

SAFE CHURCH POLICY

PRE-AMBLE

Stronger, more effective and transparent screening laws for people working or volunteering with children have been introduced in South Australia. The Uniting Church in SA has adopted this as a part of its existing Screening and Authority Process, including Working With Children Checks (WWCC) <https://sa.uca.org.au/safechurch/policies-and-documents>

The new laws mean that, from 1 July 2019, everyone working or volunteering with children must have a valid child-related check. Everyone in a role of responsibility with the Uniting Church will need a WWCC alongside the UC's current Screening and Authority Process.

Morialta Church Council has adopted a process to inform members of the congregation of the new requirements and processes, institute processes to assist congregation members to comply, and to establish and maintain appropriate records.

TRANSITIONAL ARRANGEMENTS

There are transitional arrangements in place:

- All current, valid DHS/DCSI child-related employment screening clearances will be recognised as WWCCs under the law, until they expire
- All National Police Certificates are valid for working with children until 1 July 2020.
- If a current Screening and Authority expires before 1 July 2020, advice to renew will be received to renew Screening Checks through the new process.
- If a current Screening and Authority expires after 1 July 2020, the new process will need to be undertaken before May 2020.

SCREENING

To conform with Uniting church SA policy (refer <https://sa.uca.org.au/safechurch/policies-and-documents>), Morialta Church Council requires

1. all employees, members of Church Council, Team Leaders and leaders of programs conducted in the name of Morialta Uniting Church and/or Morialta Uniting Church Community Centre to hold a Working With Children Check and a General Probity Check
2. all volunteers working with children to hold a Working With Children Check
3. all who in the name of Morialta Uniting church and/or Morialta Uniting Church Community Centre,
 1. are a designated Visitor (eg residential Aged Care or Hospital)
 2. work with refugees, migrants
 3. offer social support services (eg counselling / financial support / soup kitchen)to hold a Working with Vulnerable People Check.
4. all who handle cash and/or manage Morialta's finances to hold a General Employment Probity Check

The screening process involves two steps:

1. [Request the Synod](#) to submit a screening application to the SA Government, Department of Human Services (DHS)
2. DHS will send an email with a link to activate your account and provide the relevant personal information to process your request (this will include a 100-point identification check)

TRAINING

Morialta Church Council requires that

1. all employees, members of Church Council and Team Leaders participate in Uniting Church Child Safe Environments training and Called to Care training
2. all leaders of programs conducted in the name of Morialta Uniting Church and/or Morialta Uniting Church Community Centre participate in Uniting Church Called to Care training.

<https://sa.uca.org.au/safechurch/training-courses/training-dates>

<https://sa.uca.org.au/safechurch/screening>

<https://sa.uca.org.au/dollars-sense/new-screening-requirements-are-now-in-effect>



LOCAL ARRANGEMENTS

ASSISTING APPLICANTS WITH SCREENING REQUESTS

Some people may need assistance when applying for a screening request.

For example, they may require

- access to a computer with internet
- assistance with access to email
- verification of their ID.

Morialta Church Council has appointed the Chair of Church Council, the Secretary of Church Council and the Administrative Coordinator as facilitators who will enable Morialta Uniting church applicants to complete their screening request.

Assistance information for Safe Church Congregation Liaisons and the 100 point Identification Verification Form are available here: <https://sa.uca.org.au/safechurch/screening#update>

STORING SCREENING AUTHORITIES

Church Council has resolved that details of those who are required to hold checks, the status of their check, the reference number and date of their clearance be recorded in the Morialta Community Database which is held in the church office and managed by the Administrative Coordinator.

PROCESS

To conform with Uniting Church SA policy, Morialta UC Church Council has adopted this process for applying for and recording details of screening checks required by employees and volunteers in Morialta congregation:

Own Computer

1. Applicant requests the Synod to submit a screening application to the SA Government, Department of Human Services (DHS) - [Request the Synod](#)
2. DHS sends an email with a link to activate the applicant's account and provide the relevant personal information to process the request (this will include a 100-point identification check)
3. On receipt of the email notifying the outcome of the screening, the applicant forwards it to the Administrative Coordinator who logs the detail in the Morialta Community Database.

For an applicant who requires assistance

1. Applicant makes a time with a facilitator who works with them either on a Morialta UC computer or the facilitator's own computer to submit to the Synod, [Request the Synod](#), a screening application to the SA Government, Department of Human Services (DHS)
2. On receipt of the DHS link, the facilitator works with the applicant to lodge the application.
3. On receipt of the email notifying the outcome of the screening, the facilitator notifies the applicant and forwards the email to the Administrative Coordinator who logs the detail in the Morialta Community Database.

This process is included in *Church Council's handbook*.

APPENDIX

It is the policy and practice of the Uniting Church in Australia, Synod of South Australia that:

All appointed Leaders within the Church (whether paid or voluntary) who would have or could expect to have contact with children, youth and vulnerable people obtain the required Screening Checks as part of being authorised by Church Council for the roles of responsibility which they hold.

Appointed Leaders are people who are in a position of trust, influence or authority because of their leadership role within the Church. This would include but not be limited to, lay preachers, elders, church councillors, those who lead worship, anyone involved in children and youth events/programs/activities, music leaders, organists, Bible study leaders, and 'home group' or 'cell group' leaders and any other person commissioned by the Church Council to perform a leadership role.

It is expected that training is carried out once every three years and authorisation every five years.

Role	TRAINING				AUTHORISATION			
	Screening and Authority	CSE	Called to Care	Code of Ethics	Working with Children Check (5 years)	General Probity Check	Vulnerable Person Related Employment (3 years)	Driving a vehicle for a church sanctioned activity
Ministry leaders	M	M	R	M	M	M	M	
Ministry of Pastors	M	M	R	M				
Employees: Children Family & Youth	M	M	R					
Employees: Admin roles	M	E	R				M	
Church Council members	M	E	E		M	M		
Elders	M	E	E		M	M		
Key Leaders & Volunteers <i>in roles of responsibility</i>	M	E	E					
Children, family and youth leaders	M	R	E		M			

KEY

M = Mandatory required by Government legislation / regulations

E = Encouraged

R = Required by the Uniting church as best practice and with our compliance obligations

CSE = Child Safe Environments: Reporting Child Abuse and Neglect (full day course initially then refreshers triennially)

Refer <https://sa.uca.org.au/safechurch/policies-and-documents>