



PROCEDURE FOR STAFF & VOLUNTEERS

Adopted by Georges River Life Care Board on 10th July 2020

PURPOSE

The *Procedure for Staff and Volunteers* sets out a procedure for the thorough recruitment, screening, training and resourcing of all staff and volunteers, particularly those engaged in Child-related Work (within the meaning of the **WWCC Legislation**) or Regulated Activity (within the meaning of **WWVP Legislation**).

SCOPE

Part 1 of the Procedure applies to Recruitment and Screening of all staff and volunteers within GRLC.

Part 2 of the Procedure applies to the Induction of all staff and volunteers

Part 3 of the Procedure applies to Training and Resourcing of all staff and volunteers

Part 4 of the Procedure applies to Recordkeeping and Review of documents related to staff and volunteers

THIS PROCEDURE SHOULD BE READ IN CONJUNCTION WITH THE **SAFE CHURCH POLICY** AND:

- *Screening Check Questionnaires*
- *Safe Church Register*
- *Code of Conduct*
- *Privacy Policy*

1. Part 1 – Recruitment and Screening

Category 1a – Key Leaders and staff engaged in child-related work or work with vulnerable adults

The screening process for Key Leaders applies

- to any staff member, who is involved in a key leadership role within GRLC
 - to any staff member engaged in child-related work or work with vulnerable adults; and
1. Prior to recruitment:
 - a) the **position description** will be reviewed and updated if necessary;
 - b) the position will be advertised appropriately; and
 - c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;
 - completing a *Screening Check Questionnaire*;
 - undergoing a National Police Criminal Record Check; and
 - being eligible for, or holding a current clearance in accordance with **WWCC Legislation** or **WWVP Legislation**.
 2. Applicants for the position will submit a written application including a resume and an outline of their willingness to commit to the mission and values of GRLC
 3. Shortlisted applicants will:
 - a) complete a *Screening Check Questionnaire*;
 - b) be interviewed by **panel** approved by CEO, If the CEO, a panel approved by the Board;
 - c) undertake a National Police Criminal Record Check;
 - d) provide evidence of a current clearance in accordance with **WWCC Legislation** or **WWVP Legislation**; and
 - e) provide a minimum of 2 references
 4. Successful applicants will:
 - a) sign and agree to abide by the *Code of Conduct*;
 - b) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and all Procedures and guidelines.

Category 1b - Staff who are not engaged in child-related work or work with vulnerable adults

The screening process for staff who are not engaged in child-related work or work with vulnerable adults applies

- to any staff member to whom the screening process in Category 1 a does not apply;
1. Prior to recruitment:
 - a) the **position description** will be reviewed and updated if necessary;
 - b) the position will be advertised appropriately and in accordance with any constitutional requirements; and
 - c) the position description and/or advertisement will state that any offer of employment is subject to applicants:
 - agreeing to abide by, and upholding, the *Code of Conduct*;

- completing a *Screening Check Questionnaire*;

2. Applicants for the position will:

- a) submit a written application including an outline of their willingness to commit to the mission and values of GRLC, and
- b) submit their Curriculum Vitae, ensuring that information relevant to the particular position is included.

3. Shortlisted applicants will:

- a) complete a *Screening Check Questionnaire*;
- b) be interviewed by **GRLC key leaders**
- c) provide a minimum of 2 references

4. Successful applicants will:

- a) sign and agree to abide by the *Code of Conduct*; and
- b) Participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 2 a - Volunteers engaged in child-related work or work with vulnerable adults

The screening process for volunteers engaged in child-related work or work with vulnerable adults applies to:

- Any staff or contractor
- any volunteer involved in service to children and/or young people
- any volunteer engaged in a role that includes leadership of an area in which children or young people are also part of the team.; and
- any volunteer engaged in service to vulnerable adults.

1. Prior to being appointed, a potential volunteer will:

- a) be provided with a current **position description**
- b) complete a *Screening Check Questionnaire*;
- c) be interviewed by the CEO or Key Leader
- d) sign and agree to abide by the *Code of Conduct*
- e) provide evidence that they have completed Creating Safe Spaces training within the past 3 years, or complete the online component and commit to attend face-to-face training within 9 months
- f) provide evidence that they hold a current clearance in accordance with **WWCC Legislation** or **WWVP Legislation** (unless the volunteer is aged under 18).
- g) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

2. Prior to the volunteer commencing in the role the CEO or Key Leader will

- a) Verify the WWCC number (if in NSW and over 18 years of age)
- b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 2 b - Volunteers not engaged in child-related work or work with vulnerable adults

The screening process for volunteers not-engaged in child-related work or work with vulnerable adults.

1. Prior to being appointed, a potential volunteer will:
 - a) be provided with a current **position description**;
 - b) complete a *Screening Check Questionnaire*;
 - c) be interviewed by the relevant Leader; and
 - d) sign and agree to abide by the *Code of Conduct*; and
 - e) participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.

2. Prior to the volunteer commencing in the role the Key Leader will:
 - a) Obtain written parental consent for the volunteer to undertake the role suggested (if the volunteer's age is less than 18)
 - b) Provide an induction process to enable them to safely fulfil their position, including providing a copy of the *Safe Church Policy* and relevant procedures and guidelines.

Category 3 – Supervised volunteers aged under 18

1. The screening process for supervised volunteers aged under 18 applies to:
 - volunteers who are engaged in junior, trainee, support or helping roles which require that the volunteer is supervised at all times.

Where a volunteer is engaged in a trainee, support or helping role but is aged over 18 they will need to be screened in accordance with category 2 as appropriate in order to meet legal requirements.

*GRLC may determine that specific 16 or 17-year-olds have sufficient maturity to volunteer without direct supervision, despite being under 18 years of age. These volunteers will be screened and trained in accordance with category 2, including Creating Safe Spaces training. **However, note that there should always be at least one adult leader on-site and participating in the program.***

Please see the *Guidelines for Activities with Children and Young People* for more details on the differences between junior/trainee volunteers and volunteers.'

2. Prior to being appointed, a potential volunteer will:
 - be provided with a current **position description**;
 - complete a *Screening Check Questionnaire*;
 - be interviewed by the Key Leader;
 - sign and agree to abide by the *Code of Conduct*; and
 - participate in an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and relevant procedures and guidelines.
3. Prior to the volunteer commencing in the role the Key Leader will:
 - obtain written parent/guardian consent for the volunteer to undertake the role suggested, if the volunteer is under 16 years old (we also recommend getting parent/guardian consent for 16 and 17 year olds wherever possible);
 - provide an induction process to enable them to safely fulfil their position, including being given a copy of the *Safe Church Policy* and Procedures; and
 - provide an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of serving.

	Application & Screening questionnaire	Interview, reference checks, induction	Code of Conduct	WWCC/ WWVP	CSS	Police Check
Staff engaged in leadership, child-related work or work with vulnerable adults	Yes	Yes	Yes	Yes	Yes	Yes
Other Staff (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	Yes	Yes	No	No	No
Volunteers in leadership, child-related work or work with vulnerable adults	Yes	Yes	Yes	Yes	Yes	No
Other Volunteers (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	Yes	Yes	No	No	No
Volunteers aged 16 or 17 in child-related work	Yes (use under 18 screening)	Yes	Yes	No	Yes	No
Supervised volunteers under 18	Yes (use under 18 screening)	Yes	Yes	No	No	No

2. Part 2 – Induction

1. All staff and volunteers will be provided with an induction appropriate to their role. This induction will include:
 - a) A WHS induction that provides an understanding of the organisation, process and requirements of the WHS system, including an understanding of risks and hazards appropriate to their service.
 - b) an overview of general site health and safety expectations;
 - c) operating procedures that apply to relevant equipment;
 - d) the content of the *Code of Conduct* and expectations and appropriate behaviours for staff and volunteers as set out in the *Safe Church Policy*;
 - e) the role description and any reporting structure;
 - f) expectations regarding Creating Safe Spaces training, if appropriate
 - g) an overview of the *Procedures for Handling Complaints against Staff and Volunteers, Conflict Resolution and Responding to Child Protection Concerns*;
 - h) who to contact in the event of any conflict, concerns or complaints; and
 - i) any Guidelines appropriate to their ministry area.

2. A record of the induction (including the name of the person giving the induction, the date of the induction and the topics covered) will be kept.

3. Part 3 – Training and Resourcing

1. Creating Safe Spaces Training

- a) All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults will:
 - attend Baptist Churches NSW & ACT Creating Safe Spaces Training (or other SCTA approved face-to-face training) at least once every 3 years; or
 - if they have not attended such training prior to appointment, will complete the online component of the training prior to commencement and commit to attend the face-to-face component within 9 months of commencement.
- c) The CEO will ensure that information about staff and volunteer attendance at Creating Safe Spaces Training is recorded in the *Safe Organisation Register*.

2. Other training

CEO will arrange ongoing staff and volunteer training as required. (This may include in-house training, attendance at conferences and/or attendance at external training opportunities.)

3. Resourcing

CEO will ensure that GRLC programs are adequately resourced with staff and volunteers and have the required equipment for the safe and effective running of the program.

4. Supervision

Key Leaders will provide ongoing support and supervision for all staff and volunteers, to ensure they feel valued, respected and fairly-treated, including providing:

- a) up to date *Safe Church Policy*, guidelines and procedures;
- b) formal or informal support mechanisms, so that staff and volunteers have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling), and
- c) an annual process of position review to provide an opportunity for mutual feedback and encouragement.

4. Part 4 – Recordkeeping and Review

1. Recordkeeping

For each staff member or volunteer, the following items should be recorded and kept for a minimum of 45 years.

- a) their written application for the position (if applicable);
- b) their completed *Screening Check Questionnaire*;
- c) all notes relating to the interview and reference checks (if applicable);
- d) notes confirming the content and date of their induction;
- e) signed *Code of Conduct*;
- f) a copy of the *National Police Criminal Record Check* (if required);
- g) evidence of their current WWCC or WWVP (if required);
- h) evidence of the date of completion of Creating Safe Spaces training (or equivalent SCTA approved training with a face-to-face component); and
- i) records of all other relevant training, incidents, annual reviews, etc

Any items which contain sensitive information (such as Screening Questionnaires, Safe Organisation Concerns Forms, investigation notes and reports) must be kept in a manner which protects confidentiality and will only be accessed by a limited number of authorised persons.

2. Safe Organisation Register

GRLC must maintain a *Safe Organisation Register* which records a summary of necessary screening and training for all staff and volunteers.

3. Review

- a) Staff should participate in a formal review process each year. This process should
 - consider the position description and make any necessary amendments;

- provide an opportunity for mutual feedback and encouragement;
 - identify opportunities for training and development in the following twelve months; and
 - consider involving a committee comprising members of the governance body and any other GRLC members who may be appropriate
- b) Volunteer positions should be reviewed at least annually to identify areas for support or development and to amend role descriptions where appropriate.