



5. If you are registered with Victorian Institute for Teaching (VIT) have you notified Working With Children Check Victoria?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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PCV Safe Church Role Description

Responsibilities:

You are directly responsible to the individual ministry leader for each ministry role you hold, and overall the Church Session. In the case of PCV organisations, you are responsible to the governing Council.

Responsibilities include:

- *Ensuring the physical safety of children in the ministry program*
- *Caring for those you minister to and your fellow team members*
- *Carrying out your specific responsibilities within the ministry team*
- *Other specific responsibilities as identified by the ministry leader (Please refer Page 4).*

Role Requirements:

You must:

- *Hold a current Victorian Working With Children Check card / Victorian Institute Teaching card, shown this card to the ministry leader and provided the card number*
- *Have received and read the Safe Church Policy and Code of Conduct*
- *Undertaken or agreed to undertake the Safe Church Basic Training Course and the Online Refresher Course*
- *Sign this role description as an indication of your acceptance of the responsibilities of the role and agreement to abide by the PCV Safe Church Policy and Code of Conduct*
- *Be willing to comply with the expectations, reasonable directions and decisions of the Session/PCV organisation and higher Court of the Church.*
- *Follow the PCV Safe Church reporting procedures for reporting child abuse concerns and/or disclosures.*



General Information for children's ministries:

- *It is important that all activities of the children's ministries are open to appropriate, authorised observation by the Minister and the Session. Parents are always welcome to stay with their children in ministry time should this be necessary.*
- *If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work alongside with them in the organising and implementing of the specific tasks.*
- *If providing food as part of the ministry activities you must ascertain whether any participants are allergic/ sensitive to any specific foods. If necessary, separate options may need to be provided for these individuals.*
- *Having a first aid kit for the ministry team is essential. You need to ensure that you know where it is located in an emergency.*
- *The PCV complies with the Victorian Child Safe Standards: - for further details please go to: <https://ccyp.vic.gov.au/child-safe-standards/>.*

Child Protection Protocols for this role:

All people involved in the ministry, regardless of age, are covered by these protocols. Note: They do not replace the Safe Church Policy or Code of Conduct. Rather they are intended to provide helpful general protective protocol advice.

- *Do not allow yourself to be in any area alone with a child under 18. Always have another team member, leader or the parent with you.*
- *If a child has questions for you during the ministry events, ask another team member to remain in the room while you talk to them*
- *If a child is distressed and needs to be consoled, it is best practice with older children and teens particularly that a person of the same gender does the consoling. Ensure that another team member is either with you or nearby (within sight) at all times, and use your discretion when speaking and comforting the child. With very young children they will often gravitate towards a "mum"-like person, or indeed there may only be women involved in the children's ministry. Obviously in this situation the advice concerning being of the same gender as the child does not apply here.*
- *If a child discloses information to you regarding any kind of abuse or neglect, or you have concerns about these issues in relation to a child you must pass on this information to the ministry leader and then to the Safe Church Unit. However, be careful not to reveal this confidence to any other person*
- *If a child discloses information to you regarding any kind of abuse or behaviour by a team member or the ministry leader which breaches the Safe Church Code of Conduct contact the Safe Church Unit – 0499 090 449.*
- *In the case of a disclosure, please ensure that you write down the full details including, the date, time and location at the time or shortly thereafter.*



Additional Specific Responsibilities:

In addition to the Responsibilities listed on Page 2, you may have further specific responsibilities in respect to one or more of your roles and if so, these are listed below: (Ministry leader to complete):

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Personal and sensitive information provided by you and collected by the Presbyterian Church of Victoria and will be used in conformity with our Privacy Policy (which can be found at www.pcv.org.au and www.safechurchpcv.org.au or mailed to you on request). This information is collected for the primary purpose of the screening and approval of volunteers wishing to work with children under 18 in the Presbyterian Church of Victoria.

Declaration:

I have read, and I will abide by, the Safe Church Policy and the Safe Church Code of Conduct.

Applicant's Name

Applicant's Signature

____ / ____ / ____
Date

The Safe Church Representative must sign this form in order for SCU to accept and process this application.

Safe Church Representative (Please print name)

Signature

____ / ____ / ____
Date

General information for Safe Church Representative

Please forward a copy of this form to the Safe Church Unit (scu.compliance@pcv.org.au or 268 Canterbury Road, Heathmont 3135) and keep a copy. Remember to keep this form (along with all other Safe Church documentation) securely to ensure privacy for the applicant. Secure storage entails keeping the documentation in a locked facility that can only be accessed by the Safe Church Representative and one other nominated person (for example, the Session Clerk).

A person can only commence in a role working with children under 18 in a new PCV Church once the transfer process is completed and the Safe Church Unit has notified the Safe Church Representative of the approval.