

WORKER SELECTION PROCEDURE



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1 PURPOSE

- 1.1 To ensure that all workers in the Diocese of North West Australia ("The Diocese") are carefully selected and screened, as part of the Diocese's Safe Ministry framework.

2 SCOPE

- 2.1 This procedure applies to licenced workers, paid workers, volunteer workers and junior volunteer workers who are selected or elected for ongoing work or tasks related to the ministry of the Diocese.

3 PROCEDURE

3.1 Selection of all Workers

- a) In the event of a vacancy, the office or job will be reviewed by the appropriate individual or governance body, to determine whether it remains necessary and/or requires modification.
- b) All applicants will be provided with the Bishop's Letter about Safe Ministry.
- c) All applicants will be notified that vetting will occur as deemed necessary, including but not limited to contacting the applicant's referees, submitting the applicant's name for a National Register Check and seeking a Statement of Good standing from the applicant's (if they are clergy), current or previous Diocese.
- d) Workers selected for any position will receive;
 - adequate information to fill the office or do the job;
 - safe ministry training and induction;
 - a copy of all legislation and regulations relevant to their role; and
 - formal supervision with appropriate support.

3.2 Selection of Licenced Workers

Applicants to be Licenced Workers must submit a *curriculum vitae* (CV) no longer than two pages, plus a one-page cover letter expressing willingness to commit to the mission, values and theology of the Diocese.

Before beginning work as a Licenced Worker, an applicant must:

- a) complete the Safe Ministry Questionnaire for Licenced Workers;
- b) be formally interviewed by the Bishop or his delegate;
- c) submit a National Police Check no older than six months;
- d) submit a valid Working with Children Check;

- e) undergo a medical assessment and psychological assessment as required by the *Safe Ministry to Children Statute 2022*;
- f) if previously authorised for ministry in a Province or in another diocese of the Anglican Church of Australia or another denomination, undergo a church ministry assessment as required by the *Safe Ministry to Children Statute*.

3.3 Selection of Paid Workers

In the event of a vacancy that requires hiring a paid worker (non-licenced) the position will be advertised appropriately and a fair selection process will be followed.

Applicants to be Paid Workers must submit a *curriculum vitae* (CV) no longer than two pages plus a one page cover letter expressing willingness to commit to the mission, values and theology of the Diocese. Before beginning work as a Paid Worker, an applicant must:

- a) complete the Safe Ministry Questionnaire for Paid Workers;
- b) be formally interviewed by appropriate governance officers;
- c) submit a National Police Check no older than six months;
- d) submit a valid Working with Children Check;
- e) where the worker is undertaking paid work to children,
 - i) undergo a medical assessment and psychological assessment as required by the *Safe Ministry to Children Statute 2022*; and
 - ii) if previously authorised for ministry in a Province or in another diocese of the Anglican Church of Australia or another denomination, undergo a church ministry assessment as required by the *Safe Ministry to Children Statute 2022*.

3.4 Selection of Volunteer Workers

Applicants to be Volunteer Workers must express their willingness to commit to the mission, values and doctrine of the Diocese. This may be done verbally in the context of the Pastoral Interview (see below).

Before commencing work, a volunteer must:

- a) participate in a Pastoral Interview with the Minister-in-Charge of the relevant ministry centre, who will complete the Safe Ministry Questionnaire for Volunteer Workers (alternatively the applicant may complete this questionnaire privately and then submit it to the Minister-in-Charge for review).
- b) where undertaking ministry to children, submit a valid Working with Children Check.

3.5 Selection of Junior Workers (13 to 17 Years of Age)

Applicants to be Volunteer Junior Workers must express their willingness to submit to the mission, values and doctrine of the Diocese.

Before commencing work, a Volunteer Junior Worker must:

- a) participate with at least one parent or guardian in a Pastoral Interview with the Minister-in-Charge of the relevant ministry centre, who will complete the Safe Ministry Questionnaire for Volunteer Junior Workers (alternatively, the applicant may complete the questionnaire with at least one parent or guardian and submit it to the Minister-in-Charge for review);
- b) submit a Volunteer National Certificate no older than six months (this is necessary because persons under 18 Years of Age are unable to apply for a Working with Children Check).

3.6 Selection of Visitors providing occasional ministry to children

Applicants to undertake occasional ministry to children as a visitor must express their willingness to commit to the mission, values and doctrine of the Diocese. This may be done verbally to the Ministry Coordinator.

Visitors must:

- a) complete the Safe Ministry Questionnaire for Visitors.
- b) submit a valid Working With Children Check

4 DEFINITIONS

- 4.1 Terms not defined in this document may be in the Diocesan Glossary.
- 4.2 **church worker** means a person aged 13 years or older undertaking any ministry in the Diocese:
- who is licensed or authorised by the Bishop; or
 - who is employed by a Church body; or
 - who, for payment or not, holds a position or performs a function with the actual or apparent authority of a Church authority or Church body;
- 4.3 A Licenced Worker is a church worker licenced by the Bishop.
- 4.4 A Paid Worker is a church worker who is paid a wage or salary, but not licenced by the Bishop.
- 4.5 A Volunteer Worker is a church worker who holds their position or performs their function as a volunteer.

5 RELATED LEGISLATION AND DOCUMENTS

Statutory Declarations Act 1959

Parochial Statute 2017, especially § 6 (b) (i)

6 QUESTIONS & FEEDBACK

- 6.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

7 APPROVAL AND REVIEW DETAILS

Certifications and Assent	Details	Signature	Date
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Diocesan Council		
Bishop	Assented		
Approval and Review	Details		
Approval Authority	Diocesan Council		
Administrator	Diocesan Registrar		
Next Review Date	19/08/2024		

8 APPENDICES

- Worker Selection Checklist
- Background Check Table
- Safe Ministry Questionnaire (Licenced) including Bishop's letter
- Safe Ministry Questionnaire (Paid, Non Licenced) including Bishop's letter
- Safe Ministry Questionnaire (Volunteer) including Bishop's letter
- Safe Ministry Questionnaire (Junior) including Bishop's letter
- Good Standing Request for Clergy
- Sample Questions for Referee Checks

WORKER SELECTION CHECKLIST

Licence / Position / Role		
Name of Applicant		Date of Birth

Element	Yes	No
Licence, position or role has been reviewed.		
Applicant has been directed to the Creeds, Thirty-Nine Articles and the Jerusalem statement and has agreed to abide by these.		
Applicant has been provided with relevant legislation, regulations and other relevant information* and has agreed to abide by this material.		
Applicant has been a member of the church for more than three months.		
Applicant has been interviewed by the Minister-in-Charge or delegate.		
The Safe Ministry Questionnaire relevant to the applicant is complete. Note: Only one form needs to be completed per person, with the form relating to working with children taking precedence.		
Appropriate reference checking has been completed according to the relevant Safe Ministry Questionnaire.		
Appropriate background checking has been completed (for volunteers, see Background Check Table below).		
Applicant is approved for ministry by the Minister-in-Charge or Bishop.		
Signature:	Date:	
Name:		
Position:		

*In most cases this will be a copy of Faithfulness in Service and the Safe Ministry Policy.

BACKGROUND CHECK TABLE

	Licence, Position or Role					
	Licensed Worker	Paid Worker	Volunteer Worker: Ministry to Children	Volunteer Worker: Governance*	Volunteer Worker: Ministry to Adults*	Visiting Speakers, Occasional Workers or Diocesan Representatives
Current Safe Ministry training	✓	✓	✓	✓	✓	If working with children
Safe Ministry Questionnaire	✓	✓	✓	✓	✓	If working with children
Working with Children	✓	✓	If worker 18+	Churchwarden only		If working with children
National Police	✓	✓	If worker <18	✓		
National Register	✓	✓	✓			
Professional Standards Register	✓	✓				✓
Medical and Psychological Assessments	✓	If undertaking paid ministry to children.				
Statutory Declaration						✓

*E.g. Churchwardens, Parish Councillors, Synod representatives, members of Diocesan Council and Trustees.

*E.g. Pastoral visitors to hospitals, aged care facilities, ships or prisons, leaders of services, teams, groups or music, op shop workers, soup kitchen workers, emergency relief workers, church café workers.



Dear <Prospective Licenced Worker>,

In this Diocese, we have established regulations to make our ministry centres as safe and healthy as we can. These regulations include a selection procedure designed to gather the information we need to appoint a licenced church worker with confidence.

Part of this process involves asking you some questions that are, necessarily, of a personal nature. If you are applying to be a licensed worker in our Diocese, you will need to complete a Safe Ministry Questionnaire.

Please note that the identification of any concerns in this questionnaire will not automatically disqualify you for service in our Diocese. Indeed, if your attitude is one of humble repentance, identification of these areas will help us care for you and will help you serve our Lord better, perhaps even drawing from the things you have learned through struggles in certain areas of life.

We trust you will understand that this procedure exists to protect the wellbeing of precious people, including you. So we want you to know that any records related to this procedure will be kept secure and confidential, in accordance with the Commonwealth *Privacy Act 1988*. Except as required by law, the information that you provide to us will only be used for screening purposes or church judicial purposes (in the event of an allegation of misconduct).

If you have any questions or concerns about this process, please contact me or:

Mrs Ngaire Jeffery	Safe Ministry Officer	(08) 9921 4653
Dr Khim Harris	Safety Coordinator	0433 033 174

Yours in Christ,

<title, first and second names of Bishop>
Diocesan Bishop

SAFE MINISTRY QUESTIONNAIRE FOR LICENCED WORKERS

LICENCE CATEGORY *Mark one category with ✕ and follow the relevant instructions in this document.*

- CATEGORY A: Clergy applying for a Bishop’s Licence or Permission-to-Officiate
- CATEGORY B: Layperson applying for a Ministry Licence, including Formation Students and Ordinands
- CATEGORY C: Clergy or Layperson with current Bishop’s Licence seeking new Bishop’s Licence

PERSONAL DETAILS *To be completed by applicants in ALL CATEGORIES.*

Title / Style			
Surname			
First names			
Previous names		Male / Female (Circle)	
Address			
Home phone			
Mobile phone			
Email			
Date of birth			
Working with Children Check #		Expiry Date	
Marital status			

Privacy Statement

Any personal information you provide is protected under the *Privacy Act 1988* and is collected by the Diocesan Registry for the purpose of your involvement with the Diocese. It will be kept in a confidential file and used in implementing the Selection and Appointment Procedure.

Your information can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person’s life or health; or if you have consented to the disclosure.

However, if you choose not to provide the information requested, we may not be able to process your questionnaire or properly consider you for a role. If you have questions or concerns about how your personal information is handled you can contact the Registrar at registrar@anglicandnwa.org or on 0433 033 174.

Please submit your completed Safe Ministry Questionnaire (along with any supplementary material) marked “Private & Confidential” to:

<title, first and second names of Bishop>
 BISHOP
 Diocese of North West Australia
 bishop@anglicandnwa.org
 PO Box 2783, Geraldton WA 6530

QUESTIONS *To be completed by applicants in ALL CATEGORIES after reading the following notes:*

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- a) A disclosure ('yes' answer) will not automatically disqualify an applicant. Where a 'yes' answer is given, please provide information including current status of the issue on a separate page or verbally
- b) If you are a CATEGORY C applicant and have previously disclosed a matter, you do not need to discuss it again, unless the situation is still current. If so, follow instructions under 'a', above.
- c) Throughout this document, the term 'charge' indicates allegations made in writing and known to you and/or made to a court, disciplinary tribunal or employer in Australia or any other country.

Mark answers with ✕ and, as necessary, follow the instructions above.

Yes No

LEGAL MATTERS

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | Have you ever been the subject of an investigation, charge or conviction involving the police, a government agency and/or other authority in Australia or any other country? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Have you ever had a Personal Protection Order, Domestic Violence Order or Apprehended Violence Order or similar issued against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Are you aware of anything in your past or present that may result in allegations being made against you related to the abuse of children (under 18 years) or other persons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Has a child or young person in your care (as a parent or in any other capacity) ever been removed from your care or been the subject of a risk assessment by a government agency? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | In the last 10 years, has your driver's licence been revoked or suspended? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Have you ever had an order made against you or entered into composition with creditors or an assignment for the benefit of creditors under the <i>Bankruptcy Act 1966</i> or have you ever had an order made against you under the <i>Corporations Act 2001</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |

PROFESSIONAL MATTERS

- | | | | |
|----|---|--------------------------|--------------------------|
| 7 | Have you ever made an unsuccessful application for clergy ordination or licence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Are you aware of anything you have done that may negatively affect your reputation and/or the reputation of this diocese, were you to hold a licence or other authority from the Bishop? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Have you ever had an accreditation to work with children refused, suspended or withdrawn in Australia or any other country? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | In the last 10 years, has any disciplinary action been taken against you by any church, employer, professional association, community organisation, educational institution or other body, or is any such action pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | In the last 10 years, has a civil lawsuit been brought against you arising out of alleged professional misconduct, or is any such lawsuit pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | In the last 10 years, have there been any written complaints against you that did not result in disciplinary action? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Have you ever had professional indemnity insurance declined, suspended or revoked? | <input type="checkbox"/> | <input type="checkbox"/> |

Yes No

PERSONAL MATTERS

- 14 Since you became a Christian, have you engaged in any occult practice? Yes No
- 15 In the last 5 years, has there been any abuse of alcohol in your life? Yes No
- 16 In the last 5 years, have you taken illicit drugs or abused any medication? Yes No
- 17 In the last 5 years, has excessive or addictive gambling been an issue in your life? Yes No
- 18 Have you ever been sexually unfaithful to your spouse? Yes No
- 19 In the last 5 years, have you viewed, read or listened to pornographic material? This includes but is not limited to material in films, books, websites, chat rooms and social media. Yes No
- 20 Is there anything else you would like to disclose that may pertain to your spiritual, emotional, psychological, physical or professional fitness to be a Licenced Worker in the Diocese? Yes No

ALCOHOL UDI TEST Applicants in **ALL CATEGORIES** to circle one answer per question.

Questions (<i>World Health Organisation 1992</i>)	0	1	2	3	4
1. Other than as part of Holy Communion, how often do you have a drink containing alcohol?	Never	Monthly or less	1-4 times a month	2-3 times a week	4 or more times/week
2. How many drinks containing alcohol do you have on a typical day when you are drinking?	1 or 2	3 or 4	5 or 6	7 to 9	10 or more
3. How often do you have six or more drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
4. How often in the last year have you found that you were not able to stop drinking once you started?	Never	Less than monthly	Monthly	Weekly	Daily or Almost daily
5. How often during the last year have you failed to do what was normally expected of you because of drinking	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
6. How often in the last year have you needed a first drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
7. How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
8. How often during the last year have you been unable to remember what happened the night before because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
9. Have you or someone else been injured because of your drinking?	No				Yes
10. Has a relative, friend, doctor or other health care worker been concerned about your drinking or suggested you cut down?	No		Yes, but not in the last year		Yes, during the last year

BACKGROUND CHECKS *To be completed by applicants in ALL CATEGORIES.*

	Yes	N/A
I have provided / will provide a Working With Children Check.	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a National Police Check no older than six months.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the referees I have provided may be contacted. I also understand that my name may be submitted for a National Register Check, a Professional Standards Register and a Statement of Good Standing from my current or previous diocese.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For those applicants who have resided as an adult in a country other than Australia at any time: I have provided an Australian Federal Police Check no older than six months.</i>	<input type="checkbox"/>	<input type="checkbox"/>

RECORD OF LICENCES *To be completed by applicants in CATEGORIES A AND B only.*

Licence Type	Diocese	Bishop	Year Started	Year Finished

RECORD OF MINISTRY *To be completed by applicants in CATEGORIES A AND B only. Please include every church that you have attended / in which you have been considered a member in the last 10 years.*

Church	Positions / Roles	Minister-in-Charge	Year Started	Year Finished

INTERSTATE / INTERNATIONAL RESIDENCE *To be completed by applicants in CATEGORIES A AND B only. If you have ever worked outside WA/Australia provide most recent address in other states/countries.*

State	Country	Address

100 POINT IDENTITY CHECK *For applicants in **CATEGORIES A AND B** only.*

Please supply certified photocopies of 100 Point Identity Check.

Applicants need to provide documents to support their identity. This must include original documents adding up to a minimum of 100 points as required by the 100 Point Check. You will need to bring copies of these documents to your interview and present the originals and copies for certification by the interviewer. Previously certified copies of original documents are acceptable for birth certificates and for citizenship certificates only.

The following lists set out the value of each document according to the 100 Point Check.

70

points

Name of applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

40

points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35

points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25

points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licenced real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.



Dear <Prospective Worker>,

In this Diocese, we have established regulations to make our ministry centres as safe and healthy as we can. These regulations include a selection procedure designed to gather the information we need to appoint a professional or paid worker with confidence.

Part of this process involves asking you some questions that are, necessarily, of a personal nature. If you are applying to be a professional or paid worker in our Diocese, you will need to complete a Safe Ministry Questionnaire.

Please note that the identification of any concerns in this questionnaire will not automatically disqualify you for service in our Diocese. Indeed, if your attitude is one of humble repentance, identification of these areas will help us care for you and will help you serve our Lord better, perhaps even drawing the things you have learned through struggles in certain areas of life.

We trust you will understand that this procedure exists to protect the wellbeing of precious people, including you. So we want you to know that any records related to this procedure will be kept secure and confidential, in accordance with the Commonwealth *Privacy Act 1988*. Except as required by law, the information that you provide to us will only be used for screening purposes or church judicial purposes (in the event of an allegation of misconduct).

If you have any questions or concerns about this process, please contact me or:

Mrs Ngaire Jeffery	Safe Ministry Officer	(08) 9921 4653
Dr Khim Harris	Safety Coordinator	0433 033 174

Yours in Christ,

<title, first and second names of Bishop>
Diocesan Bishop

SAFE MINISTRY QUESTIONNAIRE FOR PAID WORKERS*

*This form is be used for all non-licenced paid workers, e.g. in administration or support roles.

PERSONAL DETAILS

Title		
Surname		
First names		
Previous names		Male / Female (Circle)
Address		
Home phone		
Mobile phone		
Email		
Date of birth, if under 18		
Position/s applied for		
Parish		

Privacy Statement

Any personal information you provide is protected under the *Privacy Act 1988* and is collected by the Diocesan Registry for the purpose of your involvement with the Diocese. It will be kept in a confidential file and used in implementing the Selection and Appointment Procedure.

Your information can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

However, if you choose not to provide the information requested, we may not be able to process your questionnaire or properly consider you for a role. If you have questions or concerns about how your personal information is handled you can contact the Registrar at registrar@anglicandnwa.org or on 0433 033 174.

Please submit your completed Safe Ministry Questionnaire (along with any supplementary material) marked "Private & Confidential" to:

<title, first and second names of Bishop>
 BISHOP
 Diocese of North West Australia
 bishop@anglicandnwa.org
 PO Box 2783
 Geraldton WA 6530

QUESTIONS

- Please tick either “**YES**” or “**NO**” for each question.
- Where a **YES** answer is given it will not automatically rule an applicant out of selection. *However, in these situations the Application may be forwarded to the Professional Standards Director for assessment before an appointment can be made.*
- Wherever a **YES** answer is given, please provide relevant information regarding your response on a separate paper and indicate the current status, of the issue, if any.

	Yes	No
1. Do you have any health problem(s), which may affect your work with children, young people or vulnerable adults?		
2. Have you ever been charged or convicted of a criminal offence?		
3. Have you ever had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country?		
4. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate) • sexual contact with a person under the age of consent • illegal use, production, sale or distribution of pornographic materials • conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm. 		
5. Has your driver’s licence ever been revoked or suspended?		
6. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		
7. Has a child or dependent young person or vulnerable adult in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		
8. Have you done anything in the past or present that may result in allegations being made against you of child abuse? Child abuse means: <ul style="list-style-type: none"> • bullying; • emotional abuse; • harassment; • neglect; • physical abuse; or • sexual abuse. 		
9. Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?		
10. Have you a history of alcohol abuse or a history of substance abuse including recreational or illegal drugs and misuse of prescription, over-the-counter medications?		

BACKGROUND CHECK TABLE

The documentation required by the Diocese is listed in the last column of the table below.

	Ministry Role				
	Children & Youth Ministry (all "child related work")	Adult Ministry	Aged Care Facility Pastoral Visitor	Parish or Diocesan Councillor, Warden or Trustee	Paid Church Workers
Current Safe Ministry Training (workshop or online)	✓	✓	✓	✓	✓
SMC Questionnaire	✓	✓	✓	✓	✓
Working with Children Check (WWCC)	✓			Church Warden only	✓
Police Background check (NPC)	If church worker is below the age limit to obtain a WWCC		✓	✓	✓
National Register Check	✓				✓
Professional Standards Register					✓

CHARACTER REFERENCE

To be completed by applicants who have not been a member of this ministry centre for more than 3 years.

Referees	Please supply the name, addresses (postal and email) and phone numbers of three referees over the age of 18 years who are able to give a report of your good character and suitability for a ministry position. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.
Referee 1 <i>Senior Church Leader – e.g. Minister, church warden</i>	
Referee 2 <i>Employer or teacher or person who has known you longer than 3 years.</i>	
Referee 3 (optional) <i>Person who has known you longer than 3 years and knows you well</i>	

RECORD OF CHRISTIAN CHURCH MEMBERSHIP

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To be completed by applicants who HAVE NOT BEEN a member of this ministry ce 3 years.



List any church organisations, churches, parishes or congregations (including your current) have been a member in the last 5 years. Add additional pages, if required.

Church	Any position held	Location	Rector/ P-I-C	Date	Date

DECLARATION *To be completed by applicants*

I, Full name
 of Current address

Do solemnly and sincerely declare that:

1. The information I have provided in this application and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief.
2. I have read a copy of the current edition of the Diocese of North West Australia’s **Safe Ministry Policy** and the **Code of Conduct** ‘Faithfulness in Service’ and I agree to abide by these regulations.
3. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular office or any office in the Anglican Diocese of NW Australia.
4. There is nothing in my background that I have not disclosed in this application, which if it becomes public knowledge could adversely affect the assessment of my good fame and character.
5. If anything declared in this questionnaire changes, I will notify my Minister/Ministry Coordinator immediately.
6. I consent to the Diocese collecting, using and disclosing personal information as described in the Privacy Statement (on page 1).
7. I give my permission to share relevant unrestricted information¹ with the Diocesan Agency² with a valid reason³ for requiring the information.

Signature: Applicant Signature

Declared at: Location This Date Day of Month 20

Before me⁴: Name Title/office:

Signature: Witness Signature

NOTE: This Screening Questionnaire remains valid for 3 years, unless circumstances change.

¹ **Relevant Unrestricted Information** means: a cleared Police Check, a National Register Check or a National Professional Standards Clearance, which means there are no disclosable outcomes present

² A **Diocesan Agency** means an agency established by statute or by Diocesan Council to carry out a function of the Diocese but does not include a ministry unit, e.g. an educational or social welfare institution.

³ A **valid reason** for requiring information would include screening as part of due diligence for an appointment or employment.

⁴ The Declaration may be witnessed by your Minister or other suitable person. Contact the Diocesan Office for detailed list.

Dear <Prospective Volunteer>,

In this Diocese, we have established regulations to make our ministry centres as safe and healthy as we can. These regulations include a selection procedure designed to gather the information we need to appoint Volunteers with confidence.

Part of this process involves asking you some questions that are, necessarily, of a personal nature. If you are applying to be a volunteer worker, you may have a pastoral interview with the Minister-in-Charge of your ministry centre. Before that interview, you are entitled to receive a copy of this Safe Ministry Questionnaire.

Please note that the identification of any concerns in this questionnaire will not automatically disqualify you for service in our Diocese. Indeed, if your attitude is one of humble repentance, identification of these areas will help us care for you and will help you serve our Lord better, perhaps even drawing from the things you have learned through struggles in certain areas of life.

We trust you will understand that this procedure exists to protect the wellbeing of precious people, including you. So we want you to know that any records related to this procedure will be kept secure and confidential, in accordance with the Commonwealth *Privacy Act 1988*. Except as required by law, the information that you provide to us will only be used for screening purposes or church judicial purposes (in the event of an allegation of misconduct).

If you have any questions or concerns about this process, please contact me or:

Mrs Ngaire Jeffery	Safe Ministry Officer	(08) 9921 4653
Dr Khim Harris	Safety Coordinator	0433 033 174

Yours in Christ,

<title, first and second names of Bishop>
Diocesan Bishop

SAFE MINISTRY QUESTIONNAIRE FOR VOLUNTEERS*

PERSONAL DETAILS

Title			
Surname			
First name			
Previous names		Male / Female (Circle)	
Address			
Home phone			
Mobile phone			
Email			
Date of birth			
Position/s applied for			
Working with Children Check # (if applicable)		Expiry Date	
Parish			

Privacy Statement

Any personal information you provide is protected under the *Privacy Act 1988* and is collected by the Diocesan Registry for the purpose of your involvement with the Diocese. It will be kept in a confidential file and used in implementing the Selection and Appointment Procedure.

Your information can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

However, if you choose not to provide the information requested, we may not be able to process your questionnaire or properly consider you for a role. If you have questions or concerns about how your personal information is handled you can contact the Registrar at registrar@anglicandnwa.org or on 0433 033 174.

Volunteer Church Workers:

Please submit your completed questionnaire to your Ministry Coordinator or Minister-in-Charge or the Safe Ministry Officer or the Safety Coordinator (Diocesan Registrar) or the Bishop.

Minister-in-Charge or Ministry Coordinator: When you receive the completed questionnaire, please retain the original as a confidential document stored securely with restricted access and send an electronic copy to the Diocesan Registrar at registrar@anglicandnwa.org.

*This form is be used for all non-licenced, adult, volunteer workers in child, young person, vulnerable adult⁵ or other related ministries, as

⁵ A Vulnerable Adult is an adult at higher risk of abuse due to their mental health, disability, age or life circumstance.

well as for governance roles, e.g. Parish Councillor, Church Warden, Diocesan Council, Trustee, Synod Representative.

QUESTIONS

- Please tick either “**YES**” or “**NO**” for each question.
- Where a **YES** answer is given it will not automatically rule an applicant out of selection. *However, in these situations the Application may be forwarded to the Professional Standards Director for assessment before an appointment can be made.*
- Wherever a **YES** answer is given, please provide relevant information regarding your response on a separate paper and indicate the current status, of the issue, if any.

	Yes	No
1. Do you have any health problem(s) which would significantly affect your work in a ministry role?		
2. Have you ever been charged or convicted of a criminal offence?		
3. Have you ever had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country?		
4. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate) • non-consensual sexual contact with a person under the age of consent (or, as an adult) • illegal use, production, sale or distribution of pornographic materials • conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm. 		
5. Has your driver’s licence ever been revoked or suspended within the last 10 years?		
6. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		
7. Has a child or dependent young person or vulnerable adult in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		
8. Have you done anything in the past or present that may result in allegations being made against you of abuse, bullying or any form of harassment of children or adults?		
9. Have you a history (<i>within the last 10 years</i>) of alcohol abuse or a history of substance abuse including recreational or illegal drugs and misuse of prescription, over-the-counter medications?		
10. Is there anything else you want to disclose about which we should be aware?		

BACKGROUND CHECK TABLE

	Ministry Role				
	Children & Youth Ministry (all "child related work")	Adult Ministry*	Aged Care Facility Pastoral Visitor	Parish or Diocesan Councillor, Warden or Trustee	Diocesan reps. on external governing groups; visiting speakers, occasional workers
Current Safe Ministry Training (<i>workshop or online</i>)	✓	✓	✓	✓	If working with children
SMC Questionnaire	✓	✓	✓	✓	If working with children
Working with Children Check (WWCC) for church workers 18yrs & over	✓			Church Warden only	If working with children
Police Background check (NPC or VNPC)	If church worker is below the age limit to obtain a WWCC		✓	✓	
National Register Check	✓				
National Professional Standards Clearance					✓
Statutory Declaration					✓

e.g. Pastoral Visitors to Hospitals, Prisons & Ships; Service, Music, Prayer & Bible Study Leaders; Welcomers; Op Shop Workers; Soup Kitchen Workers, Emergency Relief Workers.

CHARACTER REFERENCE

To be completed by applicants who have not been a member at this ministry centre for more than 3 years.

REFEREES	Please supply the name, addresses (postal and email) and phone numbers of at least two referees over the age of 18 years who can give a report of your good character and suitability for a ministry position. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.
Referee 1 <i>Senior church leader – e.g. Minister, Churchwarden</i>	
Referee 2 <i>Employer or teacher or person who has known you longer than 3 years.</i>	
Referee 3 (optional) <i>Any person who has known you longer than 3 years.</i>	

RECORD OF CHRISTIAN CHURCH MEMBERSHIP

List any church organisations, churches, parishes or congregations (including your current one) of which you have been a member in the last 5 years. Add additional pages, if required.

Church	Any position held	Location	Rector/ P-I-C	Start Date	End Date

DECLARATION *To be completed by applicants*

I, *Full name*

of *Current address*

Do solemnly and sincerely declare that:

1. The information I have provided in this application and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief.
2. I have received and read a copy of the current edition of the **Safe Ministry Policy** and 'Faithfulness in Service: A National **Code for Personal Behaviour**', and I agree to abide by these regulations, including participate in Safe Ministry training.
3. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular office or any office in the Anglican Diocese of North West Australia.
4. There is nothing in my background that I have not disclosed in this application, which if it becomes public knowledge could adversely affect the assessment of my good fame and character.
5. If anything declared in this questionnaire changes, I will notify my Minister/Ministry Coordinator immediately.
6. I consent to the Diocese collecting, using and disclosing personal information as described in the Privacy Statement (on page 1).
7. I give my permission to share relevant unrestricted information⁶ with the Diocesan Officer⁷ with a valid reason⁸ for requiring the information.

Signature: *Applicant Signature*

Declared at: *Location* This *Date* Day of *Month* 20

Before me⁹: *Name* Title/office:

Signature: *Witness Signature*

NOTE: This Screening Questionnaire remains valid for 3 years, unless circumstances change.

⁶ **Relevant Unrestricted Information** means: a cleared AFP Background Check, a National Register Check or a National Professional Standards Clearance, which means there are no disclosable outcomes present

⁷ A **Diocesan Agency** means an agency established by statute or by Diocesan Council to carry out a function of the Diocese but does not include a ministry unit, e.g. an educational or social welfare institution.

⁸ A **valid reason** for requiring information would include screening as part of due diligence for an appointment or employment.

⁹ The Declaration may be witnessed by your Minister or other suitable person. Contact the Diocesan Office for list.



Dear <Prospective Junior Worker>,

In this Diocese, we have established regulations to make our ministry centres as safe and healthy as we can. These regulations include a selection procedure designed to gather the information we need to appoint a Junior Worker with confidence.

Part of this process involves asking you some questions that are, necessarily, of a personal nature. If you are applying to be a Junior Worker, you will need to complete this Safe Ministry Questionnaire.

Please note that the identification of any concerns in this questionnaire will not automatically disqualify you for service in our Diocese. Indeed, if your attitude is one of humble repentance, identification of these areas will help us care for you and will help you serve our Lord better, perhaps even drawing from the things you have learned through struggles in certain areas of life.

We trust you will understand that this procedure exists to protect the wellbeing of precious people, including you. So we want you to know that any records related to this procedure will be kept secure and confidential, in accordance with the Commonwealth *Privacy Act 1988*.

If you have any questions or concerns about this process, please contact me or:

Mrs Ngaire Jeffery	Safe Ministry Officer	(08) 9921 4653
Dr Khim Harris	Safety Coordinator	0433 033 174

Yours in Christ,

<title, first and second names of Bishop>
Diocesan Bishop



CONFIDENTIAL

Application for appointment as a
Voluntary Church Worker between 16 and 18 years
(“Junior Helper”)

ANGLICAN CHURCH OF AUSTRALIA

Safe Ministry Questionnaire

Adopted by the General Synod, October 2004

Effective from 1 January 2019

Name of Applicant
Parish, church or organisation

Role applied for

1 Safe Ministry Questionnaire

About this form

This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.

Pastoral ministry with children includes:

- giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
- participating in overnight activities such as camps;
- having close personal contact with children such as changing clothes, washing and toileting.

Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.

To the Applicant

- Thank you for volunteering for a ministry role within your church or church organisation.
- The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.
- These standards are explained in the Diocese's Safe & Suitable Workers Policy, which is available from the diocesan website.
- To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.
- Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

Completing the form

1. Complete all five sections.
2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer.
4. Sign your initials at the bottom of every page and sign your full signature at the end of the form.
5. **If you are under 16, your parent or guardian must also initial each page and sign at the end.**

Submitting the form

Please return the form to:
The Minister-in-Charge of your parish church

Privacy

This application is confidential and the information you provide will be used in a way that is consistent with the Diocese's Privacy Policy. It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.

2 Applicant

Personal details

First name(s) _____
 Surname _____
 Previous name _____
 Date of birth (d/m/y) _____
 Gender male female _____
 Occupation _____

Address

Number, Street _____
 Suburb/town, _____
 State, Postcode _____

Contact details

Home phone _____
 Mobile phone _____
 Email _____

Confirming your identity

Please attach to this form a clear copy of ONE of the following:
 A national police history check; your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

Suitability for ministry

Please answer the questions below by putting a cross [X] in the appropriate box. If you are not sure what is meant by a particular word, please consult your parents or another responsible adult.

Do you have any health condition(s), which may affect your work with children or young people? No Yes

Have you ever been charged with a criminal offence in Australia or in any other country? No Yes
 'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.

Have you ever been convicted of a criminal offence in Australia or in any other country? No Yes

Have you ever applied for a working with children check or-a working with vulnerable people check? No Yes
 If YES, did the authority to which you applied refuse to issue the check?
 No Yes
 If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?
 No Yes

Have you ever had a driver's licence? No Yes
 If YES, has your licence ever been revoked or suspended?
 No Yes

Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking? No Yes

Have you ever done anything which could result in a person accusing you of child abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
A 'child' is a person under the age of 18. Child abuse includes: harassment, physical bullying, verbal bullying and cyberbullying; and touching a child in a sexual way with or without their consent.		
Have you ever produced sexual images of another person under the age of 18?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever engaged in sexting? 'Sexting' means requesting, sharing, sending or posting online explicit sexual photos, messages or videos.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been drunk after consuming alcohol?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever used illegal drugs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

3 Record of Ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union, Boys Brigade, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/Church Organisation	Location	Role	From (m/y)	To (m/y)

4 Character Reference

Please provide details below of two (2) referees.
 In this context, a 'referee' is someone over 18 years of age who, is able to give a report on your good character and suitability for ministry among children and young people.
 A referee may be a parent or other responsible adult, such as a church leader, teacher or employer, or someone who has known you for longer than one year. Only one referee can be closely related to you.
 We will contact your referees to tell us what they know that's relevant to our assessment of your suitability to be a voluntary church worker.

	REFEREE 1	REFEREE 2
Title		
First name		
Surname		
Number, Street		
Suburb/Town		
State, Postcode		
Mobile phone		
Email		

5 Statements

Authority for information

I hereby authorise:

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

Release from Liability

I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church. I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.

Acknowledgement

I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.

Declaration by the applicant

I, (insert your full name)

of (insert your full address)

do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

Signature of applicant & date

If you are under 16 years of age, either a parent or guardian must sign below.

Declaration by parent or guardian

To the best of my knowledge, the information in this application form is correct.

Signature of parent or guardian Date



GOOD STANDING REQUEST

Name of Clergyman	
-------------------	--

Contact Details for Person Confirming Good Standing

Name	
Position	
Diocese	
State	
Country	
Phone (best contact)	
Email	

Evidence of Good Standing

List any past or current Professional Standards matters in relation to the applicant	
Please provide details and if insufficient space, please attach evidence	
Please list the Safe Ministry requirements of their current Diocese that have been met by the applicant e.g. National Police Check, Working with Children Check, Safe Ministry Questionnaire, Safe Ministry training	
Please provide dates for each of the following safe ministry requirements	
National Police Check	Date issued:
Working with Children Check	Date of expiry:
Safe Ministry Questionnaire	Date cleared:
Safe Ministry Training	Date last completed:

The following information is required for applicants seeking a permanent position in the Diocese of North West Australia and is to be completed by the Archbishop, Bishop or

Vicar General of the applicant's current Diocese.

Please comment on the person's character, your confidence in their ministry, general ethics and conduct.
Please detail:
Would you consider the applicant is suitable to remain in ministry appointments in your Diocese?
Please detail:
Do you have any other comments in relation to the applicant?
Please detail:

Signature of Person Confirming Good Standing

Print Name	
Signature	
Date	

Please submit the completed form (along with any supplementary material) marked "Private & Confidential" to:

The Bishop
Diocese of North West Australia
PO Box 2783
Geraldton WA 6530
or via email to bishop@anglicandnwa.org

SAMPLE QUESTIONS FOR REFEREE CHECKS

The following notes and questions are designed to assist you in obtaining information from referees so that any conduct which has occurred that may pose a risk to:

- the safety of children and vulnerable adults,
- the protection of sensitive or confidential information,
- proper financial management,

is taken into account in determining the suitability of a lay person for appointment to a voluntary position in your parish.

The questions do not address other aspects of the person's suitability for appointment, such as their ability to perform the tasks and functions of the position.

The questions may need to be varied according to the specific position and the referee's relationship with the applicant. The questions are a guide only.

It is advisable to keep thorough notes of the conversation.

Suggested introduction to referee:

You [the referee] have been nominated as a referee for [name of applicant] who has applied for the position of [title] with the [name of parish] of the Anglican Diocese of [name of diocese].

I am [your name and position] and I am contacting you to ask some questions in relation to [name]. He/she knows that I am contacting you.

The position involves [brief description of position and responsibilities]. As the position is one which demands a high level of trust, I need to ask you some questions about [name] which may appear to be personal. The purpose of the questions is to ensure that the Church can be confident in selecting a person for this position who will be trustworthy and act appropriately in all their dealings with children and other vulnerable people/with sensitive or confidential information/relating to financial management.

Name of Applicant: _____

Ministry position being applied for: _____

Referee: _____ Position: _____

Interviewer: _____ Position: _____

Date of Interview: _____ Method of interview: _____

QUESTIONS:

1. How long have you known [name] and in what capacity [that is, as manager/supervisor; colleague; friend; minister; etc]?
2. As far as you know, has [name] ever had any health problem(s), including alcohol or drug abuse, which may affect their work with children, young people or vulnerable persons? If so, can you describe the circumstances?
3. As far as you know, has any complaint ever been made against [name] for any form of sexual misconduct or harassment? If so, can you describe the circumstances?
4. As far as you know, has any disciplinary action ever been taken against [name] by a professional association, employer, educational institution or church body? If so, can you describe the circumstances?
5. As far as you know, has any child in the care of [name] been removed by a State or Territory authority? If so, can you describe the circumstances?
6. As far as you know, has [name] ever inappropriately disclosed sensitive or confidential information to a third person? If so, can you describe the circumstances?
7. As far as you know, has [name] ever breached any financial or other duty of care in your employment or in any other position? If so, can you describe the circumstances?
8. As far as you know, has [name] ever been charged with, or convicted of, a criminal offence? If so, can you describe the circumstances?
9. Are you aware of any conduct which [name] has engaged in that may pose a risk to the safety of children and vulnerable adults/the protection of sensitive or confidential information/ proper financial management? If so, can you describe the conduct?