

## Screening Children's/Youth Workers Policy

### **Faithfulness in Service** states:

5.19 "If you have responsibility for compliance with civil and Church screening and selection requirements, you should exercise care with the selection of leaders involved in mixed age or children's activities. You should ensure that any parents or guardians assisting with these activities are screened."

5.20 "Consult the Director of Professional Standards as to whether a risk assessment is required before you appoint someone who has:

- Been acquitted of a charge of an offence against a child;
- Had a charge of an offence against a child not proceed;
- Had a prohibited status under applicable child protection legislation lifted; or
- Been the subject of Church disciplinary proceedings involving child abuse."

### **Policy**

In the interests of caring for the children and youth in our church as well as the leaders who serve them, the following policy has been adopted by [name of church]

Once a person has agreed to take on a volunteer children's or youth ministry role, he/she must complete four screening processes:

1. The prospective voluntary worker must be given a copy of *Faithfulness in Service* and followed up with appropriate discussion/training.
2. The volunteer worker must complete a Volunteer Application Form and the referees contacted. A copy of this form must be kept by the church as part of Safe Ministry Records indefinitely.
3. Safe Ministry Training must be completed within the last three years or equivalent in another church (under the Safe Church Training Agreement).
4. A Working With Children Check number must be obtained and verified by the Safe Ministry Representative (or delegate) and details kept as part of the Safe Ministry Records. If the volunteer is under 18 years of age, they must complete an *Under 18 Year Declaration Form* and have it countersigned by a parent or guardian.

## **Parent Helpers**

Parents who help with children's or youth's ministry on a casual basis should obtain a Working With Children Check number and complete Safe Ministry training.

If their help extends to children other than their own or they help regularly, they must complete the four sections of the screening process.