



# Annual Safe Church audit template for regulated businesses

C/2.1.12.1

## Instructions

Please remember to return this document to **<nominated person>** with the information attached. Links to resources have been provided to assist relevant regulated businesses to comply with state legislation. For any questions about the audit process, please contact the Safe Church Assurance and Support Officer 07 3377 9833 or [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au) Please return this document to **<nominated person>** **no later than XX March XX**. Your response will be forwarded to the Safe Church Assurance and Support Officer for inclusion in the annual Safe Church audit.

## Details

<b>Name of service, business or entity:</b>

## Requirement – annually adopt the Safe Ministry with Children policy

### 1. Formally adopt the strategy

1.1. To comply with the Act, and the Uniting Church in Australia (UCA) National Child Safe Policy [Framework](#) 2022, all regulated businesses are required each year to:

- 1.1.1. formally adopt or reaffirm the Safe Ministry with Children [policy](#); and
- 1.1.2. to record a statement of commitment to the safety and protection of all people, including children; and
- 1.1.3. minute the decision.

Please attach a copy of the minutes or a copy of the completed and signed [template](#).

1.2. If formally minuting and sending a copy of the minutes - the following resolution would meet this requirement:

“The **<entity name>** is committed to providing safe places where people are cared for, nurtured and sustained and commits itself to the care, protection and safety of all people, particularly those who are vulnerable. We commit to ongoing compliance with requirements of the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020, the UCA National Child Safe Policy Framework 2022, and adopt the Uniting Church in Australia, Queensland Synod Safe Ministry with Children: Providing Safe Ministry [Policy](#). We will ensure the implementation of procedures and resources to assist our organisation to meet and demonstrate its responsibilities under the Act.”

This meets the requirement of the Act to have a statement of commitment to the safety and protection of children, and a child and youth risk management strategy which is reviewed annually. In addition, we commit to implementing safe practices regarding children and vulnerable adults in line with the UCA National Child Safe Policy Framework 2022.



## Requirement – provide a Register of Workers (RoW)

### 2. RoW

- 2.1. It is a requirement under state legislation, that each regulated business create and maintain a [Register of Workers](#) which records the following [details](#) for all staff and volunteers:
  - 2.1.1. all blue card and exemption card [information](#),
  - 2.1.2. all training completed
  - 2.1.3. all pre-appointment [screening](#) details, and
  - 2.1.4. all ongoing support
- 2.2. A copy of the RoW must be provided to the Safe Church Assurance and Support Officer annually as part of the annual Safe Church audit.
- 2.3. Please attach a copy of the RoW using one or all of the following:
  - 2.3.1. Template: Register of Volunteers
  - 2.3.2. Provide a copy of a report from [UCare](#) – for more information about UCare contact [onechurchconnect@ucaqld.com.au](mailto:onechurchconnect@ucaqld.com.au)
  - 2.3.3. Provide a copy of a report from the Blue Card Services Portal
  - 2.3.4. Provide a training register or report of training completed

## Checklist for the RoW

### 3. Blue Card and Exemption Card records for all people in child-related roles

- 3.1. The RoW shows:
  - Date that the initial positive notice was received, or the date that the card was validated online
  - Blue Card or Exemption Card expiry date
  - Type of card
  - The card is linked to the organisation
  - A card is required for the role

OR

- A report from the Blue Card Services portal has been provided.

### 4. Code of conduct with a statement of commitment to child safety

- 4.1. The RoW shows evidence:
  - A code of conduct with a statement of commitment to child safety was signed by each educator, staff member and volunteer

### 5. Training records

- 5.1. The RoW shows:
  - All educators, teachers, staff and volunteers have completed child protection training within the last 12 months
  - All educators, staff and volunteers in child-related roles have completed at least an hour of external training within the last 12 months
  - All teachers have completed 20 hours of Continuing Professional Development (CPD) per calendar year where they teach 20 days or more, pursuant to *Section 30 (1) of the Education (Queensland College of Teachers) Act 2005*.
  - All teachers not teaching more than 20 days in a calendar year, have completed at least one hour of external professional development training per year.



## 6. Pre- appointment screening

6.1. The RoW shows that all teachers, educators, staff and volunteers have dates listed for each of the following:

- Record of Interview
- Record of Referee Checks
- Copy of a Resume
- Evidence of qualifications required for the role
- Evidence of regular supervision
- Appointed by the board or committee

6.2. All teachers, educators, staff and volunteers have dates listed for the following:

- Annual Performance Review

## Registers

### 7. Responding to concerns

All reports of suspected sexual abuse, child abuse, grooming and neglect must be recorded in a register.

- A (de-identified) copy of the register is attached.

### 8. System for managing breaches

All breaches of the child and youth risk management strategy (the SMC Policy) must be recorded in a register.

- A (de-identified) copy of the breach register is attached

## 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](mailto:safechurch@ucaqld.com.au)

Most training materials are now available online, using the Synod's Learning management System (LMS) [edUCate](#). For information or support to access online training, please contact the [Learning Team](#): 07 3377 9990 or [learning@ucaqld.com.au](mailto:learning@ucaqld.com.au)

## Revisions

Document number		C/2.1.12.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	26.10.2022	Strategic Risk Manager	26.10.2022	Executive Director, Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		29.07.2027			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.