



## THE ANGLICAN DIOCESE OF BUNBURY: SAFE CHURCH FORMS

Ministries undertaken by members of the church, both lay and clerical, require *Safe Church* checking before they can be undertaken.

Different categories of ministries require different types of documentation.

These are set out in the attached tables.

### TABLE 1: LINKS TO SAFE CHURCH FORMS BY CATEGORY

Use **TABLE 1** to find links to the appropriate *forms* for the different Categories of Ministry. Simply click on the icon and the *form* will download.

These are the *latest version* of the *forms* and should be used rather than keeping Templates of your own which may be out of date.

### TABLE 2: A TABLE OF ALL DOCUMENTS BY NAME

**TABLE 2** has the same *links* as **TABLE 1** but listed by name. This is to make it easier to find a particular *form*.

### COMPLETING THE FORMS

Please make sure the forms are completed *fully* as incomplete *forms* will be returned to you.

For example: *Date of Birth* must be filled in so that proper checks can be made on the National Database.

### SUBMITTING THE FORMS

Please return the completed *forms* to:

The Diocese of Bunbury  
PO Box 15  
Bunbury  
WA 6231

We thank you for undertaking this important process for the good order of the church.

Geoff Chadwick  
(Archdeacon)



**TABLE 1: LINKS TO SAFE CHURCH FORMS BY CATEGORY**

**PLEASE NOTE**

1) These Categories also apply to those involved in Anglican Communities, Boniface Care, Mission to Seafarers and Op Shops.

2) If children are normally present at your activities, then child safety checks are required for the Team Leaders only.

3) CHILDREN’S MINISTRY: Those involved in direct children’s ministry (eg Sunday School) are asked to do child ministry training via the Diocesan LLM course or have proof of some other appropriate training.








4) SAFE MINISTRY ON-LINE COURSE: The link to this is found on the Diocesan Webpage.under *Safe Church/ Safe Church Handbook/Training*. Each Parish has its own link.

Visit: <https://www.bunburyanglican.org/sc--safe-church-training.html>











All must do **Level 1 Essentials Training** followed by the **Refresher every 3 years**.

Those working with children also do the **Level 2 Essentials Training** and the **Level 2 Refresher every 3 years**.












5) DIOCESAN HEALTH AND SAFETY HANDBOOK. This can be found in the table at the end document to download. You are asked to read it, then submit the checklist.

CATEGORY	TYPES OF MINISTRY	FORMS YOU WILL NEED	RENEWAL/ CATEGORY CHANGE	CLICK ON THE LINK
<b>Category A</b> Are you?  <b>CLERGY?</b>	-A Candidate for Ministry -A Clergy -A Clergy with a PTO	-Confirmation of Safe Church Training -Safe Ministry Form 1 -3x Referee Check Form 3 -National Police Clearance -Working With Children Card -Health & Safety Handbook -Mandatory Reporting Training	Every 3 Years: <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• WWC Check</li> <li>• National Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	 form_1_safe_ministr y_check_form_-_ord:   form_3_-_smc_refer ee_questionnaire_2f   Health and Safety Handbook Checklist  <a href="#">Mandatory Reporter Training</a>
<b>Category B</b> Are you a?  <b>LICENCED LAY MINISTER</b>	-A Licenced Lay Minister -A Safe Church Contact Person -A Youth/Children’s Ministry Team Leader	-Confirmation of Safe Church Training -Safe Ministry Form 1 -3x Referee Check Form 3 - Volunteer Police Clearance Consent Form 7 -Working With Children Card -Health & Safety Handbook -Mandatory Reporting Training	Every 3 Years: <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• WWC Check</li> <li>• Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	 form_1_safe_ministr y_check_form_-_ord:   form_3_-_smc_refer ee_questionnaire_2f   form_7_wa_volunte er_national_police_c   Health and Safety Handbook Checklist  <a href="#">Mandatory Reporter Training</a>



<p><b>Category B</b> Are you an?</p> <p><b>OVERSIGHT COMMITTEE MEMBER</b></p>	<p>-Priest in Charge -A Safe Church Contact Person -A Parish Councillor -A Warden on Oversight Committee</p>	<p>-Confirmation of Safe Church Training -Safe Ministry Form 1 -3x Referee Check Form 3 - Volunteer Police Clearance Consent Form 7 -Working With Children Card -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• WWC Check</li> <li>• Volunteer Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_1_safe_ministry_check_form_-_ord:</p> <p> form_3_-_smc_referee_questionnaire_2f</p> <p> Health and Safety Handbook Checklist</p> <p> form_7_wa_volunteer_national_police_c</p>
<p><b>Category C</b> Are you a?</p> <p><b>PAID EMPLOYEE/WORKER</b></p>	<p>-Paid Employee -Paid Op Shop Manager -Paid Cleaner</p>	<p>-Confirmation of Safe Church Training -Safe Ministry Form 1 -3x Referee Check Form 3 -National Police Clearance -Working with Children Card (Only if children involved) -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• National Police Clearance</li> <li>• WWC Check (Only if Children Involved)</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_1_safe_ministry_check_form_-_ord:</p> <p> Health and Safety Handbook Checklist</p> <p> form_3_-_smc_referee_questionnaire_2f</p>
<p><b>Category D</b> Are you a?</p> <p><b>TEAM LEADER and/or a VOLUNTEER WORKING WITH CHILDREN</b></p> <p>(ie Leader of a church activity. Children present includes those in the team or congregation)</p>	<p>-Choir Leader with Children -Musicians' Leader with children -Gardening Leader with Children -Emergency Relief Leader with Children -Welcomer/Steward with children -Op Shop Leader with Children</p>	<p>-Confirmation of Safe Church Training -Working With Children Card -Safe Ministry Form 2 -Volunteer Police Clearance Consent Form 7 -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• WWC Check</li> <li>• Volunteer Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_2_safe_ministry_check_form__volu</p> <p> Health and Safety Handbook Checklist</p> <p> form_7_wa_volunteer_national_police_c</p>



<p><b>Category E</b> Are you a?</p> <p><b>WARDEN</b> Not on the Oversight Committee</p>	<p>-A Church Warden not on the Oversight Committee</p>	<p>-Confirmation of Safe Church Training -Safe Ministry Form 1 -3x Referee Check Form 3 -Working With Children Card -Volunteer Police Clearance Consent Form 7 -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• WWC Check</li> <li>• Volunteer Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_1_safe_ministry_check_form_-_ord:</p> <p> Health and Safety Handbook Checklist</p> <p> form_3_-_smc_referee_questionnaire_2t</p> <p> Health and Safety Handbook Checklist</p> <p> form_7_wa_volunteer_national_police_c</p>
<p><b>Category F</b> Are you a?</p> <p><b>SYNOD REP</b> and/or <b>PARISH COUNCILLOR <u>NOT INVOLVED WITH CHILDREN</u></b></p>		<p>-Confirmation of Safe Church Training -Diocesan Volunteer Church Worker Form 5 -Volunteer Police Clearance Consent Form 7 -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• Volunteer Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_5_volunteer_church_worker_appli</p> <p> Health and Safety Handbook Checklist</p> <p> form_7_wa_volunteer_national_police_c</p>
<p><b>Category G</b> Are you a?</p> <p><b>VOLUNTEER NOT INVOLVED WITH CHILDREN</b></p>	<p>--Verger/Steward -Welcomer/Steward -Adult Choir Leader -Adult -Musician's Leader -Adult Gardening Leader -Cursillo Team Member -Emergency Relief Leader -Adult Gardening Leader -MU Leader -Adult Emergency Relief Leader -Retreat -Welcomer -Op Shop Leader -Prayer Team Leader</p>	<p>-Diocesan Volunteer Church Worker Form 5 -Volunteer Police Clearance Consent Form 7 -Health &amp; Safety Handbook</p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Volunteer Police Clearance</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_5_volunteer_church_worker_appli</p> <p> Health and Safety Handbook Checklist</p> <p> form_7_wa_volunteer_national_police_c</p>





















<p><b>Category H</b> Are you a?</p> <p><b>VOLUNTEER UNDER THE AGE OF 18 INVOLVED WITH CHILDREN</b></p>	<p>-Unpaid Cleaner -Op Shop Team Member -Prayer Ministry Team Member -Reading and Intercessions in Church -Gardening Team Member -Hospital Nursing Home Visitor -Musician Team Member</p>	<p><i>-Confirmation of Safe Church Training</i> <i>-Safe Ministry Form 4</i> <i>-Certified Copy of Student Card or Driver's Licence (by SCCP or PPriest)</i> <i>-Health &amp; Safety Handbook</i></p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_4_safe_ministry_check_form_-_app</p> <p> Health and Safety Handbook Checklist</p>
<p><b>Category I</b> Are you a?</p> <p><b>VOLUNTEER UNDER THE AGE OF 18 NOT INVOLVED WITH CHILDREN</b></p>	<p>-Unpaid Cleaner -Op Shop Team Member -Prayer Ministry Team Member -Reading and Intercessions in Church -Gardening Team Member -Hospital Nursing Home Visitor -Musician Team Member</p>	<p><i>-Confirmation of Safe Church Training</i> <i>-Safe Ministry Form 6</i> <i>-Certified Copy of Student Card or Driver's Licence (by SCCP or PPriest)</i> <i>-Health &amp; Safety Handbook</i></p>	<p>Every 3 Years:</p> <ul style="list-style-type: none"> <li>• Safe Church Training</li> <li>• If you change Categories you must meet the requirements of the new Category.</li> </ul>	<p> form_6_volunteer_church_worker_u18_)</p> <p> Health and Safety Handbook Checklist</p>
<p><b>Category J</b> Are you a Food Preparation Team Leader?</p>	<p>-Coordinator of catering for Parish events.</p>	<p><i>-Food Safety Course.</i> <i>-Health &amp; Safety Handbook</i></p>		<p> Food Safety Handbook.pdf</p> <p> Health and Safety Handbook Checklist</p>



TABLE 2: A TABLE OF ALL DOCUMENTS BY NAME	File Click on the link.
<ul style="list-style-type: none"> <li>Confirmation of Safe Church Training (Certificate)</li> </ul>	
<ul style="list-style-type: none"> <li>form_1_safe_ministry_check_form_-_ordained_ministry_or_appointment_as_a_paid_licensed_or_authorized_church_worker</li> </ul>	 form_1_safe_ministry_check_form_-_ord:
<ul style="list-style-type: none"> <li>form_2_safe_ministry_check_form__volunteer_18_and_over</li> </ul>	 form_2_safe_ministry_check_form_volur
<ul style="list-style-type: none"> <li>form_3_-_smc_referee_questionnaire_2019</li> </ul>	 form_3_-_smc_referee_questionnaire_20
<ul style="list-style-type: none"> <li>form_4_safe_ministry_check_form_-_application_for_appointment_as_a_voluntary_church_worker_aged_between_13_and_17_years</li> </ul>	 form_4_safe_ministry_check_form_-_app
<ul style="list-style-type: none"> <li>form_5_volunteer_church_worker_application_form_march19</li> </ul>	 form_5_volunteer_church_worker_appli
<ul style="list-style-type: none"> <li>form_6_volunteer_church_worker_u18_years_application_form_bic14nov</li> </ul>	 form_6_volunteer_church_worker_u18_y
<ul style="list-style-type: none"> <li>form_7_wa_volunteer_national_police_clearance_consent_form_-_june_2021</li> <li></li> </ul>	 form_7_wa_volunteer_national_police_c
<ul style="list-style-type: none"> <li>working_with_children_application_procedures</li> </ul>	 working_with_children_application_pro
<ul style="list-style-type: none"> <li>authorised_witness_statutory_declarations_western_australia</li> </ul>	 authorised_witness_statutory_declarati
<ul style="list-style-type: none"> <li>Mandatory Reporter Training Link</li> </ul>	<a href="#">Mandatory Reporter Training</a>
<ul style="list-style-type: none"> <li>Diocesan Health and Safety Handbook</li> </ul>	 Health and Safety Handbook.pdf
<ul style="list-style-type: none"> <li>Diocesan Health and Safety Handbook Checklist for Handing in</li> </ul>	 Health and Safety Handbook Checklist
<ul style="list-style-type: none"> <li>Diocesan Food Safety Handbook</li> </ul>	 Food Safety Handbook.pdf