



Selecting leaders and helpers

PRO-SMC-01.1

Purpose

This document assists church council members/delegates to complete and record the screening of applicants applying to work with children in congregations.

Before any person can work with children and young people, screening processes must be completed including:

- Written application and declaration
- Interview/conversation
- Referee checks with two referees
- Linked blue card or exemption card (including sighting of ID and recording in Register of workers).

Each part of the application process is to be completed with prayerful consideration of the gifts and graces of the applicant, their suitability to work with children and young people in the role and the needs of the church.

Appointment of successful applicants is subject to the receipt of positive notice from Blue Card Services.

Scope

This Procedure applies to people wishing to work with children and young people (aged under 18 years) in a congregational setting within the Uniting Church in Australia, Queensland Synod (the Church).

Procedure

1. Protecting privacy

It is expected that the application process will be completed in an open and honest manner. Therefore, it is essential that confidentiality and privacy be observed by all who have a part to play in completing the process. This includes the applicant, referees and members of the councils of the church and their delegates.

Confidentiality is observed when statements (written and oral) are made on the clear understanding that they will be shared only with those who have a legitimate reason to hold that knowledge in order to progress the application or where there is a legal obligation to share the information. Where applicants choose not to provide any of the information requested, we may be unable to send information, fully process applications or properly consider the person for engagement. Any information we collect about applicants in the future will be used and disclosed in the same manner as described above unless indicated otherwise in advance. Applicants may request access to personal information about them that is held by the Church. Refer to [Privacy policy](#).

2. Procedure to be followed

2.1. Steps for the applicant

- 2.1.1. Complete the application form
- 2.1.2. Attach any required documents
- 2.1.3. Lodge the application form

2.2. Steps for the church council representative / delegate

- 2.2.1. Receive the application, consider if other information is required from the applicant to clarify information provided on the application, interview the applicant and speak with referees.



Selecting leaders and helpers

- 2.2.2. Check the validity of existing blue cards or exemption cards by entering details on www.bluecard.qld.gov.au and record blue card details in the Register of Workers.
- 2.2.3. Determine if the applicant is suitable to work with children and able to complete the tasks required. List any supportive measures to be put in place.
- 2.2.4. Confirm your determination with the church council members who will formally include the approval or otherwise of the appointment in church council meeting minutes. If an applicant is deemed unsuitable for the role, this should be communicated in a sensitive way (with pastoral follow-up) and other more suitable roles suggested.
- 2.2.5. Advise the applicant of the decision and ask them to complete the appropriate blue card application form or linking form and lodge it with Blue Card Services, listing the church council chairperson as the organisational contact person.
- 2.2.6. Ensure the details of the blue card or exemption card are listed in the register of workers as required by law. For more information refer to Blue card guidance notes [TOO-SMC-01.3.01](#) available on the Synod website.
- 2.2.7. Arrange for the applicant to receive relevant Safe Ministry with Children training, and to sign the Statement of Personal Commitment.
- 2.2.8. Give the original application and attachments to the church council secretary marked 'CONFIDENTIAL' for document storage.

Related documents

- PRO-SMC-01 Overseeing Safe Ministry with Children
- TOO-SMC-01.1.01 Application form
- TOO-SMC-01.1.02 Sample role descriptions
- TOO-SMC-01.1.03 Record of interview
- TOO-SMC-01.1.04 Record of referee checks
- TOO-SMC-01.1.05 Sample letter of appointment
- TOO-SMC-01.1.06 Driver information form
- TOO-SMC-01.1.07 Statement of personal commitment
- TOO-SMC-01.1.08 New starter check-in interview form
- TOO-SMC-01.1.09 Annual review, feedback and discussion form
- TOO-SMC-01.1.10 Liturgy and commissioning of workers

Definitions

Term	Meaning
All terms	See Glossary of Terms

Revisions

Document number		SMC-PRO-01.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	21.08.2019	Manager Risk and Compliance	01.09.2019	ED Risk and Assurance	Safe Church, Assurance and Support Officer
Next scheduled review		21.08.2020			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.