



# Pre-appointment screening information required for the annual Safe Church audit

C/2.1.13.6

## Pre-appointment screening requirements

To comply with the Uniting Church in Australia Child Safe Screening National Policy [Framework](#) 2020, each church council is required to demonstrate that all lay workers and volunteers are supported in their roles and have been trained and screened prior to being appointed. All lay workers and volunteers appointed since 2020 must be [interviewed](#), have [referee checks](#), be approved by the Church Council, and sign a [Statement of Personal Commitment](#). A [New starter Check-In](#) should occur shortly after they commence in their role, and an [Annual Well-Being Check-In](#) should be completed when they have been in the role for a year.

All volunteers and lay workers (including volunteers and lay workers appointed prior to 2020), must annually sign a Statement of Personal Commitment, and have an Annual Well-Being Check-In. SMC training must be completed every two years.

Pre-appointment screening record requirements for the annual Safe Church audit:

- Date of the initial interview
- Date of referee checks
- Date of the new Starter Check-In
- Date of appointment by the Church Council
- Date of the Annual Well-Being Check-In
- Date the Statement of Personal Commitment was signed
- Date that SMC Training was completed

A table is shown below as an example.

Name	Date of interview	Referee checks	SMC Training completed	Statement of Personal Commitment signed	New Starter Check-In	Annual Well-Being Check-In	Approved by Church Council
First Name Last Name	DD/MM/ YYYY	DD/MM/ YYYY	DD/MM/ YYYY	DD/MM/ YYYY	DD/MM/ YYYY	N/A	DD/MM/ YYYY
First Name Last Name	Pre-2020	Pre-2020	DD/MM/ YYYY	DD/MM/ YYYY	Pre-2020	DD/MM/ YYYY	Pre-2020



## Revisions

Document number		C/2.1.13.6			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	16.01.2024	Strategic Risk Manager	16.01.2024	Executive Director, Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		16.08.2027			