



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Resources available to assist with implementing the Policy Actions

Keeping
Children
Safe



To assist you to find the resources you need, the identical lists of materials are provided three ways:

1. Sorted in alphabetical and numerical order by reference code
2. Sorted in alphabetical order by key words
3. Sorted in alphabetical order by document name

1 - List of resources available, arranged alphabetically by reference code

Reference code	Name of document	Section on website
CC1	Guide for Church Councils for Implementing KCS Policy	Info for Church Councils
CC2	Model Minute for Church Councils	Info for Church Councils
CC3	Resources available to assist with implementing the Policy Actions	Info for Church Councils
CC4	Guide to selecting volunteer leaders	Info for Church Councils
CC5	Responding to and reporting child abuse	Info for Church Councils
CC6	Reporting Abuse - Notification Form for Congregations	Info for Church Councils
CC7	Risk Assessment	Info for Church Councils
CC8	System of Handling Concerns	Info for Church Councils
CC9	Standard Letting Template (Victoria)	Inform for Church Council
CC9A	Standard Letting Template (Victoria) FAQ	Inform for Church Council
CC10	Guide for the prevention of Grooming	Info for Church Councils
CSS1	Victoria's Child Safe Standards – An Overview	Policy
CSS2	Cultural Safety for Aboriginal Children	Policy
CSS3	Safety of Children with a Disability	Policy
CSS4	Safety of Children from culturally and linguistically diverse backgrounds	Policy
KCS1	Keeping children Safe Policy	Policy
KCS2	<i>Not in use</i>	
KCS3	Our Statement of Commitment	Policy
KCS4	Keeping Children Safe Code of Conduct	Policy
KCS4A	Keeping Children Safe Code of Conduct (Individual Declaration)	Policy
KCS5	Statement of commitment to induction and training	Policy
KCS6	<i>Not in use</i>	
KCS7	A Children's Code of Conduct	Policy
SCT1	Culture of Safety Contact Person Role Description	Safe Church Training
POC1	Person of Concern Information	Policy
RCS1	Reportable Conduct Policy	Policy
RVA1	Safe Leaders Guide for Vulnerable Adults	Info for Church Councils
SCT2	Safe Church Training Attendance Record	Safe Church Training
SCT3	Disclosure reporting process	Safe Church Training
SCT3(K)	Disclosure reporting process (Korean)	Safe Church Training

SCT4	Digital Invite (Fillable)	Safe Church Training
SCT5	Safe Church Training – Facilitator's Guide	Safe Church Training
SCT6	Safe Church Training – Participant's Booklet	Safe Church Training
SCT7	Culture of Safety Contact Person Poster	Safe Church Training
Reference code	Name of document	Section on website
SPSP1	Occupational Health and Safety	Safe Places / Programs
SPSP2	Attendance Record	Safe Places / Programs
SPSP3	Attendee Information Form	Safe Places / Programs
SPSP4	Driver information form	Safe Places / Programs
SPSP5	"Called to Preach" LPA guide	Safe Places / Programs
SPSP6	Image Release Form	Safe Places / Programs
SPSP7	Information sheet for Parents/Guardians	Safe Places / Programs
SPSP8	Child Feedback form	Safe Places / Programs
SPSP9	Youth Feedback form	Safe Places / Programs
SPSP10	A Guide for Safe Ministry using digital media (PDF)	Safe Places/ Programs
SPSP11	OHS Incident Reporting Form	Safe Places / Programs
SSL1	Recruitment, Screening and Selection	Safe Leadership
SSL2	Application Form and Declaration	Safe Leadership
SSL3	Volunteer Leader Interview Guide	Safe Leadership
SSL4	Volunteer Referee Check	Safe Leadership
SSL5	Letter of Appointment – Volunteer	Safe Leadership
SSL6	Volunteer Annual Review – Feedback and Declaration	Safe Leadership
SSL7	Volunteer Development plan	Safe Leadership
WWC1	Working with Children Check/Registration Policy	Policy and WWCC/R
WWC2	WWCC/R – FAQs	WWCC/R
WWC3	Guide to adding the UCA to a WWCC Application	WWCC/R
WWC4	Guide for Information to be Added by Contact Person	WWCC/R
WWC5	Becoming a WWCC/R contact person	WWCC/R
WWC6	Refusal to obtain a Working with Children Check/Registration Flowchart	WWCC/R

2 - List of resources available, arranged alphabetically by key words

Key Word	Full name of document	Reference code
Aboriginal children – Cultural Safety	Cultural Safety for Aboriginal Children	CSS2
Children with a disability – Safety	Safety of Children with a Disability	CSS3
Code of Conduct – Children	A Children's Code of Conduct	KCS7
Code of Conduct – Leaders and volunteers	Keeping Children Safe Code of Conduct	KCS4
Code of Conduct – Leaders and volunteers	Keeping Children Safe Code of Conduct (Indiv Decl)	KCS4A
Concerns – System for handling	System of Handling Concerns	CC8
Culturally and linguistically diverse children – Safety	Safety of Children from culturally and linguistically diverse backgrounds	CSS4
Culture of Safety Contact Person Poster	Culture of Safety Contact Person Poster	SCT7
Culture of Safety Contact Person Role Description	Culture of Safety Contact Person Role Description	SCT1
Disclosure of abuse or misconduct – form only	Reporting Abuse - Notification Form for Congregations	CC6
Digital Invite	Digital Invite (Fillable)	SCT4
Digital Media	A Guide for Safe Ministry using digital media (PDF)	SPSP10
Disclosure of abuse or misconduct – process	Disclosure reporting process	SCT3
Disclosure of abuse or misconduct – Korean	Disclosure reporting process	SCT3A
Driver information form	Driver information form	SPSP4
Feedback - Children	Child Feedback form	SPSP8
Feedback - Youth	Youth Feedback form	SPSP9
Grooming - Guide for prevention	Guide for the prevention of Grooming	CC10
Image Release Form	Image Release Form	SPSP6
Implementation Guide for Church Councils	Guide for Church Councils for Implementing KCS	CC1

	Policy	
Induction and training – commitment	Statement of commitment to induction and training	KCS5
Keeping Children Safe Policy	Keeping Children Safe Policy	KCS1
Lay Preachers' Guide - "Called to Preach"	Called to Preach - LPA guide	SPSP5
Model Minute for Church Councils	Model Minute for Church Councils	CC2
Occupational Health and Safety	Occupational Health and Safety	SPSP1
OHS Incident Reporting Form	OHS Incident Reporting Form	SPSP11
Key Word	Full name of document	Reference code
Parent/Guardian information sheet	Information sheet for Parents/Guardians	SPSP7
Participant attendance record	Attendance Record	SPSP2
Participant information form	Attendee Information Form	SPSP3
Person of Concern Information	Person of Concern Information	POC1
Recruitment, Screening and Selection	Recruitment, Screening and Selection	SSL1
Resources available to assist with implementing	Resources available to assist with implementing the Policy Actions	CC3
Reportable Conduct	Reportable Conduct Policy	RCS1
Risk Assessment	Risk Assessment	CC7
Safe Church Training – Facilitator's Guide	Safe Church Training - Resource Manual	SCT5
Safe Church Training Attendance Record	Safe Church Training Attendance Record	SCT2
Safe Church Training- Participant's Booklet	Safe Church Training- Booklet	SCT6
Standard Letting Template (Victoria)	Standard Letting Template (Victoria)	CC9
Standard Letting Template (Victoria) FAQ	Standard Letting Template (Victoria) FAQ	CC9A
Statement of Commitment	Our statement of Commitment	KCS3
Victoria's Child Safe Standards - An Overview	Victoria's Child Safe Standards - An Overview	CSS1
Volunteer Annual Review	Volunteer Annual Review – Feedback and Declaration	SSL6
Volunteer application form	Application Form and Declaration	SSL2
Volunteer Development plan	Volunteer Development plan	SSL7
Volunteer Leader Interview Guide	Volunteer Leader Interview Guide	SSL3
Volunteer leaders - Guide to selection	Guide to selecting volunteer leaders	CC4
Volunteer- Letter of appointment	Letter of Appointment - Volunteer	SSL5
Volunteer Referee Check	Volunteer Referee Check	SSL4
Vulnerable Adults - Safe Leaders Guide	Safe Leaders Guide for Vulnerable Adults	RVA1
Working with Children Check/Registration Policy	Working with Children Check/Registration Policy	WWC1
WWCC - Guide to adding UCA to application	Guide to adding the UCA to a WWCC Application	WWC3
WWCC/R - Becoming a contact person	Becoming a WWCC/R contact person	WWC5
WWCC/R - Information added by contact person	Guide for Information to be Added by Contact Person	WWC4
WWCC/R - Refusal to obtain	Refusal to obtain a WWCC/R Flowchart	WWC6
WWCC/R- FAQs	WWCC/R- FAQs	WWC2

3 – List of resources available, arranged alphabetically by document name

Name of document	Reference code
A Children's Code of Conduct	KCS7
Application Form and Declaration	SSL2
Attendance Record	SPSP2
Attendee Information Form	SPSP3
Becoming a WWCC/R contact person	WWC5
Called to Preach - LPA guide	SPSP5
Child Feedback form	SPSP8
Cultural Safety for Aboriginal Children	CSS2
Culture of Safety Contact Person Poster	SCT7
Culture of Safety Contact Person Role Description	SCT1
Digital Invite (Fillable)	SCT4
Digital Media	SPSP10
Disclosure reporting process	SCT3
Driver information form	SPSP4
Guide for Church Councils for Implementing KCS Policy	CC1
Guide for Information to be Added by Contact Person	WWC4
Guide for the prevention of Grooming	CC10
Guide to adding the UCA to a WWCC Application	WWC3
Guide to selecting volunteer leaders	CC4
Image Release Form	SPSP6
Information sheet for Parents/Guardians	SPSP7
Keeping Children Safe Code of Conduct	KCS4
Keeping children Safe Policy	KCS1
Letter of Appointment - Volunteer	SSL5
Model Minute for Church Councils	CC2
Occupational Health and Safety	SPSP1
Our statement of Commitment	KCS3
Person of Concern Information	POC1
Recruitment, Screening and Selection	SSL1
Refusal to obtain a Working with Children Check/Registration Flowchart	WWC6
Reporting Abuse - Notification Form for Congregations	CC6
Reportable Conduct	RCS1
Resources available to assist with implementing the Policy Actions	CC3
Responding to and reporting child abuse	CC5
Risk Assessment	CC7
Safe Church Training – Facilitator's Guide	SCT5
Safe Church Training Attendance Record	SCT2
Safe Church Training- Participant's Booklet	SCT6
Safe Leaders Guide for Vulnerable Adults	RVA1
Safety of Children from culturally and linguistically diverse backgrounds	CSS4
Safety of Children with a Disability	CSS3
Standard Letting Template (Victoria)	CC9
Standard Letting Template (Victoria) FAQ	CC9A
Statement of commitment to induction and training	KCS5
System of Handling Concerns	CC8
Victoria's Child Safe Standards - An Overview	CSS1
Volunteer Annual Review – Feedback and Declaration	SSL6
Volunteer Development plan	SSL7
Volunteer Leader Interview Guide	SSL3
Volunteer Referee Check	SSL4
Working with Children Check/Registration Policy	WWC1
WWCC/R- FAQs	WWC2
Youth Feedback form	SPSP9

