

ANGLICAN CHURCH OF AUSTRALIA

THE ANGLICAN CHURCH IN CENTRAL & WESTERN NSW DIOCESE OF BATHURST

11 Church Street Bathurst NSW 2795 02 6331 1722

registrar@bathurstanglican.org.au

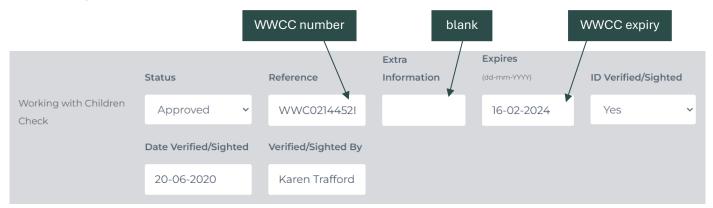
PROCESSES AND STANDARDS FOR SAFE MINISTRY RECORD KEEPING

PARISH VOLUNTEERS

To be kept in:

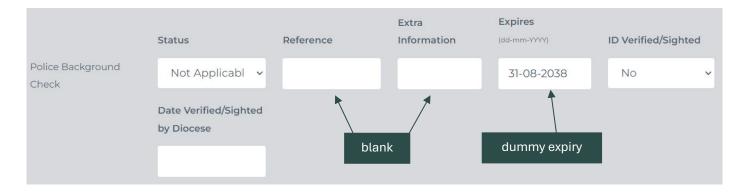
SMO—only current documents required by screening guidelines (use file naming conventions at the end of this document)

Working with Children Check



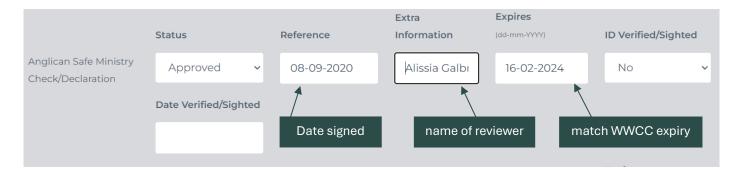
Police Check

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



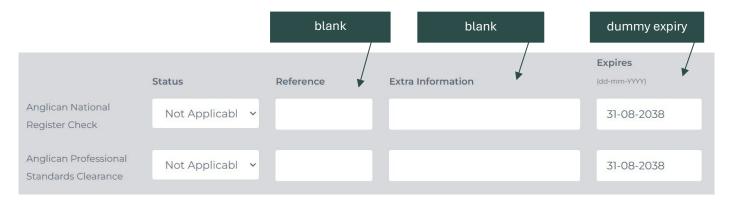
Safe Ministry Check

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.



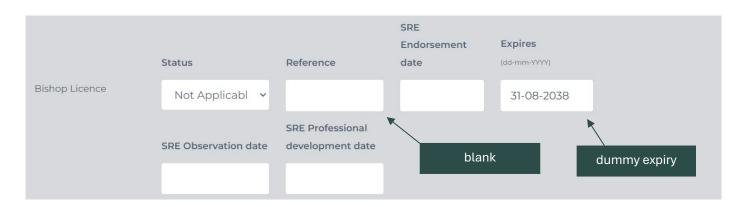
Anglican National Register Check + Anglican Professional Standards Clearance

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



Bishop Licence

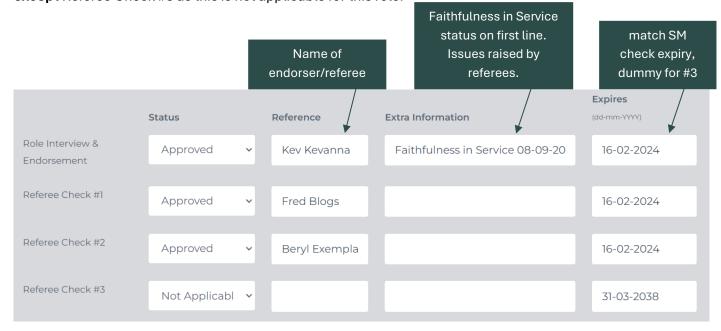
Not applicable for these roles. Set expiry to latest possible, to avoid it appearing in exception reports.



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.



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	LASTNAME, Firstname WWCC	Ensure actual expiry date is in filename	
Check	Expires 16 FEB 24	which makes it easy to enter expiry in SMO.	
Safe Ministry Check	LASTNAME, Firstname SM Check	Year of completion	
	2020		
Faithfulness in Service	LASTNAME, Firstname FiS 2020	Year of signed declaration (one-page signed	
(Code of Conduct)		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	LASTNAME, Firstname	Date of course certificate	ensure this date is
Certificate	SM Training Level 1 + 2	on filename	recorded in SMO training
	20 FEB 23		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.