



# WORKER TRAINING PROCEDURE

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## 1 PURPOSE

- 1.1 To ensure all church workers receive appropriate induction and training.

## 2 SCOPE

- 2.1 This procedure applies to all paid or unpaid church workers, including clergy, in the Diocese of North West Australia ("the Diocese").

## 3 PROCEDURE

### 3.1 Induction Training

All workers will be fully inducted in relation to:

- knowledge of operating procedures that applies to programs, equipment, and general site health and safety; and
- behavioural expectations (including the document 'Faithfulness in Service: A National Code for Personal Behaviour and the Practice of Pastoral Ministry by Clergy and Church Workers').

### 3.2 Safe Ministry Training

All workers will receive or have access to initial and ongoing Safe Ministry training: including empowering and including all people, identifying and responding to children and vulnerable people at risk of harm, and safe environments (duty of care), consistent with the Anglican Church Benchmarks for Safe Ministry Training.

### 3.3 Ongoing In-Service Training

The relevant office holder will arrange ongoing worker professional development as is appropriate to the worker's role, e.g. First Aid, specific skills as necessary for their job.

### 3.4 Resourcing of Workers

The ministry centre governing group (council, board or committee) will ensure all ministry programs are adequately resourced with personnel and equipment for the safe and effective running of the program.

The ministry centre governing group will ensure that program leaders are resourced with the equipment and qualified persons to run the events and activities that are programmed.

Workers will report to the relevant office holder 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.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Diocese is responsible for the provision of worker induction and safe ministry training.
- 4.2 Ministry centre governing groups are responsible for ensuring compliance of this procedure within their centre.

### Reporting

- 4.3 Ministry centre compliance with this procedure is reported in the quarterly returns/reports to the Diocese.

### Records management

- 4.4 The Registry maintains all records relevant to administering this policy using its recordkeeping system.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the Diocesan Glossary.

## 6 RELATED LEGISLATION AND DOCUMENTS

Safe & Suitable Workers Policy

## 7 QUESTIONS & FEEDBACK

- 7.1 Church members may provide feedback about this document by emailing [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org).

## 8 APPROVAL AND REVIEW DETAILS

Certifications and Assent	Details	Signature	Date
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Diocesan Council		
Bishop	Assented		
Approval and Review	Details		
Approval Authority	Diocesan Council		
Administrator	Diocesan Registrar		
Next Review Date	19/06/2019		

## 9 APPENDIX

Worker Induction Checklist

## LICENCED & ADMINISTRATION WORKER INDUCTION CHECKLIST

Name of Worker \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(when completed)

Area	Person Responsible (PR)	Item (PR to cross out if not applicable)	Worker's Initials	PR's Initials
<b>Admin</b>	Registrar	Policies and Procedures Manual		
	Registrar	Staffing forms, e.g. leave, reimbursement		
<b>Safety &amp; Health</b>	Registrar	Safe Ministry Manual (including Safe Ministry Policies & Procedures)		
	Supervisor	Site access & security		
	Supervisor	Fire & emergency evacuation procedures		
	Supervisor	First Aid procedures		
	Supervisor	Hazard & incident reporting		
<b>ICT</b>	Supervisor	IT access		
	Supervisor	Email account & password		
	Supervisor	Shared drive access		
	Supervisor	Telephone – landline & mobile		
	Supervisor	Office telephone training		
<b>Facilities</b>	Supervisor	Church & house Office & staff amenities		
<b>General</b>	Supervisor	Introduction to other workers		
	Supervisor	Workstation & stationery		
	Supervisor	Use of office equipment, including telephone		
	Supervisor	Petty cash system & reimbursement procedure		
	Supervisor	Staff noticeboard, rosters, contacts list		
	Supervisor	Working hours, staff meetings		
<b>Other</b>	Registrar	Diocesan publications (hard copy & electronic)		
	Supervisor	Ministry centre publications		
	Supervisor	Onboarding program after the first week		