

# SAFE CHURCH CONTACT PERSON Guidelines

## Introduction

This pack provides the documents needed to implement Safe Church in the Parish with the Safe Church Contact Person appointed and working in the Parish. The following information provides a guide to achieve this.

## Contents

- A description of the responsibilities of the Safe Church Contact Person (SCCP).
- All the material will be provided by the Diocese and support will be available from Diocesan Office.
- It may take a little time to become familiar with the forms and the processes so please ask questions.

## Managing the Documentation

- The forms are listed on the Contents page of the Safe Church Resource Package.
- **Recording Documentation – List:** This may help to identify the people to whom this applies.
- **Volunteer Church Worker Form:** This form is processed by SCCP but is forwarded to the Diocesan Secretary. IT MUST NOT BE COPIED or KEPT IN THE PARISH.
  - It is to be completed by everyone who has responsibility for people, programmes and events in the parish in a team leadership role, a supervisory or co-ordinator role, or if they hold governance roles, such as a Parish Councillor. For those whose volunteering role is one of less responsibility, some parts of the form may not apply e.g., driving. When forms are given out names should be entered in the Parish Record and when people resign, retire or leave or step down for a break the change must be recorded.

## Parish Record – Safe Church trained and accredited personnel

This gives the SCCP the means of accurately keeping track of the paperwork and for those who are not yet compliant with the Safe Church requirements, it helps to take the personal aspect out of the process of chasing up forms that have not been returned.

The Diocese must be kept advised of changes to the personnel in leadership roles and those needing to do the Safe Church training. This is also reviewed annually or as required, especially after the Annual Meeting of Parishioners when new people are elected to roles.

## Forms

### Volunteer National Police Check Application:

- This must accompany the Volunteer Church Worker Form.
- The Identification Documents must be sighted and a photocopy of these taken and attached to the form.

The steps in the processing of this are as follows:

- The Applicant completes & signs Volunteer Police Check request giving consent for the WA Police to conduct a national police check.

- On behalf of the Diocese, the SCCP or Priest verifies the applicant's identification documents match the form. Form and photocopies of proof of identity are sent to the Diocesan Secretary.
- The diocese retains the Volunteer National Police Check request form and associated copies of identification documents in line with WA Police Check Programme and this is kept for 3 years.
- Any information received will be treated confidentially and used for the sole purpose of screening and cannot be disclosed to a third party

WA Police will advise the Diocesan Secretary of the result.

### **Working With Children Check**

This is required for any person working with and responsible for unaccompanied children or youth. It is also required by those licensed by the Bishop – Clergy, PTOs and LLMs; and by Wardens who are parish leaders alongside the priest and during any interregnum.

### **Approval For Ministry Form**

- This form should be completed for all activities in the Parish. In some cases, this will be required once a year, others for the duration of the program or for a one day event such as a fete or social gathering.
- The detail that accompanies this form will vary greatly and the date for completion depends on the size and complexity of the planning and people involved. See the Checklist on the back of the form.
- Details and checks need to be provided to the Diocesan office to ensure appropriate insurance is in place for the events and activities.

### **Risk Assessment**

- The Annual risk assessment of the Parish facilities uses the Housekeeping and Risk Assessment Checklist or other form supplied by ANSVAR.
- The form: Food Preparation & Storage Practices provides a very basic checklist. For programs or events more extensive assessment may be required and will vary according to local Council requirements.

### **Incident Reporting**

- These forms should be readily available and all made aware of them. Although an incident may appear minor it is wise to keep a record.
- Should there be need to refer to the record or to verify details at a later date the record provides accurate information and safeguards all parties as part of our Safe Church practices.
- If in doubt send a copy to the Diocesan Office.
- In cases of insurance claim the insurer must be notified. At times this may not appear to be necessary in the first instance, but such action may be critical later.
- If insurance is claimed for damage to property, do not take any action until the insurance has been approved.
- the incident directly affects a person who is injured, follow all the appropriate Workplace Health and Safety steps and ensure the person receives treatment and is followed up with pastoral and health care.

## **Conclusion**

- It is important all forms are completed as promptly and as comprehensively as possible, and signed and a list of these is kept by the SCCP.

### **The Following Files will need to be kept:**

- Blank Forms – available from the Website and updated from time to time
- List of people who are volunteer church workers, parishioners who are church workers and leaders and their current status for compliance with the Safe Church checks.