



WWEC PROCEDURE - Safe Ministry Roles, Responsibilities & Screening

1. Safe Ministry Roles & Responsibilities

a. WWEC Senior Pastor

The WWEC Senior Pastor has a statutory responsibility to ensure compliance with screening under the Child Protection (Prohibited Employment) Act 1998. The implementation of the compliance can be delegated, but the statutory responsibility cannot be delegated.

The Office of Children Guardian outlines that the head of an organisation that is covered by the Reportable Conduct process is described as the 'Head of a relevant entity' (HRE). The Senior Pastor delegates the role of HRE to the Associate Pastor who fulfils the role of Director of Ministry.

b. WWEC Associate Pastor

A WWEC Associate Pastor is delegated the role (by the Senior Pastor) of 'Head of the relevant Entity' (HRE). The HRE is a position required by the NSW Office of Children's Guardian. The HRE is responsible for ensuring their entity has systems, policies and processes in place for:

- preventing and identifying reportable conduct by an employee of the entity
- requiring an employee to report any reportable allegation or conviction they become aware of, to the head of the entity (or, if it relates to the head of the entity, to the Children's Guardian)
- enabling non-employees of the entity to report any reportable allegations or convictions against employees of the entity, to the head of the entity
- responding to a reportable allegation or conviction involving an employee
- receiving, handling and disclosing information relating to reportable conduct allegations and convictions
- preventing reportable conduct by employees.

It is preferable the WWEC Associate Pastor within the HRE delegated role is either the Director of Ministry &/or Director of Kids & Youth.

This same WWEC Associate Pastor, is also to undertake the role of Team Leader of the WWEC Safe Ministry Contacts. WWEC aims to have four (4) Safe Ministry Contacts, one being the Associate Pastor. The Associate Pastor, with WWEC's Senior Pastor, will recruit the three (3) other WWEC SMC's. It is ideal to have two (2) males and two (2) females in these SMC positions.

c. WWEC Safe Ministry Coordinator

The WWEC Safe Ministry Coordinator ensures;

- That all employees and volunteers working with children register using WWEC's approved screening agency 'Safe Ministry Check'. This agency ensures volunteers complete all relevant screening checks including;
 - Working With Children Check (WWCC) Referee checks
 - Police checks
- That all employees and volunteers working with children have received appropriate training through online providers 'Safe Ministry Check' at safeministrycheck.com.au
- The maintenance, in a confidential manner, of online records documenting WWCC numbers and training completed by volunteers currently engaged in child-related work at WWEC
- The ongoing monitoring and reporting of safe ministry records, systems and practice
- That other WWEC volunteers (in areas other than child/youth ministries) are encouraged to complete the online 'Member Safeguarding training at Safe Ministry Check (safeministrycheck.com.au).

d. WWEC - Director of Ministry

The WWEC Associate Pastor in the position of Director of Ministry ensures all volunteers within WWEC ministry teams are screened, following the process set out in Section 2 of this procedure.

e. WWEC Director of Kids & Youth

The WWEC Director of Kids & Youth ensures all volunteers in WWEC children & youth ministry team;

- Receive an induction and training to new children's/youth ministry workers, including training on WWECs policies, procedures and guidelines (this occurs following screening & approval to join the children's/youth ministry team)
- Are provided with the necessary resources to complete their roles e.g. teaching program resources

f. Safe Ministry Contacts

WWEC requires two (2) Safe Ministry Contacts to comply with our Safe Ministry training requirements. WWEC aims to have four (4) Safe Ministry Contacts recruited at all times. The Safe Ministry Contacts responsibilities are to be the first point of contact when members of WWEC have a concern about someone, or need to report an incident. When a concern or report is made the Safe Ministry Contacts follow the processes as outlined in '*WWEC PROCEDURE - Safe Ministry Management*'.

g. Kids and Youth Team Leaders & Members

- Participate in screening and training to ensure a high standard of care for children and youth
- Prepare and deliver lessons in accordance with the teaching program provided, and the information delivered in WWEC's policies, procedures and guidelines
- Report difficulties, concerns, or suggestions about teaching children to their Team Leader and/or the WWEC Kids Church Coordinator
- Report any child protection issues or safety concerns to a Safe Ministry Contact
- Are familiar with all WWEC safe ministry and emergency policies, procedures and guidelines.

2. Screening of WWEC members

In the interests of caring for the vulnerable, as well as the ministry workers who serve them, the following screening processes will be undertaken by WWEC for any member considering a volunteer position within a ministry team at WWEC;

1. WWEC Recruitment Coordinator (or assigned Recruitment team member), under the leadership of the Director of Ministry, follows up new ministry applicants and also identifies suitable members, who could be trained to work as a volunteer
2. WWEC Recruitment Coordinator interviews all new ministry applicants (applicants for all ministry areas, not limited to children's ministry)
3. WWEC Recruitment Coordinator completes reference checks for all new applicants. If reference checks are positive the Recruitment Coordinator asks the WWEC member to join a suitable ministry team based on the volunteers skills, areas of interest and need. The potential roles and responsibilities as a volunteer in the applicable ministry team will be outlined. The Recruitment Coordinator provides the volunteer with all relevant procedures, the appropriate Ministry Position Description, Ministry Serving Guide (where applicable) and informs the Ministry Team Leader of the new volunteer. The WWEC Recruitment Coordinator encourages all new volunteers to complete the approved Safe Ministry training online (safeministrycheck.com.au).

Note: it is not compulsory for those volunteering *outside* of WWEC's children/youth ministries to complete the online Safe Ministry Training. However, WWEC is committed to safeguarding vulnerable people in our church and creating a culture which values the safety and wellbeing of all members. WWEC therefore encourages all volunteers to complete the online training Safe Ministry 'Member Safeguarding Training Course'.

4. WWEC Recruitment Coordinator emails the WWEC Elvanto Manager and the WWEC Safe Ministry Coordinator details of the new approved volunteer and their area of ministry.

For those serving outside of WWEC children/youth ministry

5. WWEC Safe Ministry Coordinator emails the volunteer a link which enables them to complete the Safe Ministry training online 'Member Safeguarding Training course' (safeministrycheck.com.au). It is encouraged but not compulsory for the volunteer to complete this training. No further action is required.

For those serving in WWEC's Children/Youth Ministry only

6. WWEC Safe Ministry Coordinator emails the applicant asking them to;
 - a. Apply for a Working with Children Check & number via the link <https://www.service.nsw.gov.au/transaction/apply-working-children-check>.
 - b. Complete the Safe Ministry Online training - 'Volunteer & Leader Training'. A training link is provided to the applicant. Note: within the online training course the applicant will be required to provide additional references.

7. WWEC Safe Ministry Coordinator receives an email from the online training provider *Safe Ministry Check* which informs them when an applicant is successfully approved for ministry. This confirms they have passed their online training, their references have been approved and they have a Working with Children Check number. Note: the volunteer is unable to begin serving in kids or youth ministry until they have a Working with Children Check number.

Screening of non members and external service providers

Where ever possible, unless directly supervised by a WWEC Children's Ministry Worker, those assisting in a one-off situation are still advised to follow the screening procedure above.