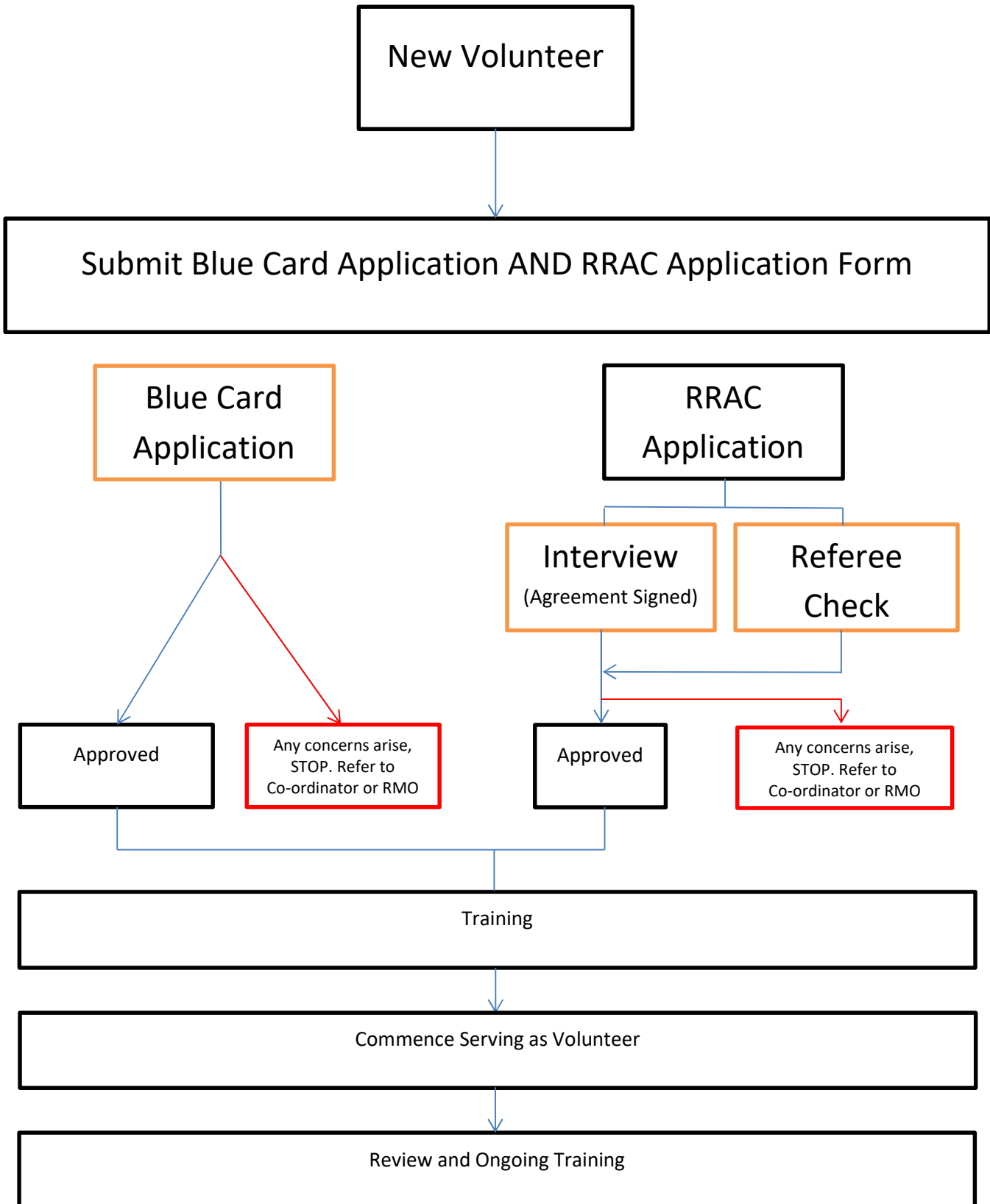




Appointment and Training Procedure

Process for Appointing a Volunteer to Work with Children



Purpose

The purpose of these standards is to provide a nurturing, loving and safe environment for all members of our community, including children and young people, in which they may be transformed by and mature in the Gospel of Jesus Christ.

This document provides the process for appointing and training new volunteers to work with children within Ross River Anglican Church (RRAC). This document is to be used in conjunction with SP3 Team Leaders Guide pp5-7, Co-ordinators Guide pp5-6, A ChildSafe Organisation pp10-11, ChildSafe training materials and Safety Management Online (SMO).

1. Authority to Appoint

- 1.1 The Risk Management Officer (RMO) and Co-ordinators are appointed by the Minister (Incumbent) Wardens or Ministry Unit Council
- 1.2 Team Leaders are appointed by the Co-coordinator in consultation with the Minister and/or Wardens.
- 1.3 Team Members are appointed by Team leaders with approval by the Co-ordinator or Minister.
- 1.4 All appointments are made with reference to the appropriate ChildSafe Guides for each level.

2. Identification of Volunteers (Eligibility)

- 2.1 Volunteers are entrusted with the safety, care and wellbeing of children. It is important to identify appropriate people to work with children. Volunteers will usually be selected from regular members of Ross River Anglican Church. Extreme caution should be taken when considering a new member of less than 6 months.
- 2.2 Volunteers are to be appointed according to their character and suitability to work with children. A process to help consider this is outlined below in “**4. Appointment Screening and Agreement.**”
- 2.3 Volunteers must be Christian role models who display godliness of character and behaviour, of good standing in their community and have displayed a consistent commitment to the Gospel. It is expected that all Volunteers will be maturing in godliness and participating in regular nourishment by God’s Word. No Volunteer who has previously been found to be guilty of abuse of any kind against children or vulnerable people is to be appointed as a volunteer. Other convictions and or allegations of abuse must be considered by the RMO and Parish Incumbent (Minister)
- 2.4 To continue serving in ministry that involves children at RRAC, a volunteer must continue regular attendance and be engaged and committed to the life of the church family.

3. Working with Children Check (Blue Card)

- 3.1 This section is subject to Queensland legislation and regulation and the policies of The Anglican Diocese of North Queensland.
- 3.2 A valid Working with Children Check and Positive Notice (Blue Card) must be obtained prior to the commencement of any Volunteer work that involves children under the age of 18. This must be confirmed and registered on Safety Management Online before commencing service.

a. Applications

Blue Card Application: If a volunteer has never held a Blue Card or it has expired, a Blue Card Application should be completed and submitted via the Online Portal or RRAC’s Blue Card Representative or the Minister (Incumbent)

Exemption Application: If a volunteer is in an exempted category such as Police and Registered Teachers (see form for more details). An Exemption Application **MUST** be made before commencing work with Children.

Authority to Confirm a Valid Card: If a volunteer holds a current valid Blue Card or Exemption Card, an Authority to Confirm a Valid Card application must be submitted. The volunteer cannot commence serving until the Confirmation has been received.

b. Maintaining a Valid Blue Card

- i. A Blue Card must be renewed every 3 years. A *Blue Card Application* must be submitted more than 30 days prior to the expiry date or the applicant must cease work with children.
- ii. If a new card is not issued prior to the expiry of the old card than the volunteer cannot continue in child related activities until a new Blue Card is issued.

4. Appointment Screening and Agreement

4.1 The following process provides a series of checks to identify suitable (and unsuitable) volunteers to work with young people. A screening process must be completed for ALL volunteers.

a. Self-disclosure and self-assessment (CSE3 – OA RRAC Volunteer Application Form)

Volunteers are to be given the *CSE3 – OA RRAC Volunteer Application Form*. It is a key step for volunteers to provide their reasons for offering to work with children, information about past volunteer experience and qualifications and to disclose prior child related convictions or allegations. This form also collects relevant personal information including emergency contacts. The completed form is to be kept on Safety Management Online.

b. Interview (Guide_to_Parish_Volunteers_and_Parish_Volunteer_Agreement_R10.2_2015)

An interview should be conducted between the Team Leader, Co-ordinator, RMO, Incumbent or a Church Warden and the Volunteer. At this interview the *Guide_to_Parish_Volunteers_and_Parish_Volunteer_Agreement_R10.2_2015* should be completed. The completed form is to be kept on Safety Management Online. The interview may take a variety of forms including formal, informal, telephone and video phone. E-mail should not be used and face to face is preferable.

During the interview;

The volunteer should be advised of expectations of their role and the role of their Team Leader, including the need for child safety training

A time for review should be made (see **6. Review**)

Any concerns arising from the application form should be addressed

An opportunity for questions should be offered

c. Referee check

The applicant provides 2 Referees. The Team Leader or other appropriate Senior Leader should contact the referees. The referees should be given questions set out in the *GSE3 - GR RRAC Referee Questionnaire*. This may be conducted verbally or by written response.

5. Training

5.1 Providing a nurturing, loving and safe environment for children, where they mature in the Gospel of Jesus, requires ongoing training in child safety and ministry skills along with personal maturation in the Gospel of Jesus. Training will also communicate the Child and Youth Risk Management Strategy. This section outlines the minimum expectation of training for new volunteers.

a. Faithfulness in Service

All new volunteers must complete Faithfulness in Service. This is a requirement of the Diocese of North Queensland. It should be repeated every 3 years. This Training can be accessed on Safety Management Online.

b. ChildSafe Training

Child safety training is a legal requirement for all people who work with children in Queensland. Ross River Anglican Church uses the ChildSafe SP3 system to provide high quality child safety training. ChildSafe SP3 also provides policies and procedures to implement this training. This training should be completed prior to commencing volunteer activity and repeated every 3 years. This training may be organised 'Face to Face' or completed online via Safety Management Online (SMO).

c. Ministry Skills

RRAC undertakes to provide formal and informal opportunities to learn skills for ministries. It is anticipated that volunteers seek to and will grow in skill as they serve. Volunteers are invited to attend formal RRAC training events which relate to their ministry, but the majority of skills development will occur informally in the context of ministry through personal and team reflections and mentoring.

d. Personal Maturation

It is expected that all volunteers will be continuing to mature in the Gospel of Jesus. This may be through any number of means but should include regular meetings with a congregation of Ross River Anglican Church, study of the Bible personally and with other people along with regular personal prayer. It is expected that meaningful relationships will be maintained between anyone who volunteers in RRAC and other RRAC members. Other possible activities may include attendance at prayer meetings, attending Christian conferences, reading Christian books, or bible college courses.

6. Junior Leaders

6.1 Team Members under the age of 18, are to be known as *Junior Leaders*.

6.2 Junior Leaders, aged 15 and under require parental consent before being appointed to work with children; discussion with parents of older Junior Leaders is also to be considered. Junior Leaders are appointed at the discretion of a Team Leader in consultation with the co-ordinator and consent of the Incumbent (Minister).

6.3 Junior Leaders need to undertake the normal ChildSafe training and Faithfulness in Service Training. They do not need a Blue Card until they turn 18 (The Blue Card needs to be received BEFORE their 18th birthday to continue serving with Children). Junior leaders do not count as adults towards the minimum Adult to Children supervision ratio.

7. Review

7.1 One or more Reviews should follow the appointment of a new volunteer within 3 months. This should provide the opportunity for mutual feedback, both positive and negative. It should seek to address any problems a volunteer may have encountered while serving. It should also provide an opportunity for a volunteer to step down from the position.