## July 2019

Inspection Record

**Test** Inspected By:

Equipment: Level:

### Safety Officer

**DOC: Screening & Selection Annual**

Contact:

Phone:

Note:

**Instruction:**

1. **Check the following items listed below**
2. **Note any problems &/or follow up actions resulting from your inspection**
3. **Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record please email** **redbook@buv.com.au**

POLICY:

Does your church have a policy for recruitment of leaders that includes: [ ] A minimum attendance requirement of 6 months or longer

[ ] Requirement to complete a Safe Ministry Check and other screening methods [ ] Referee Checks

[ ] Endorsement by Senior Pastor [ ] Position Interview

[ ] Induction

[ ] Annual Ministry review

SCREENING:

The BUV recommends churches screen all people who wish to be in leadership. In most cases there will also be a legal/insurance requirement to test a person’s eligibility to serve in some ministries.

[ ] Have all leaders and staff completed a Safe Ministry Check?

[ ] Have all leaders and staff obtained a Police Record Check in the last 12 months? [ ] Is your Police Check Register up to date?

By law, all people (paid or voluntary) working with children (under 18) must have a WWCC prior to participating in any children's ministry or supervision. Since Oct 2014, the law has expanded to include all pastors, senior leaders and ministry coordinators at churches where children are present, regardless of whether that person is directly involved in children’s ministry.

[ ] Do all adults who are working with children at your church have a current WWCC?

[ ] Do all pastors, elders, deacons, senior leadership teams and ministry coordinators have a WWCC? [ ] Is your WWCC Register up to date?

[ ] Does you church have a written policy on what procedure will be followed if someone with a WWCC is issued with an Interim Negative Notice and/or a Negative Notice?

SUPERVISION:

[ ] Does your church have a Code of Conduct that all leaders are expected to sign up to and adhere to? [ ] Does your church provide supervision and support for all leader in all ministries?

[ ] Does your church have a written grievance policy for dealing with issues?

TRAINING:

[ ] All leaders have attended a Safe Church Awareness Workshop in the last 3 years

[ ] All leaders have done further training in their specific area of ministry in the last year [ ] Has your church budgeted for leadership support and development?

For more information and resources to assist you with recruitment, supervision and leadership training please go to [www.buv.com.au/safechurchresources](http://www.buv.com.au/safechurchresources)

**Item**

**Service**

**Problem/Action**

**Check OK**

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I certify that I have completed the above procedures as instructed. Print Name: ...................................................................................

Signed: ......................................................................... Date: .........................