



# SHORT TERM WORKER PROCEDURE

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## 1 PURPOSE

- 1.1 The purpose of this procedure is to ensure that all short term workers (including contractors or business visitors) are screened and formally appointed.

## 2 SCOPE

- 2.1 This procedure applies to all short term appointments or anyone visiting a ministry centre site for business in the Diocese of North West Australia ("the Diocese").

## 3 PROCEDURE

### Pre-appointment

- 3.1 The relevant office holder will send all prospective short term workers, contractors or business visitors who are being considered for work a copy of the Short Term Workers Declaration Form prior to a quote being accepted for work.
- 3.2 If the contractor or business visitor is likely to be on site when children are present, they are to hold a valid Working with Children Check card or be appropriately supervised.

### Sign-in requirements

- 3.3 All contractors or business visitors are to report to the ministry centre office or the person who appointed them and complete the declaration and register.

### On-site signage

- 3.4 The Minister-in-Charge or his delegate is to ensure that there is adequate signage in the ministry centre in relation to expected safe behaviours, emergency response (e.g. an evacuation in case of fire) and the process for reporting hazards, incidents and concerns.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 Ministry centre governing groups are responsible for ensuring compliance of this procedure within their centre.

### Reporting

- 4.2 Ministry centre compliance with this procedure is reported in the quarterly and annual returns/reports to the Diocese.

### Records management

- 4.3 The Diocesan Registry maintains all records relevant to administering this policy using its recordkeeping system.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the Diocesan Glossary.

## 6 RELATED LEGISLATION AND DOCUMENTS

Safe Ministry Policy

## 7 FEEDBACK

- 7.1 Church members may provide feedback about this document by emailing [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Diocesan Council
Administrator	Diocesan Registrar
Next Review Date	19/06/2019

## 9 APPENDICES

1. Short Term Appointment Declaration Form
2. Short Term Appointment Register
3. Safety Notice for Short Term Workers, Contractors and Business Visitors

## SHORT TERM WORKER DECLARATION

### Contractor/Business Visitor Code of Conduct

Our organisation and its facilities is a safe place for everyone.

We expect all short term workers, contractors and visitors to:

- **respect** each other
- **care** for each other's safety
- **report** any concerns about people's safety to their contact person
- **follow** any reasonable instruction given by the Manager, Minister or Bishop

To ensure the safety of all people:

- there is to be no unsupervised worker, contractor or visitor alone with a child or group of children or a vulnerable person
- all visitors must sign in and declare that they are a safe person, and that they will act in safe ways towards others

Please read and sign this declaration, to indicate that you will abide by the site expectations.

#### In performing tasks on church premises, I agree to:

- treat all people politely, with respect and dignity;
- care for my own and others' safety;
- not act in ways that will put people in danger;
- follow any reasonable instruction given to me by the Manager, Minister or Bishop; and
- adhere to our Safe Ministry Policy. The Safe Ministry Policy can be found on our website or can be supplied by the person who has appointed you.

#### Matters to disclose (if any):

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#### Declaration:

Other than those matters disclosed by me above at the time of making this declaration, I know of no past behaviour that renders me unfit to operate as a contractor or which detracts from the obligation of the organisation to operate as a place of safety to a minor or any other person. Such past behaviour may include being the subject of any allegation of abuse (whether convicted or not), including any type of molestation, indecent exposure, harassment or intimidation.

<b>Name:</b>	
<b>Company or nature of business</b>	
<b>WWC Check Card Number (if required):</b>	
<b>Trade Licence Number (if appropriate):</b>	
<b>Signature:</b>	
<b>Date:</b>	

**By signing the declaration above, and entering your details you are making a commitment to our safety framework and declaring that you are a safe person.**

*If you are unable to make this declaration, please speak with the person who has appointed you.*





We are committed to making our church a safe place for everyone.

We expect all short term workers, contractors and business visitors to:

- **respect** each other
- **care** for each other's safety
- **report** any concerns about people's safety to their contact person
- **follow** any reasonable instruction given by the Manager, Minister or Bishop

To ensure the safety of all people:

- there is to be **no unsupervised worker, contractor or business visitor** alone with a child or group of children
- all short term workers, contractors or business visitors must **sign in** with the Minister or Manager and make a Safety Declaration