



Register of workers instructions

TOO-SMC-01.1.17

Overview and instructions

The Register of workers is a tool to assist congregations to manage records which meet the requirements of legislation. The register provides a template to help congregations demonstrate that good practice and processes are followed, particularly as they relate to working with children checks. It is important that this register is kept up to date to enable congregations to comply with insurance and legislative requirements. These records must remain intact and be stored securely. They will be requested annually, to enable monitoring and quality improvement, and to facilitate the storage of historical data.

Whose details are to be kept here?

- All church council members and people engaged in approved roles within the congregation must be added to Part 1 – Record of people.
- Additional details relating to the people who are part of our ministry with children are kept in the remainder of the register.
- Information about additional qualifications and appointments made by the church council (first aid, designated drivers etc.).

Who needs a blue card?

- There is legislation about who should and should not apply for a blue card, as well as which application form to use in different circumstances.
- It is important that the question 'does this role require a blue card' is asked and answered for everyone in these roles:
 - For people who are on the church council, the answer will be yes – if the congregation conducts activities for children.
 - For some jobs that involve no role or contact with children, the answer will be no. For example, the handyman.
 - Sometimes people aren't required to hold a blue card even though others in that role would be expected to. For example, a leader whose child is in their Sunday School class, or a helper who is under 18 years.

- It is not permitted to insist that everybody in a congregation applies for a blue card – 'just to be on the safe side' – there must be a legitimate reason to apply.
- For more information about blue cards see: [Blue card guidance notes](#) available on the [Synod website](#).

When can people start working with children?

- Volunteers must not commence working with children until after Blue Card Services issues the letter of positive notice to the church council chairperson (or delegate).
- Registered teachers and serving police officers are permitted to commence child-related work in congregations as soon as an exemption application (or other appropriate form) is lodged with Blue Card Services.

Can people keep working with children when their card is due for renewal?

- Blue Card Services will send card holders a reminder to renew their card 10 weeks before the card expires. If the blue card expires and the card holder has not submitted their renewal application at least 30 days prior to the expiry date, they cannot continue in their child-related role until after they have received a new blue card.
- Volunteers, students and business operators (i.e. receives stipend) who submit their application form at least 30 days prior to their card expiring, may continue in their child-related role, unless the card is suspended or cancelled earlier.
- Paid employees may continue in their child-related role as long as they submit their application form to Blue Card Services prior to the expiry date.

What about screening?

- For people who want to work with children the screening process is mandatory and must be completed before they start in their new role, whether it is paid or unpaid (employees, helpers, leaders, coordinators etc.).



- The completion of this process is to be recorded by completing Parts 1, 2, and 3 of this register.
- The register is an appropriate place to record screening of other positions, in addition to those working with children (complete all relevant parts of this register –Part 2 will not apply).
- For more information about the process of screening new people see: [Selecting leaders and helpers](#) available on the Synod website.

Where can I get help?

- The Queensland Synod website has a range of helpful reference documents such as the Safe Ministry with Children policy, process documents and tools.
- Your presbytery has appointed people to assist with specific questions.
- The Queensland Synod office has support staff to assist with enquires.

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	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	22.01.2017	Review cycle – every year		



SAFEMINISTRY
with **children**

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Register of workers

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Congregation:	
Location:	
Contact person:	

Part 1 : Record of people

[illegible]



Register of workers

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		Part 2 : Record of blue card process and detail		
Section 1:Personal details		Section 5: Approval	Section 6: Exit	
First name	Last name	Appointment by church council 'commencement date' dd/mm/yy	Date of exit from role dd/mm/yy	Date Applicant/card holder no longer with organisation form sent to Blue Card Services dd/mm/yy



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Part 4 : Record of additional responsibilities and licences

Section 7:Personal details		Section 12: Designated drivers		Section 13: Details of other relevant qualifications, training or responsibilities
First name	Last name	Date of approval as a designated driver by church council dd/mm/yy	Does approval include transport of children	Details of other qualifications, training or detail which is relevant to a person's appointment by church council