The Uniting Church in Australia
QUEENSLAND SYNOD

Tool

Annual Safe Church audit template for congregations and presbyteries
C/2.1.13.1

Instructions

Please remember to return this document to your presbytery with the information attached. Links to resources have been provided to assist congregations and presbyteries 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 safeministrywithchildren@ucaqld.com.au

Return date:

Please return this document to your presbytery office **no later than XX March XX.** Your presbytery will forward your response to the Safe Church Assurance and Support Officer for inclusion in the annual Safe Church audit.

Details

Name of Congregation or Faith community:
Presbytery:

Requirement – annually adopt the Safe Ministry with Children policy

1. **Formally adopt the strategy – all church councils and presbytery committees**

   1.1. To comply with the Act, and the Uniting Church in Australia (UCA) National Child Safe Policy Framework 2022, all church councils and presbytery committees 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. a council resolution be made if the congregation determines not to conduct child-related activity

   1.2. This process is to be recorded in Church Council or Presbytery Committee Meeting Minutes annually.

   ☐ Please attach a copy of church council or presbytery council minutes or a copy of the completed and signed template.

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

"The <congregation/Presbytery 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 congregation to meet and demonstrate its responsibilities under the Act."

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2. **Church council resolution – to not conduct child-related activities**

    2.1. A council resolution must be made if the congregation decides to not offer child-related activity. This resolution must be re-affirmed or 'not rescinded' annually.

☐ If applicable, please attach a copy of church council minutes or a copy of the completed and signed template.

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

"The <congregation 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 congregation to meet and demonstrate its responsibilities under the Act."

"The Church Council also resolves to not conduct specific ministry with children activity until further notice. Accordingly, no church council member will be under statutory obligation to hold a blue card for the purpose of their office."

Requirement – provide a Register of Volunteers (RoV)

3. **RoV**

    3.1. It is a requirement under state legislation, that each congregation create and maintain a Register of Volunteers which records the following details for all lay workers, lay preachers and volunteers:
        3.1.1. all blue card and exemption card information,
        3.1.2. all training completed, and
        3.1.3. all pre-appointment screening details

    3.2. A copy of the RoV must be provided to the Safe Church Assurance and Support Officer annually as part of the annual Safe Church audit.

    3.3. Please attach a copy of the RoV using one or all of the following:
        3.3.1. Template: Register of Volunteers
        3.3.2. Provide a copy of a report from UCare – for more information about UCare contact onechurchconnect@ucaqld.com.au
        3.3.3. Provide a copy of a report from the Blue Card Services Portal
        3.3.4. Provide a training register or report of training completed

Checklist for the RoV

4. **Blue Card and Exemption Card records for all people in child-related roles**

    4.1. The RoV 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.

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5. **Statement of Personal Commitment (SOPC)**

   5.1. The RoV shows evidence:
   ☐ A SOPC was completed by each lay worker, lay preacher and volunteer annually
   ☐ A SOPC (junior) was completed by each junior volunteer annually

6. **Ministry Agent Statement of Commitment**

   6.1. The RoV shows evidence:
   ☐ A Statement of Commitment was completed by each ministry agent, annually.

7. **Training records**

   7.1. The RoV shows:
   ☐ All lay workers, lay preachers and volunteers have completed SMC lay training within the last 2 years
   ☐ All ministry agents have completed SMC ministry agent training within the last 12 months

8. **Pre- appointment screening**

   8.1. The RoV shows that all lay workers, lay preachers and volunteers appointed since 2020 have dates listed for each of the following:
   ☐ Record of Interview: Junior Helpers and Leaders
   ☐ Record of Interview (Volunteer)
   ☐ Record of Referee Checks
   ☐ New starter check-in: Interview form
   ☐ Appointed by the Church Council

   8.2. All lay workers, lay preachers and volunteers appointed prior to 2020 have 'pre-2020' listed for each of the following:
   ☐ Record of Interview: Junior Helpers and Leaders
   ☐ Record of Interview (Volunteer)
   ☐ Record of Referee Checks
   ☐ New starter check-in: Interview form
   ☐ Appointed by the Church Council

   8.3. All lay workers, lay preachers, volunteers and junior volunteers have dates listed for the following:
   ☐ Annual Well-Being Check-in

Additional resources

Additional resources to support the recruitment and screening of volunteers are available. All tools and resources are located in the Safe Ministry Document Library on the Safe Ministry with Children webpage.

- Application Form: Junior Helpers and Leaders
- Application Form (Volunteers)
- Sample Role descriptions
- Sample Letter of Appointment
- Liturgy for Commissioning Leaders

Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or safeministrywithchildren@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

Revisions

Document number	C/2.1.13.1				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
4.0	29.07.2022	Strategic Risk Manager	29.07.2022	Executive Director, Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review	29.07.2027				

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