



HR Policies and Procedures

Recruitment, Screening, Supervision, Training

<Insert church/agency/organisation name>

Recruitment

Safe recruitment minimises risk to your church/agency/organisation. It adheres to legislation, duty of care and best practices. It enables stronger safeguarding measures for children, vulnerable people, workers and the church/agency/organisation.

BEFORE YOU START

Be aware of legislation impacting the role:

- Federal Fair Work Act
- Anti-discrimination

“Safer recruitment is probably our first opportunity to deter and prevent unsuitable people from gaining contact through work or volunteering with vulnerable groups. It is our opportunity to guard the gateway.”

CCPAS UK 2015¹

Minimum conditions applying to any role are mandated by Fair Work Australia. If the role is covered by an award, understand the implications for employment conditions refer Fair Work Australia website: <http://www.fwc.gov.au/index.cfm?pagename=awardsfind>

SAFE RECRUITMENT CHECKLIST¹

- There is a written job description/role profile and person specification for the position
- The position is advertised
- References have been obtained, and followed up where appropriate
- Short-listed candidates have been interviewed
- Safeguarding has been discussed at interview
- Qualifications have been verified, and experience discussed/acknowledged
- Working With Children Check information has been collected
- A suitable induction training programme is provided for the successful applicant
- The applicant has a copy of the safeguarding policy and knows how to report concerns
- The applicant has completed a probationary period

¹ CCPAS UK “Recruit Safely” Help Series Booklet 2013

Screening

WORKING WITH CHILDREN CHECKS

Working With Children Checks draw together information from various sources, but may include a primary focus on certain types of offences (e.g., sexual offences, offences related to the harm or mistreatment of a child).

State/Territory Government Checks

State or Territory	Details
ACT	Working with Vulnerable People Card (general registration: valid for 3 years) \$73 employees Free volunteers http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp
NSW	Working With Children Check WWCC Number (valid for 5 years) \$80 employees Free volunteers http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check
NT	Working With Children Clearance Orchre Card (valid 2yrs) \$50 employees \$5 volunteers http://www.workingwithchildren.nt.gov.au/index.html
QLD	Children and Young People Blue Card (Blue Card) (Valid for 2 years) \$78.65 employees Free volunteers https://www.bluecard.qld.gov.au/
SA	Screening and Background Checks Screening Unit Clearance (Valid for 3 years) http://www.families.sa.gov.au/pages/protectingchildren/AssessCrimHist/
TAS	Working with children Registration (valid for 3 years) \$103.60 employees \$17.76 Volunteers http://www.justice.tas.gov.au/working_with_children
VIC	Working With Children WWC (Card: Valid for 5 years) \$105.90 employees Free volunteers http://www.workingwithchildren.vic.gov.au/
WA	Working With Children Check WWC (Card: Valid for 3 years) \$80 employees \$10.80 volunteers http://www.checkwwc.wa.gov.au/checkwwc

In general, Working With Children Checks give consideration to:

- convictions - whether or not they are considered spent or were committed by a juvenile;
- apprehended violence orders and other orders, prohibitions or reporting obligations;
- charges (i.e., where a conviction has not been recorded because, for example, a proceeding has not been heard or finalised by a court, or where charges have been dismissed or withdrawn);
- any relevant allegations or police investigations involving the individual; and
- Relevant employment proceedings and disciplinary information from professional organisations.

Please note: Each State/Territory currently have their own Government check system, and have specific guidelines around exemptions and inter-state requirements.

OTHER SCREENING MEASURES

Screening checklist for all (employed and volunteer) child related work

Screening	Requirements	✓
Working with children check	State based screening checks	
National Police Checks	For all Church workers (employed and volunteer) if required by State/Territory	
Reference Checks	Past employment and character references	
Endorsement	An endorsement from a senior pastor/minister/priest	
Interview	To discuss the role and explore suitability	
Induction	Appropriate and relevant processes for policies and procedures	
Probation / Trial periods	Process to enable a review of suitability and expectations to the role	
Ministry Review and appraisal	Review the ministry, how it works, the team, availabilities etc.	

Supervision and Training

SUPERVISION

Leaders should be provided with adequate supervision to ensure that certain situations do not arise. This can be done by ensuring that two leaders are present at all activities so that the possibility of inappropriate behaviour, or allegation of such behaviour, is minimised. Plans should be in place to ensure appropriate resources and support is available during all activities.

The components of healthy ministry supervision are: clear expectations, adequate ministry support for leaders, a commitment to develop leaders, a clear set of boundaries (code of conduct) for leaders, and a well communicated process for conflict resolution and complaints handling.

PROFESSIONAL PASTORAL SUPERVISION (SUPPORT AND DEBRIEFING)

Professional supervision should be offered to those leaders who have a pastoral accountability within the church.

“Professional supervision is one of the most fundamental elements to improve professional standards, practice and performance in the workplace and can prevent or minimise the potential for burnout. One of the most important parts of supervision is to provide support, encouragement, the opportunity to reflect, provide guidance and be positively challenged”.

*(PeakCare Queensland Inc. “Reclaiming Professional Supervision for High Performance” 2010
PeakCare Professional Practice Blog Child protection from our desks to yours.)*

This practice within churches maintains: a ministry focus, ethical and moral standards, professional standards and spiritual concerns of those in leadership.

MINISTRY REVIEW

A ministry review can be done on an annual basis with the leadership team, to assess the commitment, availabilities and suitability to the roles. It also provides a space for leadership development and training opportunities for current leaders, as well as accountability for training new leaders.

TRAINING

The SCTA recommends that every church and ministry leader (employed and volunteer) working with 0-18 year olds, and everyone in a senior leadership position (ministers, ministry team leaders, coordinators, senior church leaders, board/pastoral council members) attend an SCTA Awareness workshop within their first year of ministry and a refresher workshop every 3 years.

Commitments

RECORD KEEPING OF SCREENING DOCUMENTS COMMITMENT

<Insert church/agency/organisation name> commits to keeping their own records of all screening checks, references, codes of conduct and contracts in personnel files. In the matter of child related work these files are recommended to be kept indefinitely.

SUPERVISION AND TRAINING COMMITMENTS

<Insert church/agency/organisation name> commits to a minimum attendance requirement before appointing a person into a ministry role (recommendation is 6 months)

The applicant commits to regular Professional Pastoral Supervision (support and debriefing) with <Insert church/agency/organisation name> as well as understands the adult-to-child ratios that must be implemented within all programs/events/ministries.

The applicant undertakes Safe Church training workshop within the first year of ministry and a refresher workshop every 3 years for as long as they are part of the programs and ministries with <Insert church/agency/organisation name>.

The applicant understands and accepts that ministry reviews will be a regular practice with <Insert church/agency/organisation name>.

Signed

Date

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