



# Foursquare Church Australia

## Working with Children Check Policy and Procedures

### Biblical Principles that Define our Working with Children Check Policy

1. Foursquare Church Australia is committed to the nurturing of a safe and healthy environment for all members of the community, particularly within each local church, outreach and corporate event. The following biblical principles provide the basis for this policy statement:
  - 1.1. We have a duty of care towards each other (Matthew 19:19). This is not taken lightly and it is seen to be the responsibility of all members of the community. Jesus set a high standard of care and compassion for others and this is the desired aim within all of our community (Matthew 19:13-15).
  - 1.2. The Bible stresses the sacredness and preciousness of life (Psalm 139). This should be nurtured and respected with our community.

### Policy Statement

2. Foursquare Church Australia aims to provide a safe environment that will promote the well-being of all members of the community, including children and young people. One area this is managed is within the Working with Children Check Procedures, to ensure that people within the community, including visitors to the community are safe people.

### Procedures

3. Foursquare Church Australia is committed to adhere to the NSW Government guidelines and legislation in relation to keeping children and young people safe. One measure which assists with this is through the Working with Children Check. The following procedure is outlined for all local level Foursquare Churches, outreaches and corporate events to enforce:
  - 3.1. It should be understood by all Senior Pastors that a Working with Children Check is a prerequisite for all workers and volunteers within a local church, outreach and corporate event where children and young people are present. This process involves a police check and a review of findings of misconduct involving children and young people for each individual.
  - 3.2. All local churches (including outreaches and events) are expected to register as an organisation in order to be able to check the status of an applicant. This will also allow the Government to notify, should a checked worker become barred.
  - 3.3. The process for Foursquare Churches (including outreaches and events) was altered in June 2013 and it now is as follows:
    - 3.3.1. Workers and volunteers need to apply for their own check. Religious workers, including ministers, are required to do this prior to 31<sup>st</sup> March, 2014 and beyond. While volunteers (including youth group, youth camp, children's teachers, child care volunteers) are required to have this finalised by 31<sup>st</sup> March 2015. This is an online form which is submitted.

- 3.3.2. Form can be accessed at: <https://wwccheck.cyp.nsw.gov.au>
- 3.3.3. This will provide a number, which needs to be taken to either a NSW Motor Registry or a Government Access Centre, with proof of identification.
- 3.3.4. Once processed, the Children's Guardian will notify the individual of the outcome by email or post
- 3.3.5. It should be noted that for workers this holds a fee of \$80 for a five year check, however this remains free for volunteers.
- 3.3.6. Once clearance has been approved, this is submitted to the local church (or the like) to be placed on record.
- 3.3.7. When the local church is considering either a worker or volunteer for a position, the individual's WWC number should be checked online to ensure it remains valid. The individual's full name and date of birth will be needed for this process.
- 3.3.8. This process should be completed as a check, every six months or when there is any cause for suspicion to ensure that there has not been any breach, as although the clearance is for a period of five years, it may become void.
- 3.3.9. For assistance with the application, an individual should be given the following website: [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) or phone (02) 9286 7276.
- 3.3.10. A person who has any form of bar should not be engaged to work as a worker or volunteer with children or young people.
- 3.4. Record Keeping should be maintained accurately at all times, as outlined following:
  - 3.4.1. The table attached should be maintained, whether using this form or a form with the identical information.
  - 3.4.2. It should include:
    - 3.4.2.1. Full name
    - 3.4.2.2. Date of birth
    - 3.4.2.3. Working with Children Check number
    - 3.4.2.4. Date of expiry
    - 3.4.2.5. Date of check with outcome of check verification
  - 3.4.3. These records should be submitted annually with findings to Foursquare Headquarters by 31<sup>st</sup> October.
- 3.5. People with a form of bar within the community, who are not working directly with children or young people, should be requested to sign a statutory declaration in order to acknowledge that they are aware that they should not be involved in any capacity with the children and young people within the community. Depending on the situation, it may be deemed appropriate for a person with a criminal record regarding misconduct with children to be provided with a buddy who will remain with them during their time within the community.



## Summary Sheet Working with Children Check

What do we do as a Church?

1. Register as an organisation:

<https://wwccheck.cyp.nsw.gov.au/Employers/Registration/Create>

The screenshot shows the registration form for employers and volunteer organisations. The form is divided into two main sections: 'Organisation details' and 'Nominate one or two people to be contacted regarding serious matters.'

**Organisation details:**

- ABN \* (text input)
- OR  This business / organisation does not have an ABN
- Name of business / organisation \* (text input)
- Trading name (if different) (text input)
- Child-related sector \* (dropdown menu)
- Type of staff to be checked:
  - Paid / contract staff \* (dropdown menu)
  - Volunteers \* (dropdown menu)
- Website address (text input)
- Email address (text input)
- Please confirm your email address (text input)
- Street address \* (text input)
- Suburb / Town \* (text input)
- State \* (dropdown menu) Postcode \* (text input)
- Postal address:
  - Same as above
  - Street address \* (text input)
  - Suburb / Town \* (text input)
  - State \* (dropdown menu) Postcode \* (text input)

**Username Requirements:**

- > Must contain 5 to 15 characters
- > Must start with a letter
- > May contain numbers or underscores
- > Must not contain spaces
- > Must not contain special characters

**Password Requirements:**

- > Must contain 5 to 10 characters
- > Must contain at least one number
- > Must contain at least one special character
- > Must contain at least one letter

**Email address \*** (text input)

**Nominate one or two people to be contacted regarding serious matters:**

**Contact 1:**

- Title \* (dropdown menu)
- Name \* (text input)
- Position \* (text input)
- Phone number \* (text input)
- Fax (text input)
- Email address (text input)
- Please confirm your email address (text input)

**Contact 2:**

- Title (dropdown menu)
- Name (text input)
- Position (text input)
- Phone number (text input)
- Fax (text input)
- Email address (text input)
- Please confirm your email address (text input)

At the bottom of the form, there is a 'Submit' button and a 'Declaration - click to view' section with a checkbox and text: 'Please check the box to confirm you have read and agree to the above declarations'.

2. Make sure that workers and volunteers are aware of the changes to Working with Children Checks

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

3. Complete the required check for each worker and volunteer
4. Regularly check that workers and volunteers have not become barred persons

What do individuals need to do?

1. Apply for your Working with Children Check

[www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/apply/-apply](http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/apply/-apply)

The screenshot shows the 'Working with Children Check' page on the NSW Office of the Children's Guardian website. The page is divided into several sections: 'Your Check', 'Verify', and 'Employer registration'. The 'Your Check' section contains buttons for 'Do you need a Check?', 'Update your details', 'Apply for your Check', and 'Change from volunteer to paid'. The 'Verify' section has buttons for 'Individuals (e.g. parents) verify' and 'Employer log in and verify'. The 'Employer registration' section includes an 'Employer register' button. A blue arrow points to the 'Apply for your Check' button.

The screenshot shows the 'Application for a NSW Working With Children Check' form. The form is divided into several sections: 'Personal details', 'Birth details', 'Purpose for check', and 'Confirm identity'. The 'Personal details' section includes a warning box: 'PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.' The 'Personal details' section includes fields for Title, First given name, Other given names, Family name, Gender, and Home / private phone. The 'Birth details' section includes fields for Date of birth, Town, State / Territory, and Country. The 'Purpose for check' section includes radio buttons for Paid employee, Self employed, and Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent. The 'Confirm identity' section includes a dropdown for Child-related sector and a checkbox for Australian Driver/Rider Licence.

2. Go to the RMS to have your ID check. Note there is a fee attached for paid workers and no fee for volunteers.
3. Provide your WWC number to the church with your other personal details, including full name, date of birth, photo ID and expiry date of WWC check
4. Inform the church of any incident or situation which could potentially result in you becoming a barred person