



## **INDUCTION OF VOLUNTEERS CHILD-RELATED WORKERS (over 18)**

Thank you for your willingness to pursue being a volunteer within the Life of CBC.

CBC is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults. This induction process is a vital component of our Safe Church Policy.

**Certain aspects of your induction are essential to be completed prior to your commencement in the role. These are stipulated in the top section of the checklist. Please take the time to understand the requirements and complete the attached documentation in readiness to meet with the Ministry Leaders inducting you.**

Blessings and thanks again  
CBC

Compiled 10/01/2023

## CHECKLIST for INDUCTION OF VOLUNTEERS CHILD-RELATED WORKERS (over 18)

VOLUNTEER \_\_\_\_\_

DONE	ENSURE THESE TASKS ARE COMPLETED	Doc No
NOTE:	Before serving: Ministry Leader will introduce you to the specific requirements of their ministry not included in this induction.	N/A
<b>YOU ARE REQUIRED TO COMPLY / COMPLETE ALL IN THIS SECTION</b>		
	You are a CBC Partner	N/A
	Received Safe Ministry Check <small>NOTE: Centre Manager will assess information on form and determine if Police Background Check required.</small>	HUR-001
	Signed the Code of Conduct	HUR-017
<small>If applicable</small>	Volunteer Driver Application and Registration Form (e.g. Pick up/drop off, or driving children for any transport purpose)	OHS-024
	Working With Children Check – Status CLEARED for Volunteer	Online
	Creating Safe Spaces - 1. Completed Online Module 2. Agreed to attend the face-to-face component within 9 months deadline	Baptist Association
<b>POLICY &amp; PROCEDURES YOU NEED TO BE AWARE OF</b>		
	From MAN-001 ensure attention is given to the following policies:	Procedures:
	Safe Church	2.1
	Personnel Protection	9.2
	People Intervention Procedures	9.3
	Creating a Child Safe and Child Friendly Environment	9.4
	Creating a Safe Environment for Vulnerable Adults	9.5
	Safe Church Leaflet	OHS-069
	Persons of Concern Leaflet	OHS-071
	Grievance Resolution Leaflet	CHU-037
<b>ONSITE ORIENTATION REQUIRED</b>		
	Property plan or taken around and shown the location of staff offices, toilets and facilities where appropriate	BLD-001 page 1
	Instructed on Fire & Emergency Procedures (copy available if required). Shown the exit pathways, emergency meeting point, fire-fighting equipment and other areas relevant to WH&S	OHS-026 OHS-044(kids)
	Shown the first aid facilities:- - Initial First Aid Response - Blank Incident Report locations	OHS-027 OHS-001

Date of Document \_\_\_\_\_

Volunteer Endorsed\*\* by \_\_\_\_\_  

(PRINT)
(SIGN)

Induction completed by \_\_\_\_\_  

(PRINT)
(SIGN)

**\*\* Volunteers must be endorsed by a member of pastoral staff, leadership or safe church team**



## SAFE MINISTRY CHECK FOR STAFF & CHILD RELATED POSITIONS (SCREENING QUESTIONNAIRE FOR WORKERS OVER 18 YEARS)

### PERSONAL DETAILS

NOTE: By proceeding with this application, I acknowledge my willingness to commit to the mission and values of CBC

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Previous Names (if applicable) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male/Female \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

**HEALTH:** Do you have any health conditions that we should be aware of to help assist you in your serving role? \_\_\_\_\_

**QUESTIONS:** Please tick either “yes” or “no” for each question.

If the answer to any of the following questions is “yes”, please give details *on a separate page*.

NOTE: A “yes” answer will not automatically rule an applicant out of selection.

Question	Yes	No
1. Have you ever been charged with and/or convicted of a criminal offence?		
2. As an adult (18+ years) have you ever engaged in any of the following conduct:		
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)		
• use, possession, production or distribution of child abuse material?		
• sexual contact with a person under the relevant age of consent		
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?		
4. 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, stalking, etc?		
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?		
6. (If the ministry role may involve driving) Has your driver’s licence ever been revoked or suspended?		
7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?		

**BACKGROUND:** Churches you have attended regularly in the past 3 years

Name of Church	Location	When (month/year)	Any positions held

**REFEREES:** Please provide two (2) referees over eighteen years of age and able to give a verbal report on your character and suitability for ministry. *If attending CBC less than 3 years, referees to be external to CBC.*

Referee 1: Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ *Date contacted* \_\_\_\_\_

Referee 2: Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ *Date contacted* \_\_\_\_\_

*Referee Checks conducted by:* \_\_\_\_\_ *Sign* \_\_\_\_\_

**Referee Sample Questions: (attach notes taken)**

- \* how long have you known the person & in what capacity;
- \* are you aware of any reason that they are not suitable for a role in a religious organisation;

**WORKING WITH CHILDREN CHECK AND/OR NATIONAL POLICE CHECK:** I consent to:

- Verification of my WWCC number
- A National Police check if requested

**CONSENT TO HOLD INFORMATION:** I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

**DECLARATION**

I \_\_\_\_\_ sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I understand that if I disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.
- I have received a copy of the Code of Conduct and am willing to uphold it.

I accept that the church may contact the referees mentioned on this form. I agree to release and hold harmless from liability any person or organisation that provides information, and that a copy of this form can be sent to any referee mentioned herein. I also agree to hold harmless the church, its officers, employees and volunteers in relation to their use of this form or information contained therein. I waive any rights I may have to inspect references provided on my behalf.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please seek legal advice if you are uncertain about signing this document.

# Code of Conduct For Staff & Volunteers (Child related over 18)

## 1. Staff and Volunteers commit to:

### As a staff member/volunteer of the Church, I promise to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *CBC Policy 9.4*;
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- h) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- i) disclose all relevant information as part of completing the *Safe Ministry Check HUR-001* if I have not already done so;
- j) disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.
- k) act with sexual purity, meaning I will:
  - express my sexuality in healthy and God directed ways;
  - restrict sexual intimacy to the confines of the marriage relationship
    - (where marriage has the same meaning as in the Marriage Rites of the Baptist Union of Australia ie/ 'the union between a man and a woman to the exclusion of all others, voluntarily entered into for life');
    - (if an individual is unwilling or unable to commit to this requirement, church leaders may choose to endorse them as a volunteer for non-leadership roles)
  - recognize that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
  - ensure that romantic interactions are meaningfully consensual
  - give consideration to any power imbalances in intimate relationships.
- l) act with financial integrity, including:
  - having accountable and transparent systems in place for financial matters.
  - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol);
- o) avoid ongoing counselling of people with whom I have pastoral relationships; and
- p) make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

## 2. Staff and Volunteers are encouraged to:

### Nurture their own relationship with God

- join regularly in the life and ministry of the Church;
- study and reflect on the Scriptures in private and in groups;
- pray regularly in private and in fellowship with and for the people and ministry of the Church; and
- give of your time and finances to the work of the Church, as an expression of our gratitude to God.

### Nurture healthy relationships:

- treat others with respect;
- love and care for your family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable
- cooperate with other staff and volunteers
- treat every program participant fairly and equitably
- acknowledge when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor;

## 3. I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under CBC's People Intervention Procedures \*\* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.  
*(\*\* refer Section 9.3 of Policy & Procedures Manual)*

## 4. If I am a Pastoral staff member, I:

- a) agree to uphold and be bound by the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*;
- b) understand that a breach of the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct*;
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the Baptist Churches of NSW & ACT *Procedures for Handling Allegations*.

I have read and agree to be bound by and uphold, the Code of Conduct for Staff and Volunteers.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

74-76 Captain Cook Drive  
Caringbah, NSW 2229  
Ph 9524 2709  
Email office@ecbc.org.au



ID No \_\_\_\_\_

*PRIVATE AND CONFIDENTIAL*

## VOLUNTEER DRIVER APPLICATION & REGISTRATION FORM

Please complete this form if you will drive a vehicle as part of your volunteer service to the church.

Clearance must be obtained from the church's insurance company before you drive any church vehicle. Check with the Centre Manager.

DRIVER'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

### LICENCE DETAILS

Licence No. \_\_\_\_\_

Years of Driving \_\_\_\_\_

Licence Sighted & Verified

Name \_\_\_\_\_

Position \_\_\_\_\_

Sign \_\_\_\_\_

*(If you possess a provisional licence, written permission should be obtained from the parent/guardian of a child who will be a passenger in your vehicle – refer to HUR-024)*

State of Issue \_\_\_\_\_

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

Licence Class \_\_\_\_\_

Do you have any restrictions on your driver's licence?  Yes  No

*If YES, please note here \_\_\_\_\_*

Have you been involved in any motor vehicle accidents while driving during the past 5 years?  Yes  No

*If YES, please describe each accident on the **reverse side** of this sheet.*

Have you been convicted of any traffic offences (other than parking) during the last 5 years?  Yes  No

*If YES, please list number and describe each conviction on the **reverse side** of this sheet.*

Please specify what insurance cover you have for your vehicle?

Insurance Company \_\_\_\_\_

Policy Number: \_\_\_\_\_

Type of Cover: \_\_\_\_\_

*If you DO NOT have insurance, DO NOT drive as a volunteer.*

**I confirm that the information I have supplied on this form is true and correct to the best of my knowledge. Should it be found the answers are untrue, I understand there may be grounds for dismissal from the position held. I agree to notify the church within a reasonable time of any changes in the above information.**

Sign \_\_\_\_\_

Date \_\_\_\_\_

# VOLUNTEER DRIVER APPLICATION & REGISTRATION FORM

Please describe each accident you have been involved in during the past 5 years:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Please list and describe each traffic offence (other than parking) you have been convicted of during the past 5 years:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---