SC009 - TRAINING AND RESOURCING OF WORKERS -PROCEDURE (SAMPLE)

C3 Australia Safe Church Guideline 1 (September 2020) states:

a. *All C3 workers (paid and unpaid)* ***shall*** *receive adequate, appropriate and ongoing training in our C3 Australia Safe Church Policy and Guidelines.*
b. *All C3 workers involved in children and youth ministry* ***shall*** *receive adequate, appropriate and ongoing training in the concepts of child protection including identifying and responding to concerns about children at risk of harm.*
c. *C3 Australia Credential Holders as part of their credentialing* ***shall*** *complete C3 recognised Safe Church training initially and then every three years.*

The Local Church Board has responsibility for the training and resourcing of all staff and volunteer church workers, and commits to:

a. **We provide all staff & volunteers with information in relation to:**
   - Knowledge of operating procedures that apply to equipment, programs and general site health and safety.
   - Code of conduct expectations and appropriate behaviours for workers.

   (Add here the way that your church intends to provide this induction information, e.g. in short induction sessions face to face or online, etc)

b. ***Safe Church Training***

   - We provide all staff & volunteers initial and ongoing training in our Safe Church policy and guidelines; including empowering and including all people, identifying and responding to children and vulnerable people at risk of harm, and safe environments (duty of care).

   (Add here the way that your church intends to provide this training, e.g. in face to face or online, utilise the C3 Safe church training)

c. ***Ongoing in-service training***

   - We provide staff and volunteers professional development as is appropriate to the worker's role, e.g. first aid, specific qualifications as necessary for the successful carrying out of the worker's role.

   (Add here the way that your church intends to provide this training, e.g. in face to face or online)

a. All programs of the Church are adequately resourced with human resources and equipment for the safe and effective running of the program.
(Add here the way that your church intends to do this e.g via budgeting and monitoring etc)

b. Program leaders and workers are resourced with the equipment and qualified persons to run the events and activities that are programmed.

c. Workers **shall** report to their supervisor when there's a shortage of supplies prior to the operation of events and activities, to ensure that these supplies can be replaced for the effective operation of the event or activity.