
VOLUNTEER POLICY – MINISTRY AREAS

1. Policy Statement

The Anglican Diocese of Newcastle (the Diocese) is committed to providing an environment that is safe for all persons within the Diocese.

The Diocese appreciates and acknowledges the services provided by Volunteers. Volunteers make a real difference to the mission and ministry in this Diocese. For many people, volunteering is a way of expressing their discipleship and living out their vocation and Volunteer involvement is encouraged and supported whenever possible.

This policy is intended to ensure the effective management of Volunteers within the Diocese and enhance the positive contribution that Volunteers make. This policy should be read in conjunction with the Parish Safety Policy.

2. Scope

This policy applies to all Parishes associated with the Diocese, to Volunteers and to all Clergy and Church Workers who are involved with and/or responsible for Volunteers.

3. Definitions

CHILD - a person under the age of 18.

CHILDREN - persons under the age of 18.

CHILD-RELATED WORK - generally means work that involves physical or face-to-face contact with a Child or Children where contact is a usual part of the work and is more than incidental to the work.

CHURCH MINISTRY ASSESSMENT - a reasonable endeavour made to obtain information about a Church Worker from the Director of Professional Standards, and if obtained consideration of that information.

CHURCH WORKER - a "Church Worker" as defined in clause 3 of the *Professional Standards Ordinance 2012* and in *Faithfulness in Service*.

FAITHFULNESS IN SERVICE - a code for personal behaviour and the practice of pastoral ministry by clergy and Church Workers in the Anglican Diocese of Newcastle.

GENERAL SYNOD SAFE MINISTRY CHECK - a screening form that asks applicants to answer questions and which is used to gather information for a Safe Ministry Assessment.

NATIONAL REGISTER ASSESSMENT - a check whether there is any information about a Church Worker entered in the National Register, and if so, consideration of that information.

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK - (Also known as a Police Check). A Nationally Coordinated Criminal History Check is a 'point in time' name-based check of an individual's criminal history record. Criminal history information is released subject to relevant Commonwealth/ State/Territory spent convictions/non-disclosure legislation and/ or information release policies.

R3 - a full Enterprise Risk Management system used across all Agencies of Newcastle Anglican.

SAFE MINISTRY ASSESSMENT - means consideration of a person's completed General Synod Safe Ministry Check, and if applicable General Synod Safe Ministry Referee Screening Questionnaires.

SAFE MINISTRY SCREENING CHECKS - the screening requirements for Volunteers in a Volunteer Role that involves Child-Related Work or work with vulnerable people.

VOLUNTEER - a Volunteer is a person who performs a Volunteer Role willingly and without pay.

VOLUNTEER ROLE - an unpaid role performed by a Volunteer that is of benefit to the Diocese and/or a Parish and is defined in a Volunteer Role Duty Statement.

VOLUNTEER ROLE DUTY STATEMENT - a position description that includes the duties and responsibilities of a Volunteer Role.

VULNERABLE PERSON - a person over the age of 18 years who may be considered to be susceptible to abuse or exploitation based on factors such as their health status (physical or mental), age, developmental disorder (including an autistic spectrum disorder), grief, previous experience of abuse, social isolation or financial hardship. In this sense vulnerability can be temporary or permanent.

4. Rights and Responsibilities

4.1 Responsibilities of the Bishop

The Bishop has overarching responsibility for the order and good government of the Diocese.

- Oversees the policy at Diocesan level;
- Initiates policy and procedural development in relation to safe ministry within the Diocese;
- Seeks advice on safe ministry policies from the Diocesan Council and the Professional Standards Committee;
- With the Diocesan Council, reviews and approves changes to safe ministry policies;
- Reviews decisions made in relation to Parish Safety under the Administration of Parishes Ordinance 2010;
- May provide direction to ensure the implementation of the Parish Safety Policy;
- Approve the Safe Ministry Training;
- To approve duty statements for volunteer clergy and Church Workers;
- May terminate the appointment of a Volunteer;
- May delegate a responsibility under the policy to an Assistant Bishop or other suitable person.

4.2 Responsibilities of the Diocesan Executive Officer

- To ensure the effective administration of this policy;
- To ensure effective insurance for Volunteers.

4.3 Responsibilities of the Executive Director – People and Culture

- To establish, implement and monitor procedures for the implementation of this policy;
- To approve the Volunteer Engagement Form;
- To approve the Volunteer Agreement Form;
- To approve Volunteer Duty Statements;
- To ensure the safe storage of all Volunteer Records held by the Diocesan Office;
- May delegate a responsibility under the policy to another suitable person.

4.4 Responsibilities of the Director of Professional Standards

- To administer the professional standards and safeguarding processes of the Diocese.

4.5 Responsibilities of the Incumbent and Churchwardens

- Ensure the implementation of the Policy in their parish in accordance with the procedures.
- Comply with a direction from the Bishop (or Delegate), the Diocesan Executive Officer (or delegate), and the Executive Director – People and Culture (or delegate)
- Comply with a direction from the Director of Professional Standards

4.6 Responsibilities of the Volunteer

The Volunteer must comply with the requirements of this policy and procedure including:

- Meet the screening and documentation requirements including the completion of the Volunteer Engagement Form and Volunteer Agreement;
- Ensure that they perform their Volunteer Role in a safe manner and in line with the Diocese's policies and procedures;
- Participate in the induction process and any other training that is required to fulfil the requirements of the Volunteer Role;
- Adhere to their Volunteer Agreement which includes their Volunteer Rule Duty Statement and the Diocese's various codes of conduct;
- Be committed to the safety and wellbeing of Children and Vulnerable People; and
- Report concerns and/or incidents to the Incumbent and relevant external authorities, as required.

4.7 Rights of the Volunteer

The Volunteer has the right to:

- A safe place to volunteer their services in and to be provided with suitable tools;
- Reimbursement of agreed expenses;
- Be heard and make suggestions;
- Volunteer Personal Accident insurance cover; and
- Determine how much time they can contribute.

5. Principles

1. The Diocese is committed to the protection of children and vulnerable people.
2. The Incumbent of the Parish and the Churchwardens will identify the category of Volunteer Roles performed within their Parish.
3. The Volunteer Role categorisation and screening and documentation requirements are based on their level of responsibility and interaction with Children and vulnerable people. The categories of Volunteer Roles are as follows:

Category 1 Volunteer Role

A role for which there is no direct or incidental contact with Children or working with vulnerable people and a Volunteer performing a role in this category is not considered a Church Worker.

A Volunteer that performs a role when in this category when children or vulnerable people are present must always be supervised by a paid Church Worker or a Volunteer authorised to perform a Category 3 Volunteer Role.

Category 2 Volunteer Role

Category 2a – A role where contact with Children is incidental to the work, or which may involve occasional work with vulnerable people. A Volunteer performing a role in this category is considered a Church Worker.

Category 2b – Governance Volunteer: A role where a Volunteer sits on a council or board. A Volunteer performing a role in this category is considered a Church Worker.

Category 3 Volunteer Role

Category 3a – General regular work with vulnerable people: A role which involves regularly working with vulnerable people. A Volunteer performing a role in this category does not undertake Child-Related Work. A Volunteer performing a role in this category is considered a Church Worker.

Category 3b – General Child-Related Work: A role which involves Child-Related Work. The role may also involve regularly working with vulnerable people. A Volunteer performing a role in this category is considered a Church Worker.

Category 3c – Lay person requiring a Bishop’s Licence or Authority: A role which involves Child-Related Work or work with vulnerable people. This role also requires a Lay Bishop’s Licence or Authority. A Volunteer performing a role in this category is considered a Church Worker.

Category 3d – Clergy requiring a Bishop’s Licence or Authority: A member of the Clergy is deemed to be undertaking Child-Related Work where there are Children in a congregation of the Parish. This role requires a Bishop’s Licence or Authority. A Volunteer performing a role in this category is considered a Church Worker.

Category 3e – Special Religious Educator (SRE): A role which involves providing religious education in NSW Public Schools.

4. The Incumbent and the Churchwardens are responsible for conducting a risk assessment of the Volunteer Role, where required, to determine the potential for there to be no direct contact, incidental contact with Children and/or vulnerable people, or direct contact with Children and/or vulnerable people.
5. Every volunteer should receive **Volunteer Role Duty Statement** approved by the Executive Director of People and Culture (or delegate) which includes all specific details relevant to the Volunteer Role.
6. Prior to appointment a volunteer must complete the **Volunteer Engagement Form** which should be reviewed to determine the suitability of the person for the volunteering role.
7. Parent consent is required for all volunteers aged under 18 and no volunteer can be appointed who is under the age of 13.
8. Volunteers will be asked whether they are a member of the Anglican Church of Australia which means they are a baptised person who attends the public worship of this Church and who declares that they are a member of this Church and of no church which is not in communion with this Church.
9. All category 2 and 3 Volunteers are required to complete a Nationally Coordinated Criminal History Check (CHC) upon taking on a Volunteer Role. The cost of the Volunteer Criminal History Check will be met by the Diocese.
10. All Criminal History Checks which include a disclosable outcome are to be reviewed by the Diocesan Director of Professional Standards with a final determination about the suitability of volunteer appointment to be made by the Bishop. Any convictions for charges involving harm to a child will result in an immediate decline.
11. The Working with Children Check (WWCC) is a mandatory legal requirement for all people engaged in Child-Related Work (including all Volunteers) in a religious organisation within NSW). In compliance with this, Newcastle Anglican requires all volunteers engaged in **Child-Related Work (categories 3b, 3c, 3d and 3e)**, to apply for a WWCC. A WWCC is not required for persons aged 13-17.
12. The Diocese does not permit people to engage in Child-Related Work until they have received formal notification of their “cleared” status and verification has been done, even if they have applied for a WWCC.
13. A Safe Ministry Screening Request must also be sent to the Diocesan Office for completion of a Diocesan WWCC verification (see Section 5.3.6). Parishes are not required to retain a copy of the persons WWCC paperwork for privacy reasons, however the clearance details should be uploaded and recorded on R3, along with any actions that are required.
14. Safe Ministry Screening Checks are to be conducted on a Volunteer in a Volunteer Role that involves Child-Related Work, regularly working with vulnerable people, or pastoral ministry.
 - o General Synod Safe Ministry Check
 - o Safe Ministry Assessment; and
 - o Church Ministry Assessment
 - o National Register Assessment (not applicable if aged 13-17).

15. The Incumbent and Churchwardens must be satisfied that a person is suited for the volunteer role.
16. The Incumbent (or Delegate) shall arrange for the Volunteer to complete a **Volunteer Agreement** between the Bishop, the Parish and the Volunteer for each volunteer role.
17. The Incumbent or Churchwardens are to provide a comprehensive induction, facilitate the completion of the Safe Ministry Training, ongoing support, and any other appropriate on-the-job training for a new Volunteer.
18. All Volunteers over the age of 18, in any of the Category 2 or Category 3 Volunteer Roles, need to have current approved Safe Ministry Training before they commence in their role as part of the screening requirements, and they must refresh their training at intervals of no more than 3 years. Each Parish can elect to pay for their volunteers to complete the training but approval must be gained from the Parish Council. Volunteers who are under the age of 18 are to read the Parish Safety Policy.
19. The volunteer, the Incumbent, the Parish, and the Bishop can terminate the volunteer agreement.
20. The Incumbent and Churchwardens shall lodge all documents associated with the volunteer in the R3 – Volunteer Register.
21. The Incumbent and Churchwardens are to review the register of volunteers on a quarterly basis.
22. The Diocesan Executive Officer is to ensure effective insurance is in place for volunteers in relation to accidental injury whilst engaged in voluntary work or liability arising from their volunteer duties.
23. This policy is a Work, Health, and Safety Policy for the purposes of the Administration of Parishes Ordinance 2010 and the Clerical Ministry Ordinance 2009.

6. Document Control and Review

Effective from	1 May 2022
Approved by	Bishop of Newcastle
Policy Owner	Diocesan Council
Policy Administrator	Corporation Secretary and Registrar
Last review date	April, 2022
Next review date	April, 2024
Version	2.0
Published externally	Yes

The effectiveness of this policy will be reviewed every two years, including a review of compliance with the requirements of the policy.

6.1 References

6.1.1 Appendices

- Screening and Documentation Requirements

6.1.2 Internal References (available on the Diocesan Website/Parish Portal)

- Safe Ministry to Children Canon 2017
- Professional Standards Ordinance 2012
- Faithfulness in Service
- Being Together
- Parish Safety Policy
- WHS Policy
- WHS Induction & Training Checklist
- Safe Ministry Screening Request
- Parish Volunteer Form

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- Volunteer Engagement Form
 - Youth Volunteer Engagement Form
 - Volunteer Agreement

 - Notice of Termination of Volunteer Agreement
 - Fact Sheet – Nationally Coordinated Criminal History Checks
 - Fact Sheet – Working with Children Check
 - Volunteer Sign in and Agreement Form
 - Service Agreement and Risk Assessment for External Providers Accessing Parish sites
 - Duty Statements

6.1.3 External References

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Child Protection (Working with Children) Act 2012
- The National Standards for Volunteer Involvement 2015 (Volunteering Australia)

APPENDIX ONE - SCREENING AND DOCUMENTATION REQUIREMENTS

	CATEGORY	SCREENING REQUIREMENTS	DOCUMENTATION REQUIREMENTS
LAY AND CLERGY VOLUNTEERS	<u>Category 1 Volunteer Role</u>		<ul style="list-style-type: none"> • Volunteer Engagement Form • Must be inducted into Code of Conduct 'Being Together' <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
	<p>Not classified as a Church Worker</p> <p>Example of roles include: someone undertaking gardening, flower arranging or cleaning at the parish, when Children/vulnerable people are NOT on site.</p>		
	<u>Category 2 Volunteer Role</u>	<u>Category 2 a Volunteer Role</u>	
		<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Safe Ministry Training (to be renewed every 3 years) 	<ul style="list-style-type: none"> • Volunteer Engagement Form • Must be inducted into Code of Conduct 'Being Together' • Diocesan Code of Conduct 'Faithfulness in Service' <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p>Classified as a Church Worker</p> <p>Example of roles include: a worker in an Opportunity shop, a member of a choir or music group (in which there are Children or vulnerable people) or person who regularly robes as a server in a church service, a bible study group leader where there are no Children or vulnerable people present, and a church musician including an organist or pianist. Parish Secretary or Parish Treasurer.</p>			

	<u>Category 2 b – Governance Volunteer Role</u>	
	<ul style="list-style-type: none"> Nationally Coordinated Criminal History Check Safe Ministry Training 	<ul style="list-style-type: none"> Volunteer Engagement Form Must be inducted into code of Conduct <i>‘Being Together’</i> Diocesan Code of Conduct <i>‘Faithfulness in Service’</i> Responsible persons declaration required under the Diocese of Newcastle (Responsible Person) Ordinance 2019 Sign the Revised Model Code of Conduct - Governance Diocesan Bodies 2019 <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p><i>Classifies as a Church Worker</i></p> <p><i>Example of roles include:</i> someone who holds office as a Synod Representative, Incumbency Appointment Board member, a Churchwarden, a Parish Councillor or Resource Team member, a Parish Council Secretary, or a Parish Council Treasurer.</p>		
	<u>Category 3 a Volunteer Role – General regular work with vulnerable people</u>	
	<ul style="list-style-type: none"> Nationally Coordinated Criminal History Check Safe Ministry Training <i>(to be renewed every 3 years)</i> General Synod Safe Ministry Check (for Volunteer Church Worker) and Safe Ministry Assessment Church Ministry Assessment and National Register Assessment For roles where a vehicle is used the Volunteer will be required to supply evidence of current registration and insurance papers on an annual basis. 	<ul style="list-style-type: none"> Volunteer Engagement Form Must be inducted into code of Conduct <i>‘Being Together’</i> Diocesan Code of Conduct <i>‘Faithfulness in Service’</i> <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p><i>Classified as a Church Worker</i></p> <p><i>Example of roles include:</i> a worker in the Parish Pantry who assists with Mission work such as OzHarvest donations, a Community Meal Volunteer or Pastoral Care Visitor who is not licensed</p>		

<u>Category 3 b Volunteer Role – General Child-Related Work</u>	
<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Working with Children Check (WWCC) <i>(to be renewed every 5 years)</i> • Safe Ministry Training <i>(to be renewed every 3 years)</i> • General Synod Safe Ministry Check (for Volunteer Church Worker) and Safe Ministry Assessment • Church Ministry Assessment and National Register Assessment <p>For roles where a vehicle is used the Volunteer will be required to supply evidence of current registration and insurance papers on an annual basis.</p>	<ul style="list-style-type: none"> • Volunteer Engagement Form • Must be inducted into code of Conduct <i>‘Being Together’</i> • Diocesan Code of Conduct <i>‘Faithfulness in Service’</i> <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p><i>Classified as a Church Worker</i></p> <p><i>Example of roles include:</i> Family/Youth/Children’s group team member; a Director or coordinator of music; a member of a choir or other music group in which Children or youth are regular or occasional members; Persons conducting or supporting the conduct of Sunday school or other educational programmes; Home visit leader or coordinator; A coordinator or worker in church activity involving direct engagement with people including a coordinator in a Opportunity Shop or a Church Cafe.</p> <p><i>A lay person authorised by the Incumbent of a Parish to assist in the leadership of public worship, to educate or nurture people within the Christian faith, or to offer people direct pastoral care and support.</i></p>	
<u>Category 3 b Volunteer Role – General Child-Related Work (Volunteer aged 13-17)</u>	
<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Must review Parish Safety Policy • General Synod Safe Ministry Check (for Volunteer Church Worker aged 13-17) and Safe Ministry Assessment 	<ul style="list-style-type: none"> • Youth Volunteer Engagement Form • Must be inducted into code of Conduct <i>‘Being Together’</i> • Confirmation held that the Parish Safety Policy has been reviewed. <p>Once the applicant meets the screening requirements, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>

<u>Category 3 c Volunteer Role – Lay Person requiring a Bishop’s Licence or Authority</u>	
<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Working with Children Check (WWCC) <i>(to be renewed every 5 years)</i> • Safe Ministry Training <i>(to be renewed every 3 years)</i> • General Synod Safe Ministry Check (for Ordained Ministry, or appointment as Paid, Licenced or Authorised Church Worker) and Safe Ministry Assessment • General Synod Safe Ministry Referee Screening Questionnaire • Church Ministry Assessment and National Register Assessment 	<ul style="list-style-type: none"> • Application or Renewal for Licence, Authority & Permission Form; • Must be inducted into code of Conduct <i>‘Being Together’</i> • Diocesan Code of Conduct <i>‘Faithfulness in Service’</i> <p>Once the applicant meets the screening requirements, and a Bishop’s Licence/Authority is granted, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p><i>Example of roles include:</i> a member of the clergy (a deacon, a priest or a bishop) who is not in receipt of remuneration; a lay person holding a licence or authority from the Bishop to undertake ministry; a person involved in direct ministry to Children including Family/Youth/Children’s group leader or co-ordinator.</p>	
<u>Category 3 d Volunteer Role – Clergy requiring a Bishop’s Licence or Authority</u> (non-stipendiary)	
<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Working with Children Check (WWCC) <i>(to be renewed every 5 years)</i> • Safe Ministry Training <i>(to be renewed every 3 years)</i> • General Synod Safe Ministry Check (for Ordained Ministry, or appointment as Paid, Licenced or Authorised Church Worker) and Safe Ministry Assessment • General Synod Safe Ministry Referee Screening Questionnaire • Church Ministry Assessment and National Register Assessment • Medical and other testing as required 	<ul style="list-style-type: none"> • Application or Renewal for Licence, Authority & Permission Form; • Must be inducted into code of Conduct <i>‘Being Together’</i> • Diocesan Code of Conduct <i>‘Faithfulness in Service’</i> <p>Once the applicant meets the screening requirements, and a Bishop’s Licence/Authority is granted, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>
<p><i>Example of roles include:</i> a member of the clergy (a deacon, a priest, or a bishop) who is not in receipt of remuneration.</p>	

Category 3 e Volunteer Role – Special Religious Educator (SRE)	
	<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check • Working with Children Check (WWCC) (<i>to be renewed every 5 years</i>) • 7 Modules of SRE Training: (updated every 5 years) <ul style="list-style-type: none"> ○ MODULE 1 – Teaching SRE in a Government School ○ MODULE 2 – Learning and Teaching in the Contemporary Classroom ○ MODULE 3 – Preparing and Delivering Lessons ○ MODULE 4 – Classroom Communication and Management ○ MODULE 5 – Introduction to the Bible ○ MODULE 6 – Classroom Experience ○ MODULE 7 –Duty of Care in SRE and Relevant DoE Policies • Yearly professional Development • Authorisation by Diocesan SRE Coordinator • Safe Ministry Training (<i>to be renewed every 3 years</i>) • General Synod Safe Ministry Check (for Volunteer Church Worker) and Safe Ministry Assessment • Church Ministry Assessment and National Register Assessment
	<ul style="list-style-type: none"> • Volunteer Engagement Form • Must be inducted into code of Conduct '<i>Being Together</i>' • Diocesan Code of Conduct '<i>Faithfulness in Service</i>' • SRE Teacher Code of Conduct <p>Once the applicant meets the screening requirements, and an Authorisation is granted, a Volunteer Agreement is required which includes the Volunteer Role Duty Statement.</p>