



PROCESSES AND STANDARDS FOR SAFE MINISTRY RECORD KEEPING

PARISH VOLUNTEERS

To be kept in:

SMO—only current documents required by screening guidelines (use file naming conventions at the end of this document)

Working with Children Check

	Status	Reference	Extra Information	Expires (dd-mm-YYYY)	ID Verified/Sighted
Working with Children Check	Approved	WWC02144521		16-02-2024	Yes
	Date Verified/Sighted	Verified/Sighted By			
	20-06-2020	Karen Trafford			

Annotations: WWCC number points to Reference; blank points to Extra Information; WWCC expiry points to Expires.

Police Check

Not applicable for these roles. Set expiry to latest possible, to avoid it appearing in exception reports.

	Status	Reference	Extra Information	Expires (dd-mm-YYYY)	ID Verified/Sighted
Police Background Check	Not Applicabl			31-08-2038	No
	Date Verified/Sighted by Diocese				

Annotations: blank points to Reference; dummy expiry points to Expires.

Safe Ministry Check

Form B for volunteers over 18 and Form C for those under 18. Ensure this document is reviewed in full and any red flags raised with the Registry Office for advice. Set expiry date to align with WWCC expiry.

	Status	Reference	Extra Information	Expires (dd-mm-YYYY)	ID Verified/Sighted
Anglican Safe Ministry Check/Declaration	Approved	08-09-2020	Alissia Galbi	16-02-2024	No
	Date Verified/Sighted				
		Date signed	name of reviewer	match WWCC expiry	

Anglican National Register Check + Anglican Professional Standards Clearance

Not applicable for these roles. Set expiry to latest possible, to avoid it appearing in exception reports.

	Status	Reference	Extra Information	Expires (dd-mm-YYYY)
Anglican National Register Check	Not Applicabl			31-08-2038
Anglican Professional Standards Clearance	Not Applicabl			31-08-2038

Annotations: blank (pointing to Reference), blank (pointing to Extra Information), dummy expiry (pointing to Expires).

Bishop Licence

Not applicable for these roles. Set expiry to latest possible, to avoid it appearing in exception reports.

	Status	Reference	SRE Endorsement date	Expires (dd-mm-YYYY)
Bishop Licence	Not Applicabl			31-08-2038
	SRE Observation date	SRE Professional development date		
			blank	dummy expiry

Role Interview & Endorsement + Referee Check

The PSMC is the endorser. As there is no current section for Faithfulness in Service (FiS) declaration, record status on extra information line for Role Interview and Endorsement. Date recorded is date FiS declaration is signed.

Names of each referee must be provided and, unless explained in extra information, **must** match the names listed on the Safe Ministry Check. Referees must be spoken to by the PSMC and asked if there is any reason why the volunteer should not be appointed to the role. If any referee raises a concern, note in extra information, and seek advice from the Registry. Expiry date must align with expiry of Safe Ministry Check, **except** Referee Check #3 as this is not applicable for this role.

	Status	Reference	Extra Information	Expires (dd-mm-YYYY)
Role Interview & Endorsement	Approved	Kev Kevanna	Faithfulness in Service 08-09-20	16-02-2024
Referee Check #1	Approved	Fred Blogs		16-02-2024
Referee Check #2	Approved	Beryl Exempla		16-02-2024
Referee Check #3	Not Applicabl			31-03-2038

Document naming and data entry conventions

These are to be filed in the first SMO section

Screening requirement	Document file name	Comment on file name
Working with Children Check	LASTNAME, Firstname WWCC Expires 16 FEB 24	Ensure actual expiry date is in filename which makes it easy to enter expiry in SMO.
Safe Ministry Check	LASTNAME, Firstname SM Check 2020	Year of completion
Faithfulness in Service (Code of Conduct)	LASTNAME, Firstname FiS 2020	Year of signed declaration (one-page signed agreement only)

These are to be filed in the second SMO section (below the SM Training section)

Screening requirement	Document file name	Comment on file name	Date of completion
Safe Ministry Training Certificate	LASTNAME, Firstname SM Training Level 1 + 2 20 FEB 23	Date of course certificate on filename	ensure this date is recorded in SMO training history and SMO will work out expiry.

If you have any questions or concerns about any of the above, then please do not hesitate to contact Louise Hickey at louise@bathurstanglican.org.au or 02 6331 1722.