

Supervision

Volunteers are to be supported with adequate supervision by ensuring there are two people present at all activities. Good supervision provides clear expectations, good ministry support, a commitment to develop volunteers, a clear set of boundaries (code of conduct), and a clear process for conflict management.

Recognition of volunteers

Recognition of volunteers at the beginning and end of a period of service, as well as at significant stages along the way, demonstrates a clear commitment from the congregation to prayerful and consistent support and affirmation.

Responsibilities of volunteers

Volunteers are required to attend training regularly. They also have a responsibility to raise any concerns about people, programs or spaces that do not meet safety or code of conduct standards.

Managing behaviour

Volunteers are responsible for providing a safe environment for children, young people, and vulnerable people to encounter God, to develop relationships as part of a community and to grow in faith. It is essential for all groups to have clear expectations about behaviour standards.

Exit interviews—an opportunity to reflect

Exiting volunteers should be afforded the opportunity to reflect on their experience of volunteering and invited to comment on the future development of the role and the ministry.

Assistance

A range of resources for volunteers can be downloaded from the Synod's website:

<http://ns.uca.org.au/child-safe-church/>

If you need additional assistance, please contact the Synod Safe Ministry Admin Contact by email:

safechurch@ns.uca.org.au



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The Uniting Church in Australia Northern Synod



Safe Volunteer's Guide



Safe Church in the Northern Synod

Volunteer's Guide



The Uniting Church in Australia is committed to safeguarding those with whom we are in relationship. Safeguarding means working with children, young people, and vulnerable adults so they feel and are safe and supported. Leading in ways which ensure the wellbeing of others is the way of the Gospel.

The Uniting Church in Australia, Northern Synod has developed a Safe Church Policy to provide a framework for this commitment. This means we have an ethical, moral and legal responsibility to provide safe leaders, safe programs and safe places.

This guide should be read in conjunction with the Safe Church Policies. These policies can be downloaded from the Synod website:

ns.uca.org.au/child-safe-church/ or by emailing the Synod Safe Church Admin
Contact: safechurch@ns.uca.org.au

Volunteers

The Synod recognizes and values its volunteers and their generous contributions. Having the opportunity to use God-given gifts through volunteering can be one of the most satisfying experiences for a person in the life of the church.

Recruitment and selection of volunteers is an important task. We need safe volunteers who respect other people's boundaries, receive regular support and supervision, who are growing in their faith and who are part of accountable and transparent teams.

The Synod commits to:

- safe recruitment practices
- ongoing training
- regular supervision for volunteers

Congregations must exercise care when inviting volunteers to fulfil positions within their ministry programs.

Minimum attendance policy

If a person is unknown to the congregation, and they have had no previous volunteering experience that can be substantiated, they need to be part of the congregation for at least six months before being considered for a volunteering role within the congregation.

Safe ministry recruitment

Guidance for recruiting and appointing volunteers can be found in the *Safe Church Recruitment Process* on the Synod Safe Church webpage. The process includes:

- a role description
- a completed application
- a meeting/interview with the potential volunteer
- referee checks
- a Working with Children Check (Ochre card in the NT)
- a National Police Check

Formalising the appointment

Once a person is selected for a position and a confirmation of a positive Working with Children Check is received, the appointment is formalized through a Letter of Appointment and recorded as approved by the Church Council.

Volunteers are required to sign the *Safe Leaders and Volunteers Commitment*.

It is the Church Council's responsibility to ensure all volunteers have received appropriate training. Child safe training should be completed before beginning in the role and then every two years.

Ministry reviews

Reviews of the volunteer's involvement are conducted at regular intervals.