

**BUNBURY DIOCESE  
SAFE CHURCH PRACTICE**

**PURPOSE: PROCESS FOR REGISTERING 'SAFE MINISTRY TO CHILDREN' FORMS  
AND INDIVIDUALS IN THE DIOCESE**

**Process Implemented: 1 January 2019**

**Review Date:**

**The Safe Ministry to Children Forms**

There are three Safe Ministry to Children (SMC) forms:

1. For Ordained Ministers, Licensed, Authorised or Paid Employees (SMC 1)
2. For Volunteers over the age of 18 years (SMC 2)
3. For Volunteers under the age of 18 years SMC 3)

There is also a Referee Form to be completed by nominated Referees for SMF 1. (SMC R1)

**Safe Ministry to Children Form 1 (SMC 1)**

1. The SMC 1 is completed by the individual.
2. The form is signed, witnessed, initialled and sent into the Diocesan Office for checking, confirming and confidential storage.
3. The Diocesan Office Administration Officer dates, and receives SMC 1.
4. The Diocesan Office Administration Officer checks the Safe Church Compliance for the individual on the database:
  - a. Police Clearance (National or Volunteer) Certificate currency
  - b. Safe Ministry Training Certificate currency
  - c. Working With Children Check card currency (where relevant)
  - d. The SMF1 is forwarded to the Diocesan Secretary once the Safe Church compliance is completed.
5. If any of the Safe Church compliance requirements is not in place, the Administration Officer contacts the individual to notify them of the gap and to request the certificates be updated. The Diocesan Secretary also follows up on these gaps where these are complex.
6. The Diocesan Secretary checks the SMC 1 for its contents, for gaps and evidence supplied; confirms the correct form has been completed for the role being held or applied for, checks initials and witness provided and signatures. The form is confirmed (ticked) and initialled by the Diocesan Secretary when all is confirmed in the form itself.
7. The Diocesan Secretary completes the Referee forms (SMC R1) and sends this out to the three nominated referees and keeps the SMC 1 until all three Referee checks are returned.
8. The Diocesan Secretary checks the SMF R1 form for any feedback from the referees, any questions arising and if completed and confirmed, the SMC R1 form is added to the

SMC 1 and the complete pack is returned to the Diocesan Office Administration Officer for scanning and filing confidentially.

9. The Administration Officer sends a letter to the individual to confirm the process has been completed and all is satisfactory and to thank them for completing.
10. The database is updated and confirmed for the individual.
11. Any questions, concerns or comments are flagged for future reference if required in the confidential section of the file.

**For Noting:**

Any queries are followed up by the Diocesan Secretary

**Safe Ministry Forms 2 and 3**

1. The SMC 2 or 3 is completed by the individual and sent into the Diocesan Office for processing and for confidential storage.
2. The Administration Officer dates and receipts the completed SMC 2 or 3 form; checks the Safe Church compliance:
  - a. The Volunteer Police Check certificate currency
  - b. The Safe Church training currency
  - c. The Working With Children Check card currency if required
3. The SMC 2 or 3 form is given to the Diocesan Secretary to check the information provided, the signatures are provided, the referees are included and are contactable and are correct.
4. The Diocesan Secretary rings at least one of the referees to confirm the individual's suitability for the role. If there are any queries, the second referee is rung. This is noted on the form with the date the call is made.
5. Once the referees have been checked, the form is returned to the Administration Officer for scanning, filing and a letter of thanks sent to the individual to confirm the process has been completed. The database is updated with the information.

**General Comments For Noting:**

Any queries on specific concerns or matters raised are followed up by the Diocesan Secretary.

Where requests are made by individuals providing references or those completing the forms that are confidential, that matter is noted confidentially. Action is taken by the appropriate person, Bishop, Archdeacon or the Diocesan Secretary.

The Diocesan Safe Ministry Authority (DSMA) is engaged in checking the system is in place and the process is effective and accountable.

Where new issues emerge, these where relevant are discussed by the DSMA.