Guidelines for a Register of Volunteers
C/2.1.3.2

Requirements and Resources

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:

- all blue card and exemption card information,
- all training completed, and
- all pre-appointment screening details and ongoing support

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

To support congregations, the following resources are available to record the information required in a Register of Volunteers:

- UCare – church management software, contact onechurchconnect@ucaqld.com.au for more information; and
- Blue Card records can be maintained through the use of the Blue Card Services Portal

Record all Blue Card and Exemption Card Information

All lay workers and volunteers that work or volunteer in child-related programs or activities must have a valid blue card or exemption card. All lay preachers must have a valid blue card or exemption card, as they are defined as 'religious representatives' under state legislation.

All members of the church council must also have a valid blue card or exemption card, with the exception of those church councils who have made a formal resolution to not undertake child-related activities.

The Register of Volunteers **must** keep a record of the following blue card or exemption card details:

- Name/ Date of Birth/ Type of Card/ Card Expiry Date
- Date that the card was validated online (email or receipt)
- Confirmation that the card is linked (Y/N)

For more information, the document Blue Card Requirements of Lay Workers, Lay Preachers and Volunteers is located in the Safe Ministry Document library on the Safe Ministry with Children (SMC) webpage.

Record all Training

All lay workers, lay preachers and volunteers are required to complete SMC Lay Training. Training is delivered either face to face by a Trained Facilitator or can be completed online. Your Register of Volunteers should have records of the training completed by all lay workers, lay preachers and volunteers.

Record all pre-appointment screening and ongoing support

Pre-appointment screening involves an application form, an interview, referee checks, and appointment by the church council, for all volunteers appointed **since 2020**. This pre-appointment screening also includes the recording of Annual Well-Being Check-ins, and a Statement of Personal Commitment completed annually for all volunteers, including volunteers appointed **prior to 2020**.

A valid linked blue card or exemption card is required for all child-related roles.

The Register of Volunteers requires a record of the dates that each of these tasks was completed for each lay worker, lay preacher and volunteer. For more information, the document Selecting Leaders and Helpers is located on the SMC webpage.

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 and Development Team: 07 3377 9990 or learning@ucaqld.com.au

Revisions

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4.0	17.01.2024	Strategic Risk Manager	17.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
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