



## **INDUCTION OF VOLUNTEERS UNDER 18 WORKERS**

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 UNDER 18 WORKERS

VOLUNTEER \_\_\_\_\_

MINISTRY ROLE \_\_\_\_\_

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>	
	Received Safe Ministry Check	HUR-067
	Signed the Code of Conduct	HUR-053
	<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

(SCREENING QUESTIONNAIRE FOR HELPERS/WORKERS UNDER 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 \_\_\_\_\_

### Parent/Guardian - details of at least one

Name \_\_\_\_\_

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

**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. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?		
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?		

**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. Referees may be part of 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;

**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: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Code of Conduct For Volunteers

non-Child related & all under 18

## 1. Volunteers commit to:

### As a 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-071* 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.

## 2. 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)*

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

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

Parent/Guardian(if applicable): \_\_\_\_\_ Date: \_\_\_\_\_