

**Volunteers’ Safe Church Declaration**

*Definition of volunteer: A volunteer is someone who serves at Lifegate where there is no expectation for them to spiritually guide others. Eg; morning tea, creative team, set up/pack up, cleaning, maintenance*

This declaration is part of our church's commitment to ensuring our duty of care to all people. It is also designed to assist us to comply with our legal and insurance requirements.

**PERSONAL DETAILS**

Surname: First and Middle Names:

Aliases or former names: Date of Birth:

Email: Address:

Phone:

**CRIMINAL HISTORY CHECK**

I hereby consent to an Australian Federal Police Check if one is considered necessary for my role. Eg: Community dinner helpers.

**CONSENT TO HOLD INFORMATION**

I consent to the information contained in this application, including the subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

**REFERENCE CHECKS** (if you have been at the church for less than 3 years)

Please nominate two references:
Name: Relationship: Contact Number:

Name: Relationship: Contact Number:

Name of my previous church and pastor (if applicable):

**DECLARATION**

I understand that the church operates under NSW law and has policies and procedures for people safety (Safe Church), and I will fully cooperate with the church in abiding by these.

I assure the church, in considering me for a volunteer role, that:

* I have disclosed any health impediment that may put me or any other person at risk in the fulfillment of my role at church.
* Other than those matters disclosed by me to the Senior Pastor, Elders, or a Key Area Leader at the time of making this declaration, I know of no past behaviour that renders me unfit to serve as a volunteer or which detracts from the obligation of the church to operate as a place of safety for all people. Such past behaviour may include previous convictions, or being the subject of an allegation of sexual abuse (whether convicted or not), including any type of molestation, indecent exposure, sexual harassment or intimidation.
* I understand that if I am unclear as to any of the statements in this document, I will seek clarification from a team leader or church leader before signing
* I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief
* I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular role in the church
* I have received a copy, have read and agree to uphold the ***Lifegate Volunteers Code of Conduct***
* I understand that when considering whether there is an avenue for my voluntary services, Lifegate will do this in reference to church policies, procedures and guidelines
* I will respect the decision of the Pastor and Key Area Leaders as to where I volunteer my services within the church, and whether my services are required, from time to time
* I understand that a Key Areas Leader will be available to me to discuss my service

**Volunteer's signature**: Date: /

**Parent/Guardian Name & Signature:**

(if under the age of 18, please have the form co-signed by your parent/guardian)

**Endorsement of Key Area Leader** – Name: Signature: Date:



**VOLUNTEER CODE OF CONDUCT**

This Volunteers’ Code of Conduct outlines the standards of behaviour that are expected from all Lifegate volunteers.
Codes of Conduct are a part of our commitment to safe emotional and physical environments, an expectation of our Safe Church Policy and a commitment to providing appropriate duty of care, including health and safety considerations.

Volunteering in church life is a highly valued and important part of service to God and His church.

Volunteers represent God and His church and will endeavour to become servant leaders as modelled by Jesus
(John 13:3-14).

Volunteer workers’ lives are on display and are subject to public scrutiny and as such these standards of behavior should apply not only to your church life but also your personal life.

**Standards of Behaviour for Volunteers:**

1. will act in the best interests of those attending Lifegate programs and servicing, including treating all program participants fairly.
2. will abide by the law.
3. will uphold all Lifegate policy, procedures and guidelines as they apply to their role at Lifegate.
4. will follow all reasonable directions from their leaders (supervisors, Key Area Leaders, Pastors and Elders).
5. must not be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
6. will avoid the use of offensive language (e.g. sexual connotations, and racial or religious slurs).
7. will exercise caution with all potentially addictive behaviours and/or harmful substances.
8. will use caution when initiating or receiving physical contact with those we serve, including gestures of comfort as such gestures can be unwanted or misinterpreted.
9. will act with sexual integrity. Sexual innuendo and harassment of a sexual nature are always inappropriate.
10. will report all incidents and Safe Church concerns according to the Lifegate Safe Church Procedures.
11. will communicate with integrity, including accountable and wise use of electronic communication.
12. will acknowledge when they are out of their depth, do not possess the required skill set in difficult situations, such as helping a victim of abuse, or a person who needs professional counselling, and seek help from their leader.
13. will not take property belonging to others, including intellectual property (copyright).
14. are encouraged to have integrity in their financial dealings and will not seek financial gain from their church role/s.
15. will not disclose confidential information received as a church volunteer. Exceptions include when disclosure is required by law, abuse notifications whether required by law or not.

COMMITMENT TO TEAM MINISTRY

* Volunteers will embrace the vision, values, and mission of Lifegate, and continue to develop ministry skills through a variety of means, including team meetings
* Volunteers are accountable to their team leader
* Volunteers work with their team, watch out for each other, and protect each other's integrity

IMPLEMENTATION OF THIS CODE OF CONDUCT

* Volunteer workers need to be open to correction and willing to modify behaviours, so as to not discredit the gospel.
* Any breach of this code involving a criminal offence will lead to a report being made to the relevant authorities
* Any breaches relating to the harm, or risk of harm, of a child or young person will be dealt with under our Safe Church Framework
* Any other breach will be considered in the light of the best interests of the volunteer and those we serve and may result in the volunteer being stood down either temporarily or otherwise. Gross breaches of this code of conduct will mean the volunteer is instantly removed from their role. Our process in such instances is as follows:
1. The volunteer will be asked to meet with their Leader, to discuss the matter.
2. If the volunteer continues to breach the Code of Conduct, they will again be asked to meet with the Leader to which they report to discuss the matter. At this point the Pastor or key area leader or Elder will be informed and a way forward will be discussed.
3. If the Leader continues to breach the Code of Conduct, they will be asked to meet with the Leader to whom they report to discuss the matter and will most likely be removed from their role.
4. Follow-up meetings with the removed volunteer and an appropriate person will be offered, to help the removed volunteer work through their area of struggle and help them to get to a place where they are again ready to volunteer.