



Performance Improvement Plan

C/2.1.3.4

Performance relates to a lay worker’s (volunteer or helper) compliance and ability to perform their role outlined in the role description, maintaining the boundaries of the Statement of Personal Commitment (SOPC), and working or volunteering with vulnerable groups in our communities and congregations. This form is for documenting plans to improve poor performance and is to be used in conjunction with the Responding to Complaints and Concerns procedure.

Name of congregation: _____ Date: _____

Lay worker’s name: _____

Observer’s name: _____

Improvement period

(Usually three months)

Improvement period: from _____ to _____

Performance will be reviewed (fortnightly/weekly) commencing: _____

Final review will be conducted on: _____

The purpose of this meeting is to help the volunteer improve their performance and/or ability to maintain the boundaries of the SOPC. Continuing diminished performance and/or breaching the boundaries of the SOPC could result in possible termination of volunteer status, and possible notification to the regulatory body (e.g. Blue Card Services) and/or statutory authority (e.g. police) as warranted.

Issue, previous action and discussion	Expected outcomes	Agreed activities and actions to be undertaken	Review date	Church council delegate’s or minister’s	Volunteer’s signature



Revisions

Document number		C/2.1.3.4			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		30.01.2025			