

ANGLICAN DIOCESE OF SYDNEY

Application for
Children's / Youth Ministry Volunteer

Safe Ministry Check

Name of Applicant

Role applied for

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

1 The Safe Ministry Check

About this form

This form must be completed when a person is going to be:

- (a) a co-ordinator of a ministry to children who are aged 12 years or below, or
- (b) an adult leader of a ministry to children aged 13 years or above,

who will undertake:

- 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.

This form should be accompanied by:

- A job description detailing the role, who the applicant would report to and length of appointment.
- A copy of the current *Faithfulness In Service* document (available from safeministry.org.au)
- A copy of the relevant *Blueprint* document for the role (available from safeministry.org.au)

To the Applicant

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

The Anglican Church 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.

Completing the form

1. Complete all sections.
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 doesn't necessarily mean that you can't undertake ministry to children.
4. Sign your initials at the bottom of every page and sign your full signature at the end of the form.
5. **If you are under 16, your parent or guardian must also initial each page and sign at the end.**

Submitting the form

Please return the form to:

<DRAFTING NOTE: INSERT NAME AND ADDRESS OF WHO THE APPLICATION IS TO BE RETURNED TO. USE 'SOFT RETURNS'>

Privacy

This application is confidential.

<DRAFTING NOTE: ADD REFERENCE TO APPLICABLE DIOCESAN/CHURCH ORGANISATION PRIVACY STATEMENT AND PRIVACY POLICY (IF ANY) HERE.>

It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.

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

Church Supervisor: Name

*The person who
receives this form
and the references*

Email

Position

Confirming Your Identity

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

A current driver's licence, 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:

	Type of Identification document provided:	Person Confirming Identity:
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Working With Children Check

WWCC number:	WWC
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Expiry Date:	
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Office use only:

	Date verified:	Result:	Person verifying:
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3 Screening Questions

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 footnote at the bottom of the page 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 Key Terms in ***Faithfulness in Service***.

3.1 Health and Social Issues

a)	Do you have any health condition(s), which may affect your work with children, young persons, vulnerable people or people generally?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever had a driver's licence, whether in Australia or in another country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	If yes , has your licence ever been revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Have you ever been charged with or convicted of a criminal offence in Australia or in any other country? '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.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
e)	Have you ever applied for a NSW Working With Children Check or other State or Territory equivalent? (if No, go to g) If YES, did the Office of the Children's Guardian, or applicable interstate or Territory authority, refuse to issue the Check? If NO, was your working with children check ever cancelled, revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f)	Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, harm and/or threats of harm, harassment or stalking (eg. An Apprehended Violence Order)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Question No.	Note

g)	Has anyone ever accused you of child abuse? A 'child' is a person under the age of 18. 'Child abuse' means: doing any one or more of the following things to a child: bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse or grooming.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
h)	Have you ever done anything that may result in someone accusing you of child abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
i)	Has a child ever been removed from your care?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
j)	Have you ever engaged in any of the following conduct in any way? <ul style="list-style-type: none"> • sexual contact with a person under the age of consent; or • conduct likely to cause harm to a child or young person, or to put them at risk of harm. 	<input type="checkbox"/> No	<input type="checkbox"/> Yes
k)	Have you ever been drunk?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
l)	Do you have a history of substance abuse including alcohol, prescription, over-the-counter, recreational or illegal drugs or have you ever used any prohibited substance?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

3.6 Child Protection

a)	Is there any behaviour or experience in your past or present that may result in allegations being made against you of abuse in relation to children or young persons under 18 years? Child abuse' means: <ul style="list-style-type: none"> ▪ the following conduct in relation to a child: bullying; emotional abuse; harassment; neglect; physical abuse; sexual abuse; spiritual abuse; grooming; or the failure without reasonable excuse to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or ▪ the possession, production or distribution of child exploitation material. The context of the conduct includes personally, virtually or by any electronic means.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever been charged* with the production, sale or distribution of, or illegal access to child exploitation material?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Have you ever possessed, accessed, published or viewed child exploitation material?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Question No.	Note

3.2 Record of Ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders etc.) where you have undertaken ministry as a voluntary worker. We will ask you to authorise those organisations to give us information relevant to our assessment of your suitability for ministry in the church

Position	Location/Diocese	Rector	From (mm/yy)	To (mm/yy)

3.3 Character Reference

Please provide written references from two (2) referees using the attached Referee Template.

In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people. A referee cannot be a relative or a close friend. If you have lived in another state or country within the last three years, please nominate at least one referee from your most recent parish/church or Christian organisation in that state or country. **When you submit this form, your referees will be emailed a link to a brief referee form for them to complete.**

Referee 1

This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or another responsible person.

Name:	Email:	Phone:
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Referee 2

This person must be either an employer or, if you have no employment history, an adult person who has known you for 3 years or longer.

Name:	Email:	Phone:
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Statements

<p>Safe Ministry Pledge</p>	<p>I pledge to;</p> <ul style="list-style-type: none"> • Never abuse people especially children, youth, or other vulnerable people nor cultivate relationships in order to initiate or cloak abuse. • Report to the appropriate authorities any behaviour that could be considered abusive. • Never be alone with a child or young person in my ministry role where other adults are not present. • Never have children or young people to my home, or visit children or young people in their home, when no other adult is present, and never meet privately with a child or young person outside of church activities, except with the permission of their parent or guardian. • Never touch children, youth, or other vulnerable people in a manner which is inappropriate given their age, gender, cultural background, or personal circumstances. • Never physically discipline anyone, especially a child, youth or other vulnerable person in the course of my ministry. • Never make alcohol, cigarettes or illicit drugs available to children or youth. • Never develop special relationships with particular children, youth or other vulnerable people that could be seen as involving favouritism or any form of special treatment. • Never engage in any contact with children, youth, or other vulnerable people that is secretive (whether physical or through electronic media or in any other way). • Never become romantically involved with any participant in the youth or children's ministry where I am a leader. • 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. • Never view, possess, produce or distribute restricted material (as defined in Faithfulness in Service) containing sexual acts or nudity without a legitimate purpose; and never view, possess, produce or distribute any form of child pornography or child exploitation material. <p>I confirm that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I shall complete Safe Ministry training every 3 years or within 3 months after my appointment (and every 3 years after that). <input type="checkbox"/> Where required, I shall hold a Working with Children Check clearance obtained from the Office of the Children's Guardian. <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) https://safeministry.org.au/blueprints/ <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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Authority for information	<p><i>I understand that it is the policy of the Anglican Diocese of Sydney to ask:</i></p> <ul style="list-style-type: none"> ▪ <i>those who serve or have served as my bishop;</i> ▪ <i>churches I have regularly attended as an adult; and</i> ▪ <i>my employers;</i> <p><i>Whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.</i></p> <p><i>I hereby authorise my referees to provide any information relevant to my application to you and your delegates.</i></p>
Release from Liability	<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>
Acknowledgement	<p><i>I have received and read a copy of the current edition of the Faithfulness in Service Code of Conduct of the Anglican Church Diocese of Sydney; 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 (http://www.kidsguardian.nsw.gov.au) and provide the WWCC clearance number and expiry date before commencing work in the Diocese of Sydney. I understand that it is illegal to undertake child-related work in NSW without obtaining a WWCC clearance and providing this to the Diocesan Registry in order for verification to take place.</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 in a Church body.</i></p>
Declaration by the applicant	<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>
Signature of Applicant	