



Performance improvement plan

Performance relates to a volunteer’s compliance and ability to perform their role outlined in the role description, maintaining the boundaries of safe ministry with children. This form is for documenting plans to improve poor performance and is to be used in conjunction with ‘Systems for handling concerns’.

Name of congregation: _____ Date: _____

Volunteer’s name: _____

Observer’s name: _____

IMPROVEMENT PERIOD (Usually 3 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 safe ministry. Continuing diminished performance and/or breaching the boundaries of safe ministry 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 signature	Volunteer’s signature

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	09.02.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	09.02.2017	Review cycle – every year		