



# Obligations for Starting a Sunday School

C/2.1.8.4

## Church Councils

### 1. Responsibilities

- 1.1. [Church Councils](#) are decision-makers and must comply with the Synod Wide Blue Card [Policy](#).
- 1.2. The Church Council must annually commit to the [Safe Church Policy](#). All Church Council members also have obligations when child-related activities are offered, and must complete Safe Church Training, and annually complete and sign a [Statement of Personal Commitment](#) (SOPC).

## Definitions

### 2. Sunday School

- 2.1. Sunday School typically takes place on Sunday but includes programs run throughout the week where parents or guardians leave their children to receive teaching from trained workers or volunteers of the church, for example Kids Club.

## Obligations

### 3. Legislation and policy

- 3.1. A Sunday School is a child-related activity. Refer to [Blue Card Requirements of Lay Preachers Lay Workers](#) and [Obligations of lay workers](#).

### 4. Parent helpers

- 4.1. Parents, carers, or guardians ('parent helpers') may attend Sunday School with their child. Parent helpers are there to support their child only, they are not volunteering. Therefore they:
  - 4.1.1. Cannot be asked to supervise other children during the activity.
  - 4.1.2. Do not require a Blue Card or training whilst they remain in a parent helper role.
  - 4.1.3. Must have their details recorded as a 'parent helper' attending the activity with their child.

## Safe Spaces

### 5. Safe welcoming spaces

- 5.1. The suitability of the proposed venue/area for the programs or activities should be assessed before the activity or program commences. Potential risks, such as the safety and maintenance of playground equipment, fences and safety barriers should be considered, in planning for a safe and successful activity or program with children. Refer to the [Workplace Health and Safety Hub page](#) for more information.
- 5.2. It is important that all activities and programs are approved by the Church Council. Activity approval contributes to the safety of participants, volunteers and leaders and meets the Church's Insurance requirements. More information about [Safe Spaces](#) is available on the [Safe Church Hub page](#).

### 6. Clear signage

- 6.1. Ensure that adequate signage in the correct language is placed in prominent locations to identify exits and other safety requirements.
- 6.2. Include signage with clear, easy to read information about live streaming or photography if the activity, event, or service is being recorded. Refer to [Guidance Notes: Using Digital Media](#).



### Safe Leaders and volunteers

#### 7. Pre-appointment screening

- 7.1. Each part of the application process is to be completed with prayerful consideration of the gifts and skills of the applicant, their suitability to work or volunteer in the role, and the needs of the Church. For information about the recruitment and pre-appointment screening process, refer to [Managing People](#).
- 7.2. All volunteers, leaders and coordinators for Sunday School activities and programs must be approved by the Church Council, after undergoing pre-appointment screening. This includes:
  - 7.2.1. An [interview](#) or conversation with the person
  - 7.2.2. [Referee checks](#) with two referees
    - 7.2.2.1. If the person is already a volunteer and is changing roles or adding a new role in volunteering with the Sunday School, then a [New Starter Check-In](#) can be used instead of completing another interview and referee process for that volunteer.
  - 7.2.3. Linked valid blue card or exemption card (or apply for a blue card or exemption card online via Blue Card Services)
  - 7.2.4. Complete and sign a [SOPC](#)
  - 7.2.5. Appointment to the role by the Church Council

#### 8. Training

- 8.1. All lay workers (paid and volunteer) must comply with the [Safe Church Training Procedure](#). At least one unit of Safe Church training must have been completed prior to commencing working or volunteering in a Church role.

### Safe activities

#### 9. Approval from the Church Council

- 9.1. All activities must be considered and approved by the Church Council. Refer to [Planning Safe Programs](#).
- 9.2. The approval process includes the completion of [Safe Programs Planning Tool \(Risk assessment\)](#).
- 9.3. The risk assessment must be submitted for all planned activities to the Church Council (or their delegate) and cannot proceed until approved by Church Council.

#### 10. Core values and curriculum

- 10.1. As a foundation to safe ministry, the Church Council must consider and approve the curriculum to be taught within children and youth ministries to make sure it aligns with the teachings of the Church.
- 10.2. Activities can include a visiting preacher or speaker, from outside of the Uniting Church. Refer to [UCA requirements](#) of visiting speakers and preachers for the process to follow.

### Safe children and young people

#### 11. Attendance records

- 11.1. Participant [attendance records](#) must be kept. This ensures leaders have a complete list of people on the site which can also be useful if an emergency evacuation occurs. Each parent attending with their child must be listed in the attendance records.
- 11.2. [Attendee information](#) forms are available for regular attendees or special events including camps.

#### 12. Minimum ratios

- 12.1. Accurately recording attendance ensures [minimum standards](#) are met for ensuring adequate child to adult leader ratios and the number of participants attending an activity is known.
- 12.2. When considering ratios, parent helpers are not be considered and the leaders need to ensure that parent helpers do not engage with other children in the room or class.



## Starting a Sunday School

### Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or [safechurch@ucaqlld.com.au](mailto:safechurch@ucaqlld.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 & Development Team: 07 3377 9734 or [learning@ucaqlld.com.au](mailto:learning@ucaqlld.com.au)

### Revisions

Document number		C/2.1.8.4			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
4.0	19.07.2024	General Manager Risk and Safeguarding	19.07.2024	General Manager Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		19.07.2027			