PRIVATE AND CONFIDENTIAL

PresSafe Agreement

Presbyterian Church of Queensland

APPLICANT NAME: _____

PCQ CHURCH OR CAMP/EVENT: _____

INTENDED MINISTRY ROLE/S: _____

(Please minute any changes or expansions to this role)

SUPERVISOR NAME: _____

PRESSAFE SELECTION AND TRAINING PROCESS

Complete this form for each new PCQ Church, Camp or Mission within which the applicant intends to be involved in the delivery of a ministry to persons under 18.

This form is part of the selection and training process that must be completed by all volunteers and paid employees intending to be involved in the provision of Presbyterian Church of Queensland (PCQ) ministries directed mainly towards, or mainly involving, children (i.e. persons under 18 years).

This process will be overseen by a Supervisor (usually the Ministry Coordinator but possibly a Minister, an Elder, Presbytery Clerk, Camp Director, or the Director of Christian Education), who will act as the applicant's main referee and ensure that they have completed each part of the process. The PCQ General Manager (or their delegate) will act as Supervisor of the PresSafe process formal APWM Missionaries. The General Manager will determine the appropriate level of training required.

An applicant must complete the following process **before any involvement** in a children's ministry:

- ☐ Hold a positive Working With Children Check (or be exempt) OR Federal Police Check
- ☐ Be interviewed and assessed by their Supervisor as suitable to work with children
- ☐ Complete this PresSafe Agreement form, agreeing to the PCQ PresSafe Code of Conduct
- ☐ Complete PresSafe Training appropriate to their ministry role/s
- ☐ Be approved for their role by their church Session, O&N Committee or APWM Committee

Please note: All information regarding the Selection and Training Process will be stored by the local church and/or the Presbyterian Church of QLD for 45 years. This may be digital and/or a hard copy.

Contact the PCQ PresSafe Risk Management Officer to seek clarification on PresSafe Policy or Procedures: pressafe@pcq.org.au

Presbyterian Church of Queensland
P: 07 3106 3266 F: 07 3106 3267
Level 4, 369 Boundary St, Spring Hill QLD 4000
PO Box 510, Spring Hill QLD 4004
www.pcq.org.au

Official Use Only

Date of Approval: _____/_____/_____

APPLICANT DETAILS

Title: _____ Last Name: _____

Given Names: _____ DOB: _____/_____/_____

Street Address: _____

Suburb: _____ State: _____

Mobile: _____ Home Ph: _____

Email Address: _____

Church: _____

Occupation: _____

Advise any medical conditions, mental health issues or life circumstances that might impact your involvement with children (or discuss with Supervisor): _____

_____

What experience do you have working with children? (include education & child care qualifications).

_____

_____

Have you ever:
- been acquitted of any criminal offence?
- had a charge of an offence against a child not proceed?
- been the subject of an accusation, disciplinary proceeding, or complaints process (church or otherwise) concerning a child, or an offence against a person?

☐ NO ☐ YES - your Supervisor and the Safety Administrator will discuss this with you.

Is there any aspect of your life that might reasonably be of concern to the PCQ in approving your application to work with children?

☐ NO ☐ YES - your Supervisor and the Risk Management Officer will discuss this with you.

WORKING WITH CHILDREN CHECK (or FEDERAL POLICE CHECK)

Please indicate where applicable to you

☐ I have a Positive Notice Working With Children Check (WWCC) OR Exemption Card

Card Number: _____ Expiry Date: _____/_____/_____

Name on Positive Notice (if different to above):_____

Jurisdiction of WWCC: ☐ ACT ☐ NSW ☐ NT ☐ QLD ☐ SA ☐ TAS ☐ VIC ☐ WA

☐ My Working With Children Check Exemption for ☐ Police ☐ Teacher ☐ Other _____

☐ I have completed a Federal Police Check^* and am not a Restricted Person**

Approval Date:_____ Client Number:_____

(Please email a copy of your National Police Certificate to your Supervisor.)

^ A Federal Police Check must be completed within 3 months of a program start date and renewed annually or as a role changes.
*For parents assisting with a ministry/activity that involves their child, or a person working 7 days or less with children (including overseas residents.)
**If you are a restricted person (negative Blue Card notice, suspended Blue Card, disqualified person, relevant disqualified person) please discuss with your Supervisor or Safety Administrator. Do not proceed with this PresSafe Agreement.

YOUR AGREEMENT

The Presbyterian Church of Queensland (PCQ) aims to create a safe environment and ensure that children are protected from abuse and harm. The following principles set the expectations for all persons involved in children's ministry:

- Become familiar with and act in accordance with the Presbyterian Church of Australia's National Safe Ministry Framework (including its Principles, Policy, and Procedures) and the PresSafe Code of Conduct and Procedures. The PresSafe Code of Conduct is available here: https://pressafe.org.au/code-of-conduct/ Please ensure you have read this before agreeing below;
- Understand that perpetration of any physical, psychological or emotional harm or neglect, or sexual abuse or exploitation is unacceptable, that it will be treated seriously and sensitively, and that it must be reported in accordance with the Church's Mandatory Reporting Policy and Procedures;
- In all aspects of personal life and relationships and at all times, strive to act according to the highest standards, demonstrating courtesy, consideration and good judgement;
- Treat all people with respect and dignity regardless of age, culture, gender, religious affiliation, personal circumstances or any other point of differentiation;
- Accept and exercise the duty of care appropriate for each and all participants;
- In accord with Scripture, engage only in lawful activity and never assist persons engaged in illegal activities;
- Strive to carry out all relevant roles in accordance with the doctrines and values of the Presbyterian Church of Australia;
- Respect the authority of leaders and act in accordance with reasonable directions;
- Only engage in age-appropriate actions and activities within children's ministries;
- Complete any and all training required by the Church in relation to ministry roles.

As the application of these National Principles in specific situations requires interpretation, those involved in ministry must seek advice if placed in a position of uncertainty.

DECLARATION

☐ I have read the PresSafe Code of Conduct and agree to work within this Code of Conduct, including undertaking prescribed training and following the PresSafe Policies and Procedures, whilst ever I am involved in Children's Ministry within the Presbyterian Church of Queensland.
☐ I will advise of any changes to the information supplied in this PresSafe Agreement.

Applicant's Full Name: _____

Signature of Applicant: _____ Date: _____/_____/_____

This section to be completed if Applicant is under 18 years old

Parent/Guardian's Name: _____

Signature of Parent/Guardian:

_____Date: _____/_____/_____

I confirm that my child is not a Restricted Person

SUITABILITY CHECK OF _____ APPLICANT'S NAME _____

This Check is to be completed by the Supervisor, with input from referees as appropriate, for the purpose of ascertaining the applicant's suitability to work with children. Supervisor/Referees cannot be close family members of the Applicant. Personal or phone contact with referees is recommended over written references.

STEP 1 - Applicant well known to you for at least 12 months

Has the applicant been well known to the Supervisor for 12 months or more? ☐ YES ☐ NO

*(If **YES**, go to STEP 3. If **NO**, go to STEP 2)*

STEP 2 - Other referees required (choose A or B)

A - PRESBYTERIAN CHURCH OF QUEENSLAND (PCQ) APPLICANTS

Applicants who have previously served in another PCQ Children's Ministry, require at least **ONE** other referee, additional to the Supervisor, preferably being their most recent Ministry Coordinator.

Previous PCQ Church: _____ Referee Name:_____

Position: _____Ph: _____ Suitability Confirmed: ☐ YES ☐ NO

B - OTHER APPLICANTS

In all other cases, at least **TWO** other referees, additional to the Supervisor, are required.

Referee #1 - Character Reference from someone who knows the applicant well.

Name: _____ Organisation: _____

Position: _____ Ph: _____ Suitability Confirmed: ☐ YES ☐ NO

Referee #2 - **External Reference** from someone in a leadership role at an organisation other than their current local church: e.g. previous church, ministry team, para-church organisation, workplace.

Name: _____ Organisation: _____

Position: _____ Ph: _____ Suitability Confirmed: ☐ YES ☐ NO

SUMMARY OF FEEDBACK FROM REFEREES: _____

_____

_____

_____

_____

STEP 3 - Supervisor Recommendation

Given your knowledge of the applicant, including your personal interview of them, do you recommend them as being suitable to work within a ministry to children? ☐ YES ☐ NO

Provide a brief basis for your decision: _____

_____

SUPERVISOR'S NAME: _____

SIGNATURE: _____ **DATE:** _____/_____/_____