Information Required in a Register of Volunteers

C/2.1.13.2

Obligations

1. **Legislation**
   1.1. It is a requirement under state legislation, that each congregation create and maintain a Register of Volunteers (RoV).

Requirements

2. **Pre-appointment screening**
   2.1. Before any person can work or volunteer, screening processes must occur, prior to appointment by the Church Council. This includes:
      2.1.1. Written or verbal application and declaration
      2.1.2. Interview/conversation
      2.1.3. Referee checks with two referees
      2.1.4. Linked valid blue card or exemption card (if working or volunteering with children, and anyone vulnerable)
      2.1.5. Linked valid Yellow card (if already held)
      2.1.6. Suitability to apply for a blue card or exemption card (if working or volunteering with vulnerable adults)
      2.1.7. Appointment to the role by the Church Council or regulated business
      2.1.8. Complete and sign a Statement of Personal Commitment (SOPC)

3. **Training**
   3.1. All ministry agents, lay workers, lay preachers, volunteers and junior volunteers must comply with the Safe Church Training procedure. All training must be recorded on the Synod Learning Management System (LMS) edUCate.

4. **Obligations**
   4.1. All ministry agents must complete and sign a Ministry Agent Statement of Commitment to Safe Ministry annually.

5. **Ongoing support**
   5.1. A SOPC must be completed and signed annually.
   5.2. All new volunteers and lay workers must have a New Starter Check-in
   5.3. An Annual Well-Being Check-In should occur annually

Records

6. **Audit record requirements**

The following information or dates is required to be clearly recorded in your register of volunteers:

   6.1. **Ministry agents information**
      6.1.1. The date that the ministry agent Statement of Commitment was signed
      6.1.2. The date that Safe Church Training was completed (or a report from edUCate)

   6.2. **Volunteer/lay staff information**
      6.2.1. The date that a SOPC was signed
      6.2.2. The date(s) that interviews occurred
      6.2.3. The date(s) that referee checks occurred

Retired date 17.01.2024

6.2.4. The date that all new volunteers or lay staff were appointed to their role by the church council
6.2.5. The date that each new volunteer or lay staff completed Safe Ministry with Children Training
6.2.6. The date that an annual well-being check in occurred
6.2.7. The date that a new starter check-in occurred

6.3. Blue card information (include ministry agent information)
6.3.1. That the position requires a blue card/ involves working or volunteering with someone vulnerable – **yes/no**
6.3.2. Each position that requires a blue card has one
6.3.3. Each blue card or exemption card detail is recorded with the:
- Blue card number;
- Type of blue card (V,P,E); and
- Date of expiry (exemption cards have a three-year expiry) is clear
6.3.4. The date that each blue card or exemption card has been validated
6.3.5. Each blue card or exemption card has been linked to the organisation – **yes/no**
6.3.6. The Worker Orientation training module has been completed in the last 12 months (if applicable) – **yes/no**
6.3.7. The person's Safe Church Training is up to date – **yes/ no**

6.4. Yellow card information
6.4.1. That the position requires a yellow card /involves working or volunteering with a child or adult with a disability – **yes/no**
6.4.2. Each position that requires a yellow card has one*
6.4.3. Each yellow card or exemption card detail is recorded with the:
- Yellow card number;
- Type of yellow card (V,P,E); and
- Date of expiry (exemption cards have a three-year expiry) is clear
6.4.4. The date that each yellow card or exemption card was validated
6.4.5. Each yellow card or exemption card has been linked to the organisation – **yes/no**
6.4.6. The Worker Orientation training module has been completed in the last 12 months – **yes/no**
6.4.7. The person's Safe Church Training is up to date – **yes/ no**

6.5. Declare suitability
6.5.1. That the position involves working or volunteering with a vulnerable adult - **yes/no**
6.5.2. The date that the 'Applicant Declaration' was signed (must occur annually)
6.5.3. The Worker Orientation training module has been completed in the last 12 months – **yes/no**
6.5.4. The person's Safe Church Training is up to date – **yes/ no**

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

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/2.1.13.2				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	17.01.2024	Strategic Risk Manager	17.01.2024	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review	17.01.2024 Retired				

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