



Obligations of lay workers

C/2.1.10.2

Purpose

Outlines the obligations required to comply with the implementation of the [Safe Church Policy](#), [Privacy Policy](#), and the Synod Wide [Blue Card Policy](#). Complements the Managing People [procedure](#).

Scope

Applies to all lay workers (paid and volunteer) in congregations, faith communities, and presbyteries of the Uniting Church in Australia, Queensland Synod.

Obligations

1. Mandatory Reporting

- 1.1. If you suspect neglect, abuse, sexual abuse, boundary violations or breaches of behaviour, report it following the [Mandatory Reporting process](#). Junior workers and leaders should report any concerns to an adult leader or supervisor promptly.
- 1.2. The maximum penalty for failing to report a reasonable suspicion of a child sexual offence is 3 years' imprisonment.

2. Training

- 2.1. Follow the [Safe Church Training Procedure](#). The training can be completed online using the Synod learning platform, [edUCate](#). Please contact the Learning and Development Team at learning@ucaqlld.com.au or 07 3377 9734, for more information or to obtain this access.
- 2.2. Not following the Safe Church Training process is against the Safe Church Policy. Fill out a Breach Report and record it. (Refer to the [Breach Procedure](#))

3. Governance

- 3.1. Every year, fill out and sign a [Statement of Personal Commitment](#) (SOPC). Not doing this yearly is against the Safe Church Policy and must be recorded as a breach.

4. Ongoing Support

- 4.1. Attend a [New Starter Check-In](#) if you're new, changing roles, or taking on a new position.
- 4.2. Participate in an [Annual Well-Being Check-In](#) each year.

Additional obligations: Roles working or volunteering with children

5. Requirements

- 5.1. You must meet the requirements in *Sections 1-4* above.

6. Blue Cards

- 6.1. All lay workers must follow the Synod Wide Blue Card Policy and have a valid linked blue card. (Refer to [Blue Card Requirements of Lay Preachers and lay workers](#)).
- 6.2. Not having a valid linked blue card for a child-related role is against the Safe Church Policy and must be recorded as a breach.



Additional obligations: Roles working or volunteering with anyone vulnerable

7. Requirements

- 7.1. You must meet the requirements in *Sections 1-4* above.

8. Obligations

- 8.1. The following obligations in *Section 8* must also be met. Not fulfilling these duties when working or volunteering with young and vulnerable people goes against the Safe Church Policy and a breach needs to be documented.

Yellow Cards

- 8.2. Yellow Card details must be recorded in the RoW. Note that a Blue Card is also required if the role includes working or volunteering with children.

Declare suitability

- 8.3. All lay workers without a Blue or Yellow Card **must** complete and sign the 'Applicant Declaration' in the [Volunteer Application Form](#). The 'Applicant Declaration' must be signed annually to maintain suitability for the role.

Training

- 8.4. All lay workers **must also** complete the free [Worker Orientation](#) training module available from the NDIS Quality and Safeguards Commission. Register for a free eLearning account and record all training in the RoW.

Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or safechurch@ucaqld.com.au

Revisions

Document number		C/2.1.10.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
6.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		16.05.2027			