

# SAFE CHURCHES MINISTRY CHECK & ACCEPTANCE OF CODE OF CONDUCT



## Personal details

Title	Surname	Christian name	Previous names	Male/Female (circle)
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Address:	
Home phone number:	Work phone number:
Mobile phone number:	
Email:	
Date of birth:	Marital status:

## Emergency Contacts

1. Name:	2. Name:
Relationship:	Relationship:
Home phone:	Home phone:
Mobile phone:	Mobile phone:

## Medical Conditions & other medical information\*

Condition	Yes	No	Condition	Yes	No
Allergies (anaphylactic)			Hearing impairment		
Allergies (non-anaphylactic)			Heart condition		
Anorexia/Eating Disorder			Joint/Muscle/Bone problem		
Asthma			Mental health issue		
Bleeding disorder			Migraines		
Dietary requirements			Phobia		
Eczema/Skin Condition			Sight impairment		
Epilepsy/Seizures			Sleep walking		
			Travel sickness		

*\*Some medical conditions may not be appropriate for your ministry area, e.g. sleep walking is linked to ministries that have camps/sleepovers. Just write N/A if not applicable. It is NOT compulsory to complete this – just fill out what you feel is relevant for your ministry leader to know how to best care for YOU!*

Are you taking any medications? If so, please list \_\_\_\_\_  
\_\_\_\_\_

Do you have a **Medical Plan** for any of the above conditions? If so, please attach a copy of your Medical Plan.

Do you object to transfusions? Yes No

Medicare Number: \_\_\_\_\_ Position on card: 1 2 3 4 5 6 Expiry Date: \_\_\_\_\_

Ambulance cover membership number (if applicable) \_\_\_\_\_

Private Health Cover (if applicable): \_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

*The above medical information is stored securely, according to the BBC Privacy Policy, and only accessed in the event of medical necessity. All information for over 18's is stored in a secure, locked file in the BBC office, never in cloud storage.*

## Screening Questions

Please tick either “yes” or “no” for each question.

If the answer to any of the following questions is “yes”, please give details *on a separate page*.

**NOTE: A “yes” answer will not automatically rule an applicant out of selection.**

Question	Yes	No
1. Have you ever been charged with a criminal offence?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
4. Have you ever engaged in any of the following conduct, even though never having been charged:		
• Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee or subordinate)?		
• Sexual contact with a person under the age of consent?		
• Illegal use, production, sale or distribution of pornographic materials?		
5. Has your driver’s license ever been revoked or suspended?		
6. 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, stalking etc.?		
7. 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?		
8. Have you done anything that may result in allegations being made against you of child abuse? Abuse means: bullying, emotional abuse, harassment, neglect, physical abuse, sexual abuse.		
9. Have you ever done anything that may result in allegations being made against you of bullying or any form of harassment of adults?		
10. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?		
11. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?		

**CHARACTER REFERENCE:** Please provide two (2) referees. Referees must be over eighteen years of age and able to give a report (by telephone only) on your good character and suitability for ministry.

Referee 1: Name: \_\_\_\_\_ Phone \_\_\_\_\_

Referee 2: Name: \_\_\_\_\_ Phone \_\_\_\_\_

# **BENDIGO BAPTIST CHURCH CODE OF CONDUCT**

## **Leader/Volunteer Details**

Name: \_\_\_\_\_

Ministry area/s: \_\_\_\_\_  
\_\_\_\_\_

## **I WILL:**

- Implement and observe all policies and procedures of Bendigo Baptist Church (BBC) that ensure the safety and well-being of others.
- Keep confidential all personal information that I am party to through my involvement in ministry at BBC.
- Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the Safe Church Concerns Person or other parties as designated by them and according to reporting procedures.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is the risk of allegations being made. I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with the Bendigo Baptist Church Safe Church Concerns Person.
- Comply with all relevant Australian and State/Territory legislation.
- Ensure any contact with children, young people and vulnerable adults is appropriate and in the parameters of the program/event/ministry as stated.
- Ensure programs are made accessible for people with a disability, and to make changes where needed to assist any specific needs that may arise as led by my Ministry Leader.
- Only wear ministry uniform during ministry times/activities/programs (if applicable).
- Treat all people with respect, regardless of age, race, ethnicity, gender, language, religion, political/other opinion, national/ethnic/social origin, property, disability, birth/other status.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Encourage open communication between all children, young people, parents, staff and volunteers, and allow children and young people to participate in the decisions that affect them.
- Be mindful of my behaviour, actions, language and relationships with all people.
- Report any concerns or suspicions regarding abuse by a fellow worker, volunteer, contractor or visitor via the Bendigo Baptist Church policies and procedures. Immediately disclose all charges, convictions and other exploitation and abuse and policy non-compliance in accordance with Bendigo Baptist Church policies and procedures.
- Always ensure language is appropriate and not offensive or discriminatory.
- Join regularly in the life and ministry of the church.
- Study the scriptures and pray both privately and in groups.
- Give of time and finances to the work of the church as an expression of my gratitude to God.

## **I WILL NOT:**

- Develop inappropriate relationships with children, young people or vulnerable adults.
- Give children and young people my personal contact details (mobile number or address).

**I agree and commit, to the best of my ability, to the following:**

- Active engagement and investment in the ministry.
- Adhering to the Code of Conduct.
- Attending required meetings.
- Providing all relevant background checks.
- Attending required training.
- Operating within best practices for the ministry.
- Being unified within the leadership team.

**Acceptance of Code of Conduct**

(i) I have received and read a copy of the 'Bendigo Baptist Church Code of Conduct'. I accept and agree with its contents and will abide by the policies and procedures of the Bendigo Baptist Church. With God's help, I will endeavor to fulfill my role to the best of my ability and to abide by the rules outlined in this Code of Conduct.

(ii) I have a valid Working with Children Check (WWCC), Bendigo Baptist Church has been assigned as one of my volunteer organisations and I take responsibility for renewing the WWCC. Alternatively, I have a valid VIT card, have given BBC the number and will keep BBC admin staff updated on any changes to it.

(iii) I have no criminal convictions in Australia or overseas.

(iv) I undertake to inform my Ministry Leader or Senior Staff Member if there are any changes to the above.

(v) I agree to a review of my leadership yearly, or as deemed necessary by a pastor or team leader.

(vi) I understand that this information will be kept in a confidential file by BBC and used only for screening and disciplinary purposes.

I do solemnly and sincerely declare that:

- (1) The information I have provided in this application and the information contained in any document accompanying this application is true and correct to the best of my knowledge and belief.
- (2) 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.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Ministry Leader**

I have discussed the 'Bendigo Baptist Church Code of Conduct' with

\_\_\_\_\_

I am happy that he / she understands the Bendigo Baptist Church Code of Conduct as it applies to them.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Date: \_\_\_\_\_

*This document is to be signed and copied. One copy is to be given back to the Leader, and one is copy is to be kept with the leader's ministry information.*