



# Resource: Information Required in a Register of Volunteers

C/2.1.13.2

## Requirements

### 1. Obligations

All volunteers are screened, trained, sign [C/2.1.2.7 Statement of Personal Commitment](#) to child safety and must be approved by the church council before commencing. This screening includes interviews, referee checks and linking of blue cards.

### 2. Audit records

The following information or dates is required to be clearly recorded in your register of volunteers:

#### 2.1. Volunteer/lay staff information

- 2.1.1. The date that a Statement of Personal Commitment was signed
- 2.1.2. The date(s) that interviews and referee checks occurred
- 2.1.3. The date that all new volunteers or lay staff were appointed to their role by the church council
- 2.1.4. The date that each new volunteer or lay staff completed Safe Ministry with Children Training
- 2.1.5. The date that an annual well-being check in occurred
- 2.1.6. The date that a new starter check-in occurred

#### 2.2. Blue card information

- 2.2.1. That the position requires a blue card – **yes/no**
- 2.2.2. Each position that requires a blue card has one
- 2.2.3. Each blue card or exemption card detail is recorded with the:
  - Blue card number;
  - Type of blue card (V,P,E); and
  - Date of expiry (exemption cards have a three-year expiry) is clear
- 2.2.4. The date that each blue card or exemption card was been validated
- 2.2.5. Each blue card or exemption card has been linked to the organisation – **yes/no**

## Revisions

Document number		C/2.1.13.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	10.09.2020	Risk and Assurance Manager	10.09.2020	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		10.09.2025			