



# Procedure for Recruitment and Training

<b>Version</b> Version 1	<b>Prepared by:</b> Jonathan Bradford	<b>Approved by:</b> Assembly Council and Finance, Audit and Risk Committee Sept 2020	<b>Next review date</b> January 2022
-----------------------------	--	--	---

This policy is available on our SharePoint Resources folder under Policies and Procedures.

Policies will be reviewed annually but remain valid until replaced

## Contents

1. Purpose .....	3
2. Scope .....	3
3. Definitions .....	4
4. Recruitment and Screening .....	6
Category 1 .....	6
Category 2 .....	7
Category 3 .....	7
Category 4 .....	8
5. Induction .....	11
6. Training and Resourcing .....	11
7. Supervision, Support and Reviews .....	12
8. Recordkeeping .....	13

## 1. Purpose

The *Procedure for Recruitment and Training* sets out a procedure for the thorough recruitment, screening, training and resourcing of all staff, volunteers and representatives of the Association and its Affiliated Ministries.

## 2. Scope

This Policy applies to all staff, volunteers and other representatives of the Association and its Affiliated Ministries.

This Procedure should be read in conjunction with the following documents:

- *Work Health and Safety Policy*
- *People and Culture Manual*
- *Safe Ministry Policy*
- *Screening Check Questionnaires*
- *Safe Ministry Register*
- *Code of Conduct*
- *Privacy Policy*
- *Accreditation Guidelines*

### 3. Definitions

**Association** means the Baptist Union of NSW, trading as the Baptist Association of NSW & ACT and including Affiliated Ministries.

**Child-related work** has the meaning provided by WWCC Legislation in NSW

**Complaint** includes any allegation, suspicion, concern or report of a breach of the Association's *Code of Conduct* or the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* (where applicable). It also includes disclosures made to an institution about any child protection concern.

**Creating Safe Spaces** means Creating Safe Spaces training offered by the Baptist Churches of NSW & ACT.

**Disclosure** means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.

**Ministry/team leader** refers to

- a) In the case of staff, the staff members' line manager
- b) In the case of committee members, the chair of the committee or taskforce
- c) In the case of Authorised Special Religious Education Teachers, the Association's SRE Coordinator or their delegate
- d) For all other volunteers or representatives, the person they are accountable to in the relevant organisational structure

**Other representatives** include but are not limited to

- Accredited and Recognised Ministers;
- Authorised Special Religious Education Teachers;
- Nominated volunteers in Simple Churches that are affiliated with the Simple Church Network; and
- nominated volunteers in any Newstart church plant for which the Association has agreed to provide governance oversight;

**Pastoral Staff** any paid or unpaid staff member of the Association who is engaged in pastoral ministry through the Association. This includes any Accredited or recognised minister and any staff member who receives Ministerial Tax Benefits.

**Regulated activities** has the meaning provided by the WWVP Legislation in ACT

**Safe Ministry Register** means the register required to record information relating to NSW based staff, volunteers or representatives who are engaged in Child-related Work and their relevant details in accordance with section 9A of the WWCC Legislation and ACT based staff, volunteers and representatives who engaged in a Regulated Activity and all relevant WWVP clearances.

**Staff** means any person employed and remunerated by the Association and any person whose role with the Association is voluntary but whose position description denotes them as staff.

**Volunteers** include but not limited to members and attendees of Councils, committees and taskforces

**Vulnerable** means the state of being unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship.

**WWCC Legislation** means the *Child Protection (Working with Children) Act 2012* (NSW).

**WWVP Legislation** means the *Working with Vulnerable People (Background Checking) Act 2011* (ACT).

## 4. Recruitment and Screening

The processes for recruitment and screening below apply in addition to any requirements of the *Baptist Association Constitution* or, where relevant, the *Accreditation Guidelines*.

### Category 1

*This Category applies to:*

- *Staff in leadership and pastoral roles such that they may be considered a 'spiritual officer' under the WWCC legislation*
- *Staff engaged in 'child-related work' or, in the ACT, 'regulated activities'*

1. Prior to recruitment:

- a) the role description will be reviewed and updated if necessary, being approved by the relevant ministry/team leader and the Director of Ministries
- b) the position will be advertised appropriately
- c) the role description and/or advertisement will state that any offer of engagement is subject to applicants:
  - agreeing to abide by the *Code of Conduct*
  - completing a *Screening Check Questionnaire*
  - being eligible for, or holding a current clearance in accordance with WWCC Legislation or WWVP Legislation
  - completing Creating Safe Spaces training, or having completed such training within the past 3 years
  - in addition, for Pastoral Staff or staff in leadership roles to do with church ministry :
    - agreeing to abide by the *Code of Ethics and Conduct*
    - undergoing a National Police Criminal Record Check

2. Applicants for the position will submit a written application (normally including a resume) detailing their suitability for the role and an outline of their willingness to uphold the Basic Doctrines, Vision and Values of the Association.

3. Shortlisted or preferred applicants will:

- a) complete a *Screening Check Questionnaire*
- b) be appropriately interviewed
- c) provide evidence that they have completed Creating Safe Spaces training within the past 3 years, or completed the online component and commit to attend face-to-face training within 6 months
- d) provide evidence of a current clearance in accordance with WWCC Legislation or WWVP Legislation
- e) provide a minimum of 2 referees who will be contacted by the ministry/team leader
- f) in addition, for Pastoral Staff, undertake a National Police Criminal Record Check

4. Successful applicants will:

- a) sign and agree to abide by the *Code of Conduct*

- b) participate in an induction process to enable them to safely fulfil their position, including knowledge of the *Safe Ministry Policy* and relevant procedures and documents
- c) in addition, for Pastoral Staff, sign and agree to abide by the *Code of Ethics and Conduct*

## Category 2

*This category applies to*

- *Members and regular attendees of all committees and taskforces of the Association and its affiliated ministries;*
  - *Volunteers in other leadership roles within the Association and its affiliated ministries*
  - *Volunteers in child-related work or regulated activities*
  - *Relevant representatives from Simple Churches and some church plants*
  - *SRE teachers authorised by the Association*
1. Prior to selection or appointment, individuals will:
    - a) be provided with a role description
    - b) complete a *Screening Check Questionnaire*
    - c) be appropriately interviewed
    - d) provide evidence that they have completed Creating Safe Spaces training within the past 3 years, or complete the online component and commit to attend face-to-face training within 6 months
    - e) provide evidence of a current clearance in accordance with WWCC Legislation or WWVP Legislation
    - f) provide a minimum of 2 referees
    - g) sign and agree to abide by the *Code of Conduct*
    - h) if a member of Assembly Council or other relevant position, undertake a National Police Criminal Record Check
  2. Prior to selection or appointment, the relevant ministry leader or appointing body will, in addition to ensuring that the above requirements are fulfilled:
    - a) ensure that the WWCC clearance is verified;
    - b) contact the referees; and
    - c) provide an induction process to enable them to safely fulfil their position

## Category 3

*This category applies to any staff member not in Category 1.*

1. Prior to recruitment:
  - a) the role description will be reviewed and updated if necessary;
  - b) the position will be advertised appropriately;

- c) the role description and/or advertisement will state that any offer of engagement is subject to applicants:
  - agreeing to abide by, and uphold, the *Code of Conduct*;
  - completing a *Screening Check Questionnaire*;
- 3. Applicants for the position will submit a written application (normally including a resume) detailing their suitability for the role and an outline of their willingness to commit to the Basic Doctrines, Vision and Values of the Association.
- 4. Shortlisted or preferred applicants will:
  - a) complete a *Screening Check Questionnaire*;
  - b) be appropriately interviewed; and
  - c) provide a minimum of 2 referees who may be contacted by the relevant ministry/team leader.
- 5. Successful applicants will:
  - a) sign and agree to abide by the *Code of Conduct*; and
  - b) participate in an induction process to enable them to safely fulfil their position, including knowledge of the *Safe Ministry Policy* and relevant procedures and documents.

## **Category 4**

*This category applies to any volunteers or representatives of the Association not in Category 2.*

- 1. Prior to selection or appointment, individuals will:
  - a) be provided with a role description
  - b) complete a *Screening Check Questionnaire*
  - c) be appropriately interviewed
  - d) provide a minimum of 2 referees who may be contacted by the relevant ministry/team leader
  - d) sign and agree to abide by the *Code of Conduct*
- 2. Prior to selection or appointment, the relevant ministry leader or appointing body will, in addition to ensuring that the above requirements are fulfilled:
  - a) provide an induction process to enable them to safely fulfil their position

In limited circumstances, the Safe Ministry Team may approve an alternative procedure for volunteers engaged for the purposes of a single non-residential event. Any such alternative procedure will

- require additional supervision and risk management measures to be planned, documented and implemented
- be recorded along with the names of all volunteers engaged in accordance with the procedure.

## **Accredited and Recognised Ministers**

The recruitment and screening process for Accredited and Recognised Ministers is outlined in the *Accreditation Guidelines*. The process includes:



- agreeing to abide by the *Code of Ethics and Conduct*;
- completing a screening questionnaire;
- holding a current clearance in accordance with WWCC Legislation or WWVP Legislation;
- completing Creating Safe Spaces training;
- completing Advanced Creating Safe Spaces training (for new applicants);  
and
- upholding the Basic Doctrines, Vision and Values of the Association

Refer to the Accreditation Guidelines document for more information.

## SUMMARY TABLE

<b>Category</b> <i>See definitions for further detail</i>	<b>Screening questionnaire</b>	<b>Interview, reference checks, induction</b>	<b>Code of Conduct</b>	<b>WWCC/ WWVP</b>	<b>CSS</b>	<b>Police Check</b>
<b>1.</b> Pastoral staff, staff in leadership roles, child-related work or regulated activities	Yes	Yes	Yes, plus CoEC for Pastoral Staff	Yes	Yes	per Role Description
<b>2.</b> Volunteers in leadership roles, child-related work or regulated activities, SRE teachers, other relevant representatives	Yes	Yes	Yes	Yes	Yes	per Role Description
<b>3:</b> Other Staff	Yes	Yes	Yes	No	No	per Role Description
<b>4:</b> Other Volunteers	Yes	Yes	Yes	No	No	per Role Description

## 5. Induction

*This section should be read in conjunction with the Association's Induction policy and procedure.*

All staff, volunteers and representatives will be provided with an induction appropriate to their role. This induction will be conducted by the ministry/team leader (or delegate) and will include:

- a) an overview of general site health and safety expectations;
- b) operating procedures that apply to relevant equipment;
- c) the content of the *Code of Conduct* and expectations and appropriate behaviours for staff, volunteers and representatives as set out in the *Safe Ministry Policy*;
- d) the role description and any reporting structure;
- e) expectations regarding Creating Safe Spaces training, if appropriate
- f) an overview of the *Procedures for Handling Complaints, Resolving Grievances and Conflict and Responding to Child Protection Concerns*;
- g) who to contact in the event of any conflict, concerns or complaints; and
- h) any guidelines appropriate to their ministry area.

A record of the induction will be kept, including:

- the name of the person giving the induction;
- the date of the induction; and
- the topics covered.

## 6. Training and Resourcing

*This section should be read in conjunction with the Association's Training and Development policy.*

### *Creating Safe Spaces Training*

- a) All staff, volunteers and representatives engaged in leadership and/or child-related work and/or work with vulnerable adults will attend Creating Safe Spaces training at least once every 3 years. If they have not attended such training prior to appointment, will complete the online component of the training prior to commencement and commit to attend the face-to-face component within 6 months of commencement.
- b) The Safe Ministry Team will ensure that the Safe Ministry contact person for each area of the Association has recorded information about attendance at Creating Safe Spaces Training in the *Safe Ministry Register*.

### *Other training*

Ministry/team leaders will arrange ongoing training as required.

### *Resourcing*

The relevant ministry leaders within the Association's organisational structure will ensure that all ministry areas are adequately resourced with staff, volunteers and/or representatives and have the required equipment for the safe and effective running of their activities.

## **7. Supervision, Support and Reviews**

*This section should be read in conjunction with the Association's Performance Management and Performance Improvement policies.*

The Association will arrange for staff, volunteers and representatives to be provided with ongoing support and, where appropriate, supervision, to ensure they feel valued, respected and fairly-treated, including:

- a) up to date *Safe Ministry Policy*, guidelines and procedures;
- b) formal or informal support mechanisms, so that staff, volunteers and representatives have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling, prayer);
- c) a process of regular review to provide an opportunity for mutual feedback and encouragement. Staff should participate in a formal review process each year. Volunteer and representative roles should normally be reviewed annually, or in accordance with constitutional requirements.
- d) Pastoral Staff should participate in pastoral or professional supervision, or some other form of guided reflective practice (such as mentoring, coaching, spiritual direction), in addition to other review processes.

## 8. Recordkeeping

### *Document retention*

For each staff member, volunteer or representative, the *Safe Ministry Team*, in conjunction with Safe Ministry contacts in each area of the Association, will record the following:

- a) their written application for the position (if applicable);
- b) their completed *Screening Check Questionnaire*;
- c) all notes relating to the interview and reference checks (if applicable);
- d) notes confirming the content and date of their induction;
- e) signed *Code of Conduct*; signed *Code of Ethics and Conduct* (if required);
- f) a copy of the *National Police Criminal Record Check* (if required);
- g) evidence of their current WWCC or WWVP (if required);
- h) evidence of the date of completion of Creating Safe Spaces training; and
- i) records of all other relevant training, incidents, annual reviews, etc

These records will be kept for a minimum of 45 years.

Any records which contain sensitive information (such as Screening Questionnaires, Safe Ministry Concerns Forms, investigation notes and reports) must be kept in a manner which protects confidentiality and will only be accessed by a limited number of authorised persons (for example, the Safe Ministry Team).

### *Safe Ministry Register*

The Safe Ministry Team, in conjunction with Safe Ministry contacts in each area of the Association, will maintain a *Safe Ministry Register* which records a summary of necessary screening and training for all staff and volunteers.