

**THE ANGLICAN DIOCESE OF GRAFTON  
DIOCESAN POLICIES AND PROCEDURES**

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<b>SUBJECT: BACKGROUND CHECKS AND MINIMUM TRAINING STANDARDS FOR COMMUNITY PROTECTION</b>		<b>PROCEDURE REFERENCE NUMBER</b> GEN-006
<b>DATE APPROVED</b> 24 February 2022 by Bishop-in-Council		<b>VERSION 3</b> Replaces version dated 15 August 2019
<b>IMPLEMENTATION DATE</b> 24 February 2022	<b>REVIEW FREQUENCY</b> 3 Yearly	<b>RESPONSIBLE FOR REVIEW</b> Bishop-in-Council

## **1.0 PURPOSE**

This procedure sets out the minimum requirement for background checks and compliance training for particular roles in the Anglican Diocese of Grafton. These checks and training are an important part of the protection that the Diocese provides to the community it serves, especially with regard to vulnerable persons.

## **2.0 SCOPE**

### **2.1 Applicability**

This procedure applies generally in the Anglican Diocese of Grafton covering the Bishop-in-Council and its committees, The Corporate Trustees of the Diocese of Grafton, the Bishops Registry, Archives, Parish ministries, and operation of any other minister or ministry of the Diocese except those specifically excluded below.

### **2.2 Exclusions**

This procedure does not apply to the scope of operation of each of the bodies corporate of the Diocese of Grafton (i.e. Lindisfarne Anglican Grammar School, Emmanuel Anglican College, Clarence Valley Anglican School, Bishop Druitt College, St Columba Anglican School, St Columba Anglican School Foundation, Anglicare North Coast and Lismore Parish Pre-School) except with respect to the appointment of any chaplain (or other appointment holding the Bishop's license) to any of these bodies.

## **3.0 BACKGROUND CHECKS**

### **3.1 Criminal Record Check**

#### **3.1.1 Description**

- (a) This action is a formal check of the records of the law enforcement agencies across Australia (i.e. national police check).
- (b) Unless there is a strong reason to do otherwise, this check should be obtained from the NSW Police Service.  
[https://www.police.nsw.gov.au/online\\_services/criminal\\_history\\_check](https://www.police.nsw.gov.au/online_services/criminal_history_check)

#### **3.1.2 Requirement**

- (a) A criminal record check is required before the appointment of the following categories of church worker regardless of whether the person is paid or not paid for their involvement:
  - Clergy;
  - Those ministering to the aged, frail, intellectually disabled and those with a limited command of English (except where this ministry only occurs in a public

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setting). This specifically includes clergy, chaplains, LLMs and designated parish volunteers visiting aged care facilities.

- Employees in the Bishop's Registry and parish offices;
  - Parish Treasurers;
  - Any other parish position where the Churchwardens, or Bishop's delegate, have assessed that the position includes a significant risk to vulnerable people interacting with that position or a significant risk to parish finances.
- (b) Churchwardens are encouraged to conduct risk assessments of all types of positions within their parish to determine which positions will require a criminal record check.
- (c) Where a person who has an extensive background working overseas and little or no recent Australian residency, an application for a criminal record check in the countries relating to their most recent and most extensive residency or working experience should be made.
- (d) For each appointment or role that requires the license of the Bishop, a criminal record check is required every 3 years and will be associated with the renewal of a license where practicable.
- (e) Parish Treasurers who have provided a criminal record check are not required to provide a fresh criminal record check on re-appointment but must do so whenever 3 years has elapsed since the most recent criminal record check provided.
- (f) For other positions that do not require the license of the Bishop, a criminal record check is required on commencement only.
- (g) The person(s) responsible for recruitment or making an appointment is responsible for advising the potential recruit or appointee that a criminal record check is required before the employment or appointment is confirmed.
- (h) The criminal record check for clergy who will become the Incumbent of a parish (i.e. Rector or Priest-in-Charge) will be required by the office of the Bishop.
- (i) The potential recruit or appointee is responsible to make the application for a criminal record check. (No application can be made without the involvement and consent of person subject to the check.)
- (j) The parish or organisation making the appointment can withdraw an offer of employment or cancel an appointment if the potential recruit or appointee fails to make an application for a criminal record check within a reasonable time (e.g. 2 weeks). Before withdrawing any offer or cancelling any appointment, the person should be advised that this action is being considered and a deadline will be imposed.

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- (k) A valid criminal record check issued not more than 6 months previously may be accepted.
- (l) In all cases, photographic identification shall be used to ensure that the Criminal Record Check presented is valid for the person to be employed or appointed.

### **3.2 Working With Children Check**

#### **3.2.1 Description**

- (a) A Working With Children Check (WWCC) is a screening conducted by the Office of the Children's Guardian and is compulsory for a number of occupations and volunteer activities. Those who fail the Check or fail to undergo the Check are disqualified from working in certain occupations or certain volunteer activities.
- (b) More information about the WWCC can be found at <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

#### **3.2.2 Requirement**

- (a) A current WWCC is required before the appointment or commencement of the following categories of church worker regardless of whether the person is paid or not paid for their involvement:
- Those who are responsible for religious ministry (clergy and lay holders of a license issued by the Bishop);
  - Those involved in ministry to youth and children (Leaders and designated helpers).
  - Members of Parish Council.
- (b) Further to the above, a WWCC is required for all parent volunteers attending overnight kids camps with their own child.
- (c) To remain current a WWCC must be renewed after 5 years.
- (d) Holders of WWCC have a responsibility to keep their personal details up to date with the Office of the Children's Guardian. A fine may apply for non-compliance.
- (e) Parish Council (and the equivalent in non-parish locations) is responsible to ensure that each relevant person of their parish has a current WWCC.
- (f) The potential recruit or appointee is responsible to make the application for a WWCC. Applications are made online at [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

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### **3.3 Safe Ministry Check**

#### **3.3.1 Description**

- (a) A Safe Ministry Check is a questionnaire-based screening tool where the person under consideration answers questions on their background and history.
- (b) In the case of an ordained ministry or the appointment of a paid, licensed or authorised Church Worker, a referee for the applicant also completes a Safe Ministry Check with regard to the applicant.
- (c) The answers provided in the Safe Ministry Check are used to assess the risk of an appointment or continuing an appointment.
- (d) The approved forms for Safe Ministry Check are as per Attachment C of this procedure.

#### **3.2.2 Requirement**

- (a) A Safe Ministry Check is required before the appointment or commencement of the following categories of church worker regardless of whether the person is paid or not paid for their involvement:
  - Those who are responsible for religious ministry (clergy and lay holders of a license issued by the Bishop);
  - Those involved in ministry to youth and children (Leaders and designated helpers).
  - Members of Parish Council.
- (b) To remain current a Safe Ministry Check must be renewed after 3 years.
- (c) For those applying for a license from the Bishop or renewal of a license by the Bishop, the Bishop or his/her delegate shall review the answers provided on the Safe Ministry Check. The issuing of a license is at the Bishop's discretion.
- (e) For all other positions, the Incumbent assisted by a Churchwarden shall review the answers provided on the Safe Ministry Check. Where the reviewers are of the view that the appointment should not be made or should not continue, a recommendation shall be made to the Bishop who will act after receiving the advice of the Director of Professional Standards. The Bishop may cancel or suspend an appointment.

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## **4.0 MINIMUM TRAINING REQUIREMENTS**

### **4.1 Faithfulness in Service (Code of Conduct) Awareness**

#### **4.1.1 Description**

- (a) Faithfulness in Service is a code of conduct for church workers that has been adopted across the Anglican Church of Australia. It covers the topics of Pastoral Relationships, Children, Personal Behaviour, Sexual Conduct and Financial Integrity.
- (b) Faithfulness in Service has been incorporated into a policy and procedure document of the Anglican Diocese of Grafton. Copies of GEN-002 Faithfulness in Service are available on the diocese's website at <https://www.graftondiocese.org.au/documents/policies-procedures/>
- (c) Widespread awareness and understanding of this code is important for the standards of the Diocese of Grafton therefore training in this code has been made a requirement for various positions and roles.

#### **4.1.2 Requirement**

- (a) Training in Faithfulness in Service is a requirement for those in the following roles or positions regardless of whether the person is paid or not paid for their involvement:
- Holders of a license issued by the Bishop (e.g. clergy, LLMs)
  - Members of Parish Council;
  - Parish Treasurers;
  - Leaders and designated helpers in Family, Special Religious Education (SRE), Youth or Children's Ministry or similar;
  - Leaders or coordinators of parish ministries;
  - Church office workers and volunteers where public contact is involved;
  - Leaders and designated helpers with street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops, and other people contact ministries.
- (b) To remain current in Faithfulness in Service training a full course or a refresher course is to be completed within 3 years.
- (c) Regardless of (b) above, currency in Faithfulness in Service requires a full course to be completed within every 6 year period.
- (d) Training in Faithfulness in Service is only valid for this purpose if it has been conducted by a trainer authorised by the Bishop of Grafton and a signed certificate of completion has been issued for that training.

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- (e) Parish Council (and the equivalent in non-parish locations) is responsible to ensure that each relevant person of their parish has a current training in Faithfulness in Service.
- (f) Any person who is more than 3 months overdue in regard to their training requirements may be stood down by Parish Council from that ministry or involvement until the necessary training is completed.

## **4.2 Safe Ministry Training**

### **4.2.1 Description**

- (a) Through the National Council of Churches in Australia (NCCA), the Anglican Diocese of Grafton has become a participant in the Safe Church Training Agreement with the aim of making all church environments safer for the people that use them.
- (b) The NCCA accredited Safe Ministry Training (SMT) is designed to assist church leaders to ensure churches, activities and programs are safe. SMT, usually delivered as a Safe Church Awareness Workshop or a Safe Church Refresher Workshop, includes modules on:
- Key concepts in protecting vulnerable people
  - Child protection and vulnerable people
  - Christian Leaders – Good practice guidelines for safe leaders
  - Safe programs
- (c) Widespread understanding of safe ministry principles among the leaders of the Anglican Diocese of Grafton is important for the safety of both members and those interacting with our churches and ministries so SMT has been made a requirement for various leadership positions and roles.

### **4.2.2 Requirement**

- (a) SMT is a requirement for those in the following leadership roles or positions whether the person is paid or not paid for their involvement:
- Holders of a license issued by the Bishop (this includes clergy and LLMs);
  - Members of Parish Council;
  - All leaders of Family, Special Religious Education (SRE), Youth or Children’s Ministry or similar;
  - All leaders or coordinators of parish ministries;
  - All leaders of street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops and other people contact ministries.
- (b) To remain current in SMT a full course or a refresher course is to be completed within 3 years.

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- (c) Regardless of (b) above, currency in SMT requires a full course to be completed within every 6 year period.
- (d) Training in SMT is only valid for this purpose if it is through an SCTA accredited course. The Diocese of Grafton conducts SCTA accredited courses from time to time and other options for completing this training are:
  - On-line courses offered by the Anglican Diocese of Sydney  
<https://safeministry.training/>
  - An SCTA accredited course offered by another Anglican Diocese or Christian denomination <http://www.ncca.org.au/departments/safe-church-program>
- (e) Parish Council (and the equivalent in non-parish locations) is responsible to ensure that each relevant person of their parish is current in SMT.
- (f) Any person who is more than 3 months overdue in regard to their training requirements may be stood down from that ministry or involvement until the necessary training is completed.

## **5.0 OTHER REQUIREMENTS**

### **5.1 Record Keeping**

- (a) Parishes and agencies should ensure that they maintain a record including copies of certificates of any checks or training relevant to their activities.
- (b) A copy of each record is to be provided to the Bishop's Registry (Maree Collett [pa@graftondiocese.org.au](mailto:pa@graftondiocese.org.au)) for maintenance of a master record.

### **5.2 Costs**

- (a) Criminal Record Checks for clergy in receipt of a stipend will be at the expense of the clergyperson.
- (b) Criminal Record Checks relating to recruitment or appointment for positions other than (a) above, will be initially at the cost of the person subject to the check who will be reimbursed if appointed.
- (c) Where a WWCC is required for employment purposes, the cost will be the responsibility of the employee.
- (d) There is currently no charge for a WWCC for a volunteer.
- (e) Any costs related to either Faithfulness in Service or SMT will be the responsibility of the participant.

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- (f) Regardless of the provisions of this section, parishes and agencies may choose to reimburse any of these costs either in full or in part.

### **5.3 Under 18 years**

- (a) For applicable persons under the age of 18 years, it may not be possible to obtain the required criminal record check or Working With Children's Check. In such situations, an appointment or continuation of appointment may be determined without such checks.
- (b) Persons under 18 years being considered for volunteer roles, will need to complete the Safe Ministry Check appropriate to their age group (Attachment C4).

## **6.0 DEFINITIONS**

### **6.1 Designated Helper**

A designated helper is an assistant in an activity (i.e. not a leader or co-ordinator) who has been recognised as being involved in the activity. Indications that a person is a designated helper include:

- Inclusion on a roster;
- Wearing a name badge or uniform;
- Being trained for the role or activity;
- Being in the area reserved for approved workers (e.g. behind a serving counter).

Volunteering ad hoc to assist with a general task (e.g. washing up, moving furniture) would not by virtue of that action become a designated helper.

### **6.2 Designated Leader**

A designated leader is an individual who holds recognised responsibility for a group and/or coordinates a group at some point during an activity.

## **7.0 REFERENCES**

GEN-002 Faithfulness in Service

REG-001 Administration Code of Conduct

Professional Standards Ordinance 2004



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**ATTACHMENT A**

**Summary of Requirements for Background Checks and Minimum Training**

<b>Position/Role</b>	<b>Criminal Record Check</b>	<b>Working With Children Check</b>	<b>Safe Ministry Check</b>	<b>Faithfulness in Service Awareness</b>	<b>Safe Ministry Training</b>
<b>Renewal Frequency</b>	As per 3.1.2	5 years	3 years	3 years	3 years
Licensed clergy	✓	✓	✓ Attach. C1 & C2	✓	✓
Lay people holding a Bishop's license (e.g. LLM)	✓	✓	✓ Attach. C1 & C2	✓	✓
Registry employees	✓			Administration Code of Conduct	
Parish employees	✓			✓	
Churchwardens		✓	✓ Attach. C3	✓	✓
Parish Treasurers	✓			✓	
Parish Councillors		✓	✓ Attach. C3	✓	✓
SRE teachers		✓	✓ Attach. C3*	✓	✓
Family, Youth or Children ministry leaders		✓	✓ Attach. C3*	✓	✓
Family, Youth or Children ministry designated helpers		✓		✓	
Leaders or coordinators of parish and outreach ministries			✓ Attach. C3*	✓	✓
Designated helpers in ministries with people contact (e.g. street ministry, hospital visiting, aged home visits, soup kitchens)	For ministry to the aged, frail, intellectually disabled and those with limited English			✓	

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<b>Position/Role</b>	<b>Criminal Record Check</b>	<b>Working With Children Check</b>	<b>Safe Ministry Check</b>	<b>Faithfulness in Service Awareness</b>	<b>Safe Ministry Training</b>
Op Shop volunteers				✓	
Volunteers in office and administration functions where public contact is involved				✓	

\* where this role is remunerated, Attachments C1 and C2 apply.

Other positions or roles may be included where a risk assessment highlights the need for the check or training.

Where more than one position or role applies to a person, then the check or minimum training requirement is applicable if it is specified for any of the relevant positions or roles.

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**ATTACHMENT B**

**Roles or activities that do not require Background Checks or Minimum Training**

Attendance at worship, home group or general church gathering  
Bible reading as part of public worship  
Leading intercessions (prayers) as part of public worship  
General participation or volunteering for gardening, cleaning, maintenance work  
Parents and guardians in activities where their children are involved (except where the person has a designated leader role and for overnight camps or similar)  
Parish Auditor

Note: Background Checks or Minimum Training become applicable if a person holds a position or role specified in Attachment A regardless of their inclusion in Attachment B.

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**ATTACHMENT C**

Attachment C1: Safe Ministry Check application for Ordained Ministry or appointment as a Paid, Licenced or Authorised Church Worker

Attachment C2: Safe Ministry Check Referee's Screening Questionnaire for Ordained Ministry or appointment as a Paid, Licensed or Authorised Church Worker

Attachment C3: Safe Ministry Check application for appointment as a Voluntary Church Worker (Applicants 18 years and over)

Attachment C4: Safe Ministry Check application for appointment as a Voluntary Church Worker (Applicants 13 to 17 years)



Attachment C1

**CONFIDENTIAL STATUTORY DECLARATION  
ANGLICAN CHURCH OF AUSTRALIA  
ANGLICAN DIOCESE OF GRAFTON**

Application for  
**Ordained Ministry, or appointment as a  
Paid, Licensed or Authorised Church Worker**

PERSONS WHO ARE CURRENTLY ORDAINED  
CANDIDATES FOR ORDINATION  
LAY MEMBERS OF THE CHURCH

## Safe Ministry Check

*Adopted by the General Synod, October 2004  
Effective from 1 January 2021*

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Name of Applicant

Role applied for

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## 1 The Safe Ministry Check

- Privacy** This application is confidential.  
It will be kept secure in our confidential files, in accordance with the *Privacy Act*. The diocese is protecting your privacy by adhering to the diocesan privacy policy available at <https://www.graftondiocese.org.au/wp-content/uploads/2019/10/GEN-001-Privacy-Policy-Version-2-Oct-2019.pdf>  
Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.
- To the Applicant** The Anglican Church of Australia has established standards of conduct for clergy and church workers to maintain a safe and healthy ministry environment.  
Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry in Australia. **This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct.**  
As part of our screening process, we request you to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call Maree Collett.
- Completing the form** 1. Before completing this document please read the diocesan policy for selection of ordination candidates, clergy and paid church workers. You should also read *Faithfulness in Service*, which includes the code of conduct for safe ministry to children. You can find *Faithfulness in Service* on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>  
2. The *Safe Ministry Check* takes the form of a Statutory Declaration. It is a criminal offence to make a Statutory Declaration knowing it to be untrue in any material way.  
3. Complete all six sections.  
You must answer all questions. Where required, put a cross [X] in the appropriate box.  
If you answer 'Yes' to a question—and where there is insufficient room to complete a table—please add additional information on a separate page and attach it to this form.  
**Please note:**  
  - a 'Yes' answer to a question will not automatically rule an applicant out of selection; and
  - we do not interpret a 'Yes' answer to a question as a charge of professional misconduct. The Diocese has a formal process for making such a charge.  
4. Sign your initials at the bottom of every page. At the end of the form sign the declaration and ensure that your signature is witnessed by a person authorised to witness a Statutory Declaration.
- Submitting the form** Make sure you attach copies of the following documents:  
Working With Children Check clearance;  
National Police Certificate, and  
Evidence of Safe Ministry Training and Faithfulness in Service training.  
Please return this form in the enclosed, stamped, pre-addressed envelope directly to:  
Maree Collett  
Anglican Diocese of Grafton  
PO Box 4  
GRAFTON NSW 2460
- Interview** If you are invited to an interview, please bring for sighting Proof of Identity two (2) documents, one of which includes a recent photograph and one of which is either a Birth Certificate, Passport or current Driver's Licence.

OFFICE USE ONLY

ID sighted

ID approved

ID not approved

## 2 The Applicant

### Personal details

Title  Rev  Mr  Mrs  Miss  Ms  Other, specify

First name(s)

Surname

Date of birth (d/m/y)

Gender  male  female

Marital Status

Current occupation

### Current address

Number, Street

Suburb/town, Postcode

State, Country

### Previous address

Have you ever been a resident in any other Australian State or Territory, or in another country?

No  Yes Please list all previous addresses, the most recent first.

Address	From (m/y)	To (m/y)

### Contact details

Home phone

Work phone

Mobile phone

Email

### 2.1 Record of Ordination/Consecration

Have you ever been ordained as a deacon or a priest, or consecrated as a bishop?

No Go to 2.2  Yes Please provide details below.

	Diocese	Date
Ordained as Deacon		
Ordained as Priest		
Consecrated as Bishop		

### 2.2 Record of Bishop's Licences or Authorities

Have you previously held a Bishop's Licence or Authority?				
<input type="checkbox"/> No Go to 2.3 <input type="checkbox"/> Yes Please provide details below, the most recent first.				
Position	Diocese	Bishop	From (m/y)	To (m/y)

### 2.3 Record of Christian Church Membership and Christian Ministry

Complete the table below regarding any church you have attended regularly during your adult life, excluding positions detailed above. List the most recent first.				
Church	Location	Role	From (m/y)	To (m/y)
Snr Minister or equivalent:				
Snr Minister or equivalent:				
Snr Minister or equivalent:				
Snr Minister or equivalent:				
Snr Minister or equivalent:				
Snr Minister or equivalent:				

### 2.4 Record of past employment

Please provide your employment history below, with the most recent first.				
Employer	Location	Position or Role	From (m/y)	To (m/y)

## 3 Suitability for ministry



Please answer the questions below by putting a cross [X] in the appropriate box.

- Some questions have words set in **bold print**. These words or phrases are defined under ‘Key Terms’ in *Faithfulness in Service*.
- Throughout this document charged\* or charges\* indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.
- If the answer to any of the following questions is ‘Yes’, please provide relevant information regarding your response and indicate the current status of the issue(s) if any. You should attach a separate page to this form with this additional information, clearly indicating the question number to which it applies. Remember that a ‘yes’ answer will not automatically rule you out of selection.

### 3.1 Identity

- |    |   |                             |                              |
|----|---|-----------------------------|------------------------------|
| a) | Have you ever, since the age of eighteen, been known by any name(s) other than the one given above? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|----|---|-----------------------------|------------------------------|

### 3.2 Health and social issues

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | Do you have any health condition(s), which may affect your work with children or young persons?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | Do you have a history of alcohol abuse?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) | Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d) | Does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| e) | Do you have a history of problem gambling?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

### 3.3 Criminal and other offences

- |   |  |                             |                              |
|---|--|-----------------------------|------------------------------|
| a)  | Have you ever been charged* with a criminal offence? Getting a parking or speeding fine is not a criminal offence.                                     | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b)  | Have you ever been convicted of a criminal offence in Australia or in any other country? Getting a parking or speeding fine is not a criminal offence. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) This question relates to action before a licensing board, professional association, community association, sports club, employer, educational institution, church or any other body. |  |                             |                              |
| i.  | Has disciplinary action of any sort ever been taken against you?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| ii.   | Have there been charges* against you to the above named bodies that did not result in discipline?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| iii.  | Are there charges* pending against you before any of the above-named bodies?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d)  | Have you ever been charged* with any offence related to cruelty to animals?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| e)  | Have you ever been charged* with a traffic offence which required you to attend court?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

### 3.4 Licences

- |    |   |                             |                              |
|----|---|-----------------------------|------------------------------|
| a) | Has your licence to drive a motor vehicle ever been revoked or suspended? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | Have you ever had a licence to own firearms refused or revoked?           | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

### 3.5 Employment and professional conduct

a)	Have you ever been asked to resign or been terminated by a training program, employer or church body?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such suit pending?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

### 3.6 Financial matters

a)	Have you ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever been charged* with an offence under the taxation laws?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Have you ever had an order made against you or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or have you ever had an order made against you under any Act regulating corporations?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

### 3.7 Abusive conduct

a)	Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment or stalking?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever been charged* with verbal or physical harassment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Have you ever been charged* with the production, sale or distribution of, or illegal access to <b>child exploitation material</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
e)	Have you done anything in the past or present that may result in allegations being made against you of child abuse? 'Child abuse' means: <ul style="list-style-type: none"> <li>▪ the following conduct in relation to a child: <b>bullying; emotional abuse; harassment; neglect; physical abuse; sexual abuse; spiritual abuse; grooming;</b> or the failure without reasonable excuse to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or</li> <li>▪ the possession, production or distribution of <b>child exploitation material</b>.</li> </ul> The context of the conduct includes personally, virtually or by any electronic means.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f)	Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

### 3.8 Sexual conduct and misconduct

a)	Have you ever been charged* with having engaged in sexual conduct or attempted sexual conduct with a person with whom you had a pastoral or professional relationship (e.g. a parishioner, a client, a patient, an employee, a student, a subordinate)? 'Sexual conduct' includes sexually motivated touch and conversation through to sexual intercourse of any kind. The context of the conduct includes personally, virtually or by any electronic means.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

c)	Have you ever been charged* with an offence related to sexual misconduct? 'Sexual misconduct' includes:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	<ul style="list-style-type: none"> <li>▪ abuse of power or role for sexual purposes</li> <li>▪ sexual conduct with a person under the age of consent or with an adult not competent to give consent</li> <li>▪ sexual assault (e.g. rape)</li> <li>▪ soliciting for sexual purposes.</li> </ul>		
d)	Have you ever been charged* with an offence related to <b>sexual harassment</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
e)	Have you ever engaged in any of the following conduct, even though never having been charged*?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	<ul style="list-style-type: none"> <li>▪ sexual contact with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)</li> <li>▪ sexual contact with a person under the age of consent</li> <li>▪ illegal use, production, sale or distribution of child exploitation material</li> <li>▪ conduct likely to cause harm to a child or young person, or to put them at risk of harm.</li> </ul>		

## 4 Character References

Please provide details below of three (3) referees.

Referees must be over eighteen years of age and be able to give a report on your good character and suitability for ministry among children and young people. They must NOT be a relative, close friend or a member of the Selection panel. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.

REFEREE 1		
This person must be a Senior Church Leader e.g. rector, church warden, elder	Title	<input type="checkbox"/> Rev <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other, specify
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	

REFEREE 2		
This person must be a current or former employer or, if you have no work history, a current or former teacher.	Title	<input type="checkbox"/> Rev <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other, specify
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	

REFEREE 3		
This person must be someone who knows you well, having known you for at least three years.	Title	<input type="checkbox"/> Rev <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other, specify
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	

## 5 Statements

**Authority for information** *I understand that it is the policy of the Anglican Church of Australia to ask:*

- *those who serve or have served as my bishop;*
- *churches I have regularly attended as an adult; and*
- *my employers;*

*whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.*

*I have identified all positions in which I have held a bishop's licence or authority, all churches which I have regularly attended as an adult and my employers. I hereby authorise the Anglican Church and its delegates to contact and exchange information with them.*

*I further hereby authorise every one of those bishops, churches and employers to inform the Anglican Church and its delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.*

*I hereby authorise my referees to answer the Referee's Screening Questionnaire and to provide any information relevant to my application to you and your delegates.*

---

**Release from Liability** *I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.*

*I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.*

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**Acknowledgement** *I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church or to remain in employment in a Church body.*

**Signature of applicant** \_\_\_\_\_

**Name of applicant (print)** \_\_\_\_\_

**Date** \_\_\_\_\_

## 6 Statutory Declaration

Please initial each page of the document. Your signature must be witnessed by a person authorised in this jurisdiction to witness a Statutory Declaration. The witness is not required to read the document.

Declaration by applicant *I,* \_\_\_\_\_ (insert your full name)  
*of* \_\_\_\_\_ (insert your full address)

*do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.*

Signature of applicant \_\_\_\_\_

Declared at \_\_\_\_\_

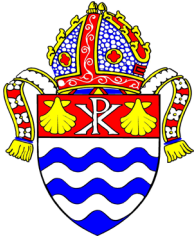
Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Name of Witness (print) \_\_\_\_\_

Address of Witness \_\_\_\_\_

Title/Office held \_\_\_\_\_



**CONFIDENTIAL**

ANGLICAN CHURCH OF AUSTRALIA

**ANGLICAN DIOCESE OF GRAFTON**

Application for  
**Ordained Ministry**, or appointment as a  
**Paid, Licensed or Authorised Church Worker**

PERSONS WHO ARE CURRENTLY ORDAINED  
CANDIDATES FOR ORDINATION  
LAY MEMBERS OF THE CHURCH

## Safe Ministry Check Referee's Screening Questionnaire

*Adopted by the General Synod, October 2004*

*Effective from 1 January 2019*

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**Name of Applicant**

**Role applied for**

**Name of Referee**

---

## 1 Referee’s Questionnaire

**To the Referee** The Anglican Church of Australia has established standards of conduct for Church workers in order to maintain a safe and healthy ministry environment in our churches and church organisations.

Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry in Australia.

An Applicant for ministry in this Diocese has nominated you as a Referee and authorised the Church and its delegates to seek your cooperation in completing this *Screening Questionnaire* and in providing any information relevant to his or her application for ministry.

It is important to make clear that this request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that the Applicant has in fact engaged in inappropriate conduct.

If you have no knowledge of this person or, for whatever reason, do not wish to be a Referee, you may so state on page 3, sign and return the form.

- Completing the form**
1. As part of our screening process, we request persons named as Referees to answer a series of questions which are, of necessity, intimate in nature. Please answer each question *to the best of your knowledge*.
  2. Where required, put a cross [X] in the appropriate box.
  3. If you do not understand the question or would like to discuss your answer further, please feel free to call Maree Collett.
  4. **Please note.** A ‘Yes’ answer to a question will not automatically rule the Applicant out of selection. Nor do we interpret an ‘adverse’ answer to a question as a charge of professional misconduct. Each Diocese in Australia provides a formal process for making such a charge.

**Submitting the form** Please return this form in the enclosed, stamped, pre-addressed envelope directly to:  
Maree Collett  
Anglican Diocese of Grafton  
PO Box 4  
GRAFTON NSW 2460

**Privacy** The Applicant’s application and this Screening Questionnaire are confidential. They will be kept secure in our confidential files, in accordance with the *Privacy Act*. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.

Thank you for your time.

**2 Applicant****Personal details**

Title

First name(s)

Surname

**Address**

Number, Street

Suburb/town,  
Postcode

State, Country

**Contact details**

Home phone

Work phone

Mobile phone

Email

**3 Referee****Personal details**Title  Rev  Mr  Mrs  Miss  Ms  Other, specify

First name(s)

Surname

**Address**

Number, Street

Suburb/town,  
Postcode

State, Country

**Contact details**

Home phone

Work phone

Mobile phone

Email

**Preparedness to be a Referee**

Do you know the Applicant named above?

 No  Yes

If NO, please sign on page 7 and return the form in the envelope provided.

If YES, how long have you known the Applicant?

Years                      Months                      From (m/y)                      To (m/y)

In what capacity have you known the Applicant?

Are you willing to complete this Questionnaire?

 No  Yes

If NO, please sign on page 7 and return the form in the envelope provided.

If YES, go to Section 4



## 4 Applicant’s suitability for ministry

Please answer the questions below by putting a cross [X] in the appropriate box.

- If you have had no opportunity to gain the knowledge required by a particular question or there is no record on file, tick ‘No’.
- If you answer ‘Yes’ to any of the following questions, please provide an attachment to this form. On a separate sheet, indicate the question number, provide relevant information regarding your response and, if appropriate, indicate the current status of the issue(s). Any information that on the face of it is adverse will not automatically rule an Applicant out of selection.
- Throughout this document charged\* or charges\* indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.
- Throughout this document words in **bold print** are defined in section 2 (Key Terms) of *Faithfulness in Service*, the Anglican Church’s Code of Conduct for clergy and church workers. You can find *Faithfulness in Service* on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

### 4.1 Identity

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| a) To the best of your knowledge, has the person named as the Applicant, since the age of eighteen, been known by any name(s) other than the one shown above? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|---|-----------------------------|------------------------------|

### 4.2 Health and social issues

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| a) To the best of your knowledge, has this person ever had any health condition(s), which may affect their work with children or young persons?     | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) To the best of your knowledge, does this person have a history of alcohol abuse?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) To the best of your knowledge, does this person have a history of drug abuse with prescription, over-the-counter, recreational or illegal drugs? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d) To the best of your knowledge, does this person have a history of problem gambling?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

### 4.3 Criminal and other offences

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| a) To the best of your knowledge, has this person ever been charged* with a criminal offence? Getting a parking or speeding fine is not a criminal offence.                             | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) To the best of your knowledge, has this person ever been convicted of a criminal offence? Getting a parking or speeding fine is not a criminal offence.                              | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) This question relates to action before a licensing board, professional association, community association, sports club, employer, educational institution, church or any other body. |                             |                              |
| i. To the best of your knowledge, has this person ever had disciplinary action of any sort taken against them?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| ii. To the best of your knowledge, has this person ever had charges* made against them before the above named bodies that did not result in discipline?                                 | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| iii. To the best of your knowledge, does this person have charges* pending against them before any of the above-named bodies?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d) To the best of your knowledge, has this person ever been charged* with any offence related to cruelty to animals?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| e) To the best of your knowledge, has this person ever been charged* with a traffic offence which required them to attend court?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

#### 4.4 Licences

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | To the best of your knowledge, has this person ever had a licence to drive a motor vehicle revoked or suspended? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | To the best of your knowledge, has this person ever had a licence to own firearms refused or revoked?            | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

#### 4.5 Employment and professional conduct

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | To the best of your knowledge, has this person ever been asked to resign or been terminated by a training program, employer or church body?                            | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | To the best of your knowledge, has this person ever had a civil suit brought against them arising out of alleged professional misconduct, or is any such suit pending? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) | To the best of your knowledge, has this person ever had professional indemnity insurance declined, suspended or revoked for any reason?                                | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

#### 4.6 Financial matters

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | To the best of your knowledge, has this person ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | To the best of your knowledge, has this person ever been charged* with an offence under the taxation laws?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) | To the best of your knowledge, has this person ever had an order made against him or her or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or ever had an order made against him or her under any Act regulating corporations? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

#### 4.7 Abusive conduct

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | To the best of your knowledge, has this person ever had an apprehended violence order, order for protection or the like issued against them as a result of allegations of violence, abuse, likely harm, harassment or stalking?      | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | To the best of your knowledge has this person ever been charged* with verbal or physical harassment?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) | To the best of your knowledge, has this person ever had a child or dependent young person in their care (as a parent or in any other capacity) removed from their care, or been the subject of a risk assessment by the authorities? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d) | To the best of your knowledge, has this person ever been charged* with the production, sale or distribution of, or illegal access to, <b>child exploitation material</b> ?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

- 
- e) To the best of your knowledge, has this person ever done anything in the past or present that may result in allegations being made against them of child abuse?  No  Yes
- ‘Child abuse’ means:
- the following conduct in relation to a child:  
**bullying; emotional abuse; harassment; neglect; physical abuse; sexual abuse; grooming;** or the failure without reasonable excuse to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or
  - the possession, production or distribution of **child exploitation material**.
- The context of the conduct includes personally, virtually or by any electronic means.
- 
- f) To the best of your knowledge, has this person ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?  No  Yes
- 

#### 4.8 Sexual conduct and misconduct

- 
- a) To the best of your knowledge, has this person ever been charged\* with having engaged in sexual conduct or attempted sexual conduct with a person with whom they had a pastoral or professional relationship (e.g. a parishioner, a client, a patient, an employee, a student, a subordinate)?  No  Yes
- ‘Sexual conduct’ includes sexually motivated touch and conversation through to sexual intercourse of any kind. The context of the conduct includes personally, virtually or by any electronic means.
- 
- b) To the best of your knowledge, has this person ever been charged\* with having engaged in sexual conduct with persons under the legal age of consent?  No  Yes
- 
- c) To the best of your knowledge, has this person ever been charged\* with an offence related to sexual misconduct?  No  Yes
- ‘Sexual misconduct’ includes:
- abuse of power or role for sexual purposes
  - sexual conduct with a person under the age of consent or an adult not competent to give consent
  - sexual assault (e.g. rape)
  - soliciting for sexual purposes
  - an offence related to **child exploitation material** or public indecency (e.g. indecent exposure)
- 
- d) To the best of your knowledge, has this person ever been charged\* with an offence related to **sexual harassment**?  No  Yes
- 
- e) To the best of your knowledge, has this person ever engaged in any of the following conduct, even though never having been charged\*?  No  Yes
- sexual contact with a parishioner, client, patient, student, employee or subordinate (other than with his or her spouse)
  - sexual contact with a person under the age of consent
  - illegal use, production, sale or distribution of **child exploitation material**
  - conduct likely to cause harm to a child or young person, or to put them at risk of harm.
-

#### 4.9 Suitability for role

a)	If you were an employer, is there any reason why you would not employ this person?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Is there any reason why you would regard this person as unsuitable to hold the position for which they have applied?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	In your opinion, would this person be difficult to work with?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Would you have any reservations about leaving children for whom you are responsible in the care of this person?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
e)	In your opinion, is there any reason why this person would not be suited for work with children?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f)	Would you like an opportunity to speak with the Bishop or a member of the Selection Panel?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

#### 5 Declaration

**Declaration by Referee** I, \_\_\_\_\_ (insert your full name)

of \_\_\_\_\_ (insert your full address)

*declare that the information I have provided in this Screening Questionnaire and the information contained in any documents attached to this application are true and correct to the best of my knowledge and belief.*

**Signature of Referee**

**Declared at**

**Date**



**CONFIDENTIAL**  
**ANGLICAN CHURCH OF AUSTRALIA**  
**ANGLICAN DIOCESE OF GRAFTON**

Application for appointment as a  
**Voluntary Church Worker**

APPLICANTS 18 YEARS AND OVER

# Safe Ministry Check

*Adopted by the General Synod, October 2004*  
*Effective from 1 January 2021*

---

Name of Applicant

---

Parish, church or  
organisation

---

Role applied for

---

## 1 The Safe Ministry Check

- Privacy** This application is confidential. The diocese is protecting your privacy by adhering to the diocesan privacy policy available at <https://www.graftondiocese.org.au/wp-content/uploads/2019/10/GEN-001-Privacy-Policy-Version-2-Oct-2019.pdf>
- It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.
- About this form** This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.
- 'Ministry to children' and 'pastoral ministry' are defined in the *Safe Ministry to Children Canon 2017*. Pastoral ministry with children includes:
- giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
  - participating in overnight activities such as camps;
  - having close personal contact with children such as changing clothes, washing and toileting.
- Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.
- To the Applicant** Thank you for volunteering for a ministry role within your church.
- The Anglican Church is committed to doing everything we can to ensure that our churches are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.
- To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.
- Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.
- Completing the form**
1. Complete all five sections.
  2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
  3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer. If there is insufficient space on the form to provide relevant details, please attach a separate page and clearly identify the question your information relates to.
  4. Sign your initials at the bottom of every page and sign your full signature at the end.
- Submitting the form** Please return the form to:  
The Rector of your Parish.

## 2 The Applicant

Personal details	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other, specify
	First name(s)					
	Surname					
	Previous name					
	Date of birth (d/m/y)					
	Gender	<input type="checkbox"/> male	<input type="checkbox"/> female			
	Marital Status					
	Occupation					

Address	Number, Street					
	Suburb/town,					
	State, Postcode					

Contact details	Home phone	Work phone
	Mobile phone	
	Email	

**Confirming your identity** Please attach to this form a clear copy of **ONE** of the following:

A working with children check, a working with vulnerable people check, your current Australian driver's licence; your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

**Suitability for ministry** Please answer the questions below by putting a cross [X] in the appropriate box.

If you are not sure what is meant by a word or phrase in **bold print**, please consult the Key Terms in *Faithfulness in Service*. You can find *Faithfulness in Service* on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

a) Do you have any health condition(s), which may affect your work with children or young people?  No  Yes If YES, please provide details.

b) Have you ever had a driver's licence, whether in Australia or in another country?  No Go to c)  Yes  
 If YES, has your licence ever been revoked or suspended?  No  Yes If YES, please provide details.

- 
- c) Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence?  No  Yes If YES, please provide details.
- 
- d) Have you ever been charged with a criminal offence in Australia or in any other country?  No  Yes If YES, please provide details.  
 'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.
- 
- e) Have you ever been convicted of a criminal offence in Australia or in any other country?  No  Yes If YES, please provide details.
- 
- f) Have you ever applied for a working with children check or a working with vulnerable people check?  No Go to g)  Yes  
 If YES, did the authority to which you applied refuse to issue the check?  
 No  Yes  
 If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?  
 No  Yes
- 
- g) Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking?  No  Yes If YES, please provide details.
- 
- h) Has anyone ever accused you of child abuse? A 'child' is a person under the age of 18. 'Child abuse' means:
- doing any one or more of the following things to a child, whether directly in person or via an electronic device such as a computer, tablet or phone: **bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming;** or
  - failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or
  - possessing, producing or distributing **child exploitation material** (e.g. viewing child pornography or sexting).
- No  Yes If YES, please provide details.
- 
- i) Have you ever done anything that may result in someone accusing you of child abuse?  No  Yes If YES, please provide details.
- 
- j) Has a child or dependent young person for whom you were caring as a parent or in any other capacity ever been removed from your care, or been the subject of a risk assessment by the relevant authorities?  No  Yes If YES, please provide details.
-



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k) Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means?  No  Yes If YES, please provide details.

- sexual contact with a person under the age of consent; or
- production, sale, distribution or illegal use of **child exploitation material**; or
- conduct likely to cause harm to a child or young person, or to put them at risk of harm.

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l) Have you ever provided employment, pastoral care or professional services for others?  No Go to m)  Yes  
 If YES, have you ever engaged in sexual contact, whether personally, virtually, or by any electronic means, with a parishioner, client, patient, student, employee or subordinate—other than with your spouse?  
 No  Yes

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m) Do you currently abuse alcohol or other substances?  No  Yes  
 If YES, does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships?  
 No  Yes

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n) Do you have a history of substance abuse? Substance abuse' would include, but not be limited to abuse of prescription, over-the-counter, recreational or illegal drugs, use of mind-altering substances and petrol sniffing.  
 No  Yes If YES, please provide details.

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### 3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/ Organisation	Location	Role	From (m/y)	To (m/y)

## 4 Character Reference

Please provide details below of two (2) referees. In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people. A referee **cannot** be a relative or a close friend. We will contact your referees by phone. If you have lived in another state or country within the last three years, please nominate at least one referee from your most recent parish or placement in that state or country.

	REFEREE 1 This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	REFEREE 2 This person must be either an employer or, if you have no employment history, an adult person who who has known you for 3 years or longer
Title		
First name		
Surname		
Number, Street		
Suburb/Town, Postcode		
State, Country		
Home phone		
Mobile phone		
Email		

## 5 Statements

**Authority for information** *I hereby authorise:*

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

**Release from Liability** *I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.*

*I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.*

**Acknowledgement** *I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.*

**Declaration by the applicant** *I,* \_\_\_\_\_ *(insert your full name)*

*of* \_\_\_\_\_ *(insert your full address)*

*do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.*

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_\_



CONFIDENTIAL  
ANGLICAN CHURCH OF AUSTRALIA  
ANGLICAN DIOCESE OF GRAFTON

Application for appointment as a  
**Voluntary Church Worker**

APPLICANTS AGED 13 TO 17 YEARS

# Safe Ministry Check

*Adopted by the General Synod, October 2004  
Effective from 1 January 2021*

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Name of Applicant \_\_\_\_\_

Parish, church or organisation \_\_\_\_\_

Role applied for \_\_\_\_\_

## 1 The Safe Ministry Check

- Privacy** This application is confidential. The diocese is protecting your privacy by adhering to the diocesan privacy policy available at <https://www.graftondiocese.org.au/wp-content/uploads/2019/10/GEN-001-Privacy-Policy-Version-2-Oct-2019.pdf>  
It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.
- About this form** This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.  
Ministry to children and Pastoral Ministry are defined in the *Safe Ministry to Children Canon 2017*.  
Pastoral ministry with children includes:
- giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
  - participating in overnight activities such as camps;
  - having close personal contact with children such as changing clothes, washing and toileting.
- Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.
- To the Applicant** Thank you for volunteering for a ministry role within your church or church organisation.  
The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.  
To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.  
Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.
- Completing the form**
1. Complete all five sections.
  2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
  3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer.
  4. Sign your initials at the bottom of every page and sign your full signature at the end of the form.
  5. **If you are under 16, your parent or guardian must also initial each page and sign at the end.**
- Submitting the form** Please return the form to:  
The Rector of your Parish.

## 2 The Applicant

### Personal details

First name(s)

Surname

Previous name

Date of birth (d/m/y)

Gender  male  female

Occupation

### Address

Number, Street

Suburb/town,

State, Postcode

### Contact details

Home phone

Mobile phone

Email

### Confirming your identity

Please attach to this form a clear copy of ONE of the following:

A national police history check, a working with vulnerable people check, your current Australian driver's licence; your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

### Suitability for ministry

Please answer the questions below by putting a cross [X] in the appropriate box.

If you are not sure what is meant by a particular word, please consult your parents or another responsible adult.

- |    |  |                             |                              |
|----|--|-----------------------------|------------------------------|
| a) | Do you have any health condition(s), which may affect your work with children or young people?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| b) | Have you ever been charged with a criminal offence in Australia or in any other country?<br>'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| c) | Have you ever been convicted of a criminal offence in Australia or in any other country?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| d) | Have you ever applied for a working with children check or-a working with vulnerable people check?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|    | If YES, did the authority to which you applied refuse to issue the check?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|    | If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

e) Have you ever had a driver's licence?	<input type="checkbox"/> No Go to f)	<input type="checkbox"/> Yes
	If YES, has your licence ever been revoked or suspended?	
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f) Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
g) Have you ever done anything which could result in a person accusing you of child abuse? A 'child' is a person under the age of 18. Child abuse includes: harassment, physical bullying, verbal bullying and cyberbullying; and touching a child in a sexual way with or without their consent.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
h) Have you ever produced sexual images of another person under the age of 18?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
i) Have you ever engaged in sexting? 'Sexting' means requesting, sharing, sending or posting online explicit sexual photos, messages or videos.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
j) Does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
k) Have you ever used illegal drugs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

### 3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/Church Organisation	Location	Role	From (m/y)	To (m/y)

### 4 Character Reference

Please provide details below of two (2) referees.

In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people.

A referee may be a parent or other responsible adult, such as a church leader, teacher or employer, or someone who has known you for longer than one year. Only one referee can be closely related to you.

We will contact your referees to tell us what they know that's relevant to our assessment of your suitability to be a voluntary church worker.

	REFEREE 1	REFEREE 2
Title		
First name		
Surname		
Number, Street		
Suburb/Town		
State, Postcode		
Country		
Home phone		
Mobile phone		
Email		

## 5 Statements

**Authority for information** *I hereby authorise:*

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

**Release from Liability** *I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.*

*I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.*

**Acknowledgement** *I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.*

**Declaration by the applicant** *I,* \_\_\_\_\_ *(insert your full name)*  
*of* \_\_\_\_\_ *(insert your full address)*  
*do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.*

**Signature of applicant**

**Date**

**If you are under 16 years of age, either a parent or guardian must sign below.**

**Declaration by parent or guardian** *To the best of my knowledge, the information in this application form is correct.*

**Signature of parent or guardian**

**Date**