



PCV Initial Registration with the SCU Form - Confidential

Church / Organisation name: _____

Children's Ministry role/s being applied for: _____

*This form is to be completed by the applicant and the identity check sources sighted by a representative of the congregation/organisation (this may be the Safe Church Representative). A copy must be forwarded to the Safe Church Unit, along with the other necessary forms (see below), whenever a **new** person to the church or someone who has not worked in a children's ministry Post-2014, applies to work with children under 18 in any capacity in the Presbyterian Church of Victoria – including voluntary roles.*

Personal and sensitive information provided by you and collected by the Presbyterian Church of Victoria will be used in conformity with our Privacy Policy (which can be found at www.pcv.org.au and www.safechurchpcv.org.au or mailed to you on request). This information is collected for the primary purpose of the screening and approval of volunteers wishing to work with children under 18 in the Presbyterian Church of Victoria.

Rev / Pastor / Mr / Mrs / Miss / Ms / Other (Circle)

Male ☐

Female ☐

First Name

Middle Name(s)

Surname

Date of birth: ____/____/____
day/month/year

1. Are you currently known or have you previously been known by any other name(s): ie: an alias or maiden name?

YES

☐

NO

☐

If YES, please list other names below:

Current Residential Address:

Contact Details:

Email: _____

Phone: _____ Mobile: _____

2. Are you a current serving Police Officer?

YES

☐

NO

☐

3. Do you have a current Working With Children Card (WWCC) or Victorian Institute for Teaching (VIT) Registration

YES

☐

NO

☐

4. If you are registered with Victorian Institute for Teaching (VIT) have you notified *Working With Children Check Victoria*?

YES

☐

NO

☐

If you answered YES to (3), please provide: _____

WWCC / VIT Number

Expiry Date



Proof of identification:

*This section is based on the '100 point proof of identity' approach undertaken in Australia. **There is no need for identity details to be recorded (for example; a passport number or account number) – only for these to have been sighted by the Safe Church Representative or a nominated person of the congregation /organisation.***

Primary identity source:

*This can take the form of any **one (1)** of the following – driver's license, passport, birth certificate. This source must be sighted by the Safe Church Representative or nominated person and noted below.*

1. _____

Secondary identity source:

*This can take the form of any **two (2)** of the following (all cards must be current) – Working With Children Check card, Student card, Centrelink Healthcare or Pensioner's card, Department of Veteran's Affairs card, bank statements, credit/debit card, Medicare card, Seniors card, Council Rates Notice, Rental/Lease agreement notice, utilities bill showing applicant's name and address, tax declaration. This source must be sighted by the Safe Church Representative or nominated person and noted below.*

1. _____

2. _____

Questionnaire:

A. Have you ever been convicted of child abuse or neglect?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
B. Have any allegations or complaints involving misconduct with children ever been made against you?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you have answered 'Yes' to any of the above questions, please provide details below: (If insufficient space, please attach separate page)

C. Is there anything in your past that would call into question your suitability to be trusted with the care of children under 18 years?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If you have answered 'Yes' to the above questions, please provide details below:

D. If you have any previous experience and/or qualifications in regards to working with children, please list below:



E. What is your reason or motivation for becoming engaged in Children's Ministry in the Church?

F. What behaviours do you believe are required for people working with children in the Church?
(For example: *ensuring the safety of children*)

The above questions ensure compliance with the Victorian Child Safe Standards and insurance requirements.

Name of Previous Church (if applicable): _____

Referees: *(Not related to you or the other referee)*

*PLEASE NOTE: Your nominated referees should be people who have known the person for a significant amount of time (years rather than months) and who are **NOT** relatives.*

Contact details of Referees:

Name of 1st Referee: _____

Phone Number: _____ or email address: _____

Name of 2nd Referee: _____

Phone Number: _____ or email address: _____

Declaration:

I declare that I have read and understood the questions in this application form. I have answered the questions truthfully and completely to the best of my knowledge. Should it be found that any answer that I have given in this application is untrue, I understand that this may be grounds for my application and/or my approval to work with children under the age of 18 years in the Presbyterian Church of Victoria to cease and/or to be withdrawn.

I agree that the Church may contact the referees provided by me to establish my suitability to work with children under the age of 18 years in the Presbyterian Church of Victoria.

Applicant's Signature

____/____/_____
Date



Safe Church Representative to Action

Has the Primary and Secondary identification been sighted against the information provided by the applicant on Page 2? YES ☐ NO ☐

Name and signature of person who sighted the identity sources, if not the Safe Church Representative.

Print name

Role

Signature

Date

Safe Church Representative (Please print name)

Signature

Date

General information for Safe Church Representative

Once the VAP documentation is completed, please forward the following forms to the Safe Church Unit (scu.compliance@pcv.org.au or addressed to Safe Church Unit 268 Canterbury Road, Heathmont 3135):

1. Initial Registration with the SCU form
2. Signed copy of the Role Description form
3. Confidential Record of reference checks form
4. Evidence of holding a current Victorian Institute of Teaching Card and/or Victorian Working With Children Check (WWCC) - ideally a copy of the Working With Children Check notification letter to the Church from Working With Children Check Victoria.

Remember to keep a copy of this form (along with all other completed VAP documentation) securely to ensure privacy for the applicant. Secure storage entails keeping the VAP documentation in a locked facility that can only be accessed by the Safe Church Representative and one other nominated person (for example, the Session Clerk).

The SCU completes the screening procedure and will notify once the applicant is approved or not approved.

A person can only commence in a role working with children under 18 in the PCV once the SCU has notified the congregation/organisation of the approval.