Never take unauthorised photos, movies or recordings of anyone, especially a child or young person on church property or at church activities without church authorisation and the consent of their parents or guardians.</li> <li>• Never view, possess, produce or distribute restricted material containing sexual acts or nudity; and never view, possess, produce or distribute any form of child pornography or child exploitation material.</li> </ul> <p>I confirm that:</p> <p><input type="checkbox"/> I shall complete Safe Ministry training every 3 years.</p>
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	<input type="checkbox"/> Where required, I shall hold a Working with Children Check clearance. <input type="checkbox"/> I commit to read and regularly review the Safe Ministry Blueprint document best suited to my role (where your role is not identified by the Safe Ministry Blueprint you should read the Safe Ministry Blueprint for Parents and Church Members) <a href="https://safeministry.org.au/blueprints/">https://safeministry.org.au/blueprints/</a> <input type="checkbox"/> If I fail to abide by the Safe Ministry Pledge, I shall inform my senior minister or the Safe Ministry Team (the PSU) at the earliest possible opportunity. <input type="checkbox"/> I understand that any breach of the Safe Ministry Pledge may lead to my being suspended or terminated from holding any role in relation to working with children, youth or other vulnerable persons in church ministries.
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<b>Authority for information</b>	<p><i>I understand that information may be sought from other persons in the circumstances set out in 'Section 5 Referees' above as part of assessing whether I am a suitable person to undertake ministry in the Church.</i></p> <p><i>I hereby authorise my referee (if any) to provide any information relevant to my application to you and your delegates.</i></p>
<b>Release from Liability</b>	<p><i>I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.</i></p> <p><i>I also agree to release the Anglican Church Diocese of Sydney and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.</i></p>
<b>Acknowledgement</b>	<p><i>I have received and read a copy of the current edition of <a href="#">the Faithfulness in Service Code of Conduct of the Anglican Church Diocese of Sydney</a>; and I understand that the Code applies to all clergy and church workers;</i></p> <p><i>I understand that I must apply for a Working With Children Check (WWCC) through the NSW Office of the Children's Guardian (<a href="http://www.kidsguardian.nsw.gov.au">http://www.kidsguardian.nsw.gov.au</a>) and provide the WWCC clearance number and expiry date before commencing work in the Diocese of Sydney. I understand that (unless an exemption applies) it is illegal to undertake child-related work in NSW without obtaining a WWCC clearance. I understand that my WWCC number will be provided to the Diocesan Registry for verification.</i></p> <p><i>I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church or to remain in employment.</i></p> <p><i>I acknowledge the Privacy and Confidentiality terms set out above that are applicable to the information I provide on this form and in connection therewith.</i></p>
<b>Declaration by the applicant</b>	<p><i>I, _____</i></p> <p><i>of _____</i></p> <p><i>do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.</i></p>
<b>Signature of Applicant</b>	

**Church Admin Use Only**

<b>Date form processed:</b>	
<b>Name of person processing form:</b>	
<b>Result of SMC (Cleared or Not Cleared):</b>	
<b>Signature:</b>	