



LCAWA District Inc. PROFESSIONAL STANDARDS

The following is a checklist to assist your congregation in complying with the expectations of the LCA and the LCAWA District, as well as state and federal legislation, with regards to the area of Professional Standards (including ChildSafe, Safe Place and Risk Management):

FOR STAFF/PAID EMPLOYEES OF THE CHURCH:

All paid employees (including Pastors) of your congregation, must have a valid *National Police Certificate* (NPC). Paid employees must apply for a NPC prior to commencing employment and then every three (3) years after that (the LCAWA considers the NPC to be valid for 3 years).

For further information, please read "*National Police Certificate Guidelines*".

CHECKLIST:

- ☐ Hand out "*National Police Certificate*" application forms to all paid employees.
- ☐ Once the certificate has been received in the post, make two (2) photocopies. Keep a copy for your church's records (to be stored in accordance with the LCA Privacy Policy).
- ☐ Mail copy to:
LCAWA District Professional Standards
C/- 31A Jennings Way,
LOCKRIDGE, WA 6054
- Or scan and email to:
serica.yurisich@wa.lca.org.au

FOR ANYONE WORKING WITH CHILDREN/YOUNG PEOPLE:

All volunteers (who are over the age of 18 years) who are involved in ministry to children/young people within your congregation (including Pastors) must have a valid *Working With Children Check* (WWC). Volunteers involved in ministry to children/young people must apply for a WWC Check prior to commencing their role and then every three (3) years after that (as declared by the WA State Government).

For further information, please read "*Working With Children Check Guidelines*".

CHECKLIST:

- ☐ Hand out "*Working With Children Check*" application forms to all those (who are over the age of 18 years) who are involved in ministry to children/young people. Ensure that Part 6 has been completed by an "Agency Representative".
- ☐ Once the certification has been received in the post, make two (2) photocopies. Keep a copy for your church's records (to be stored in accordance with the LCA Privacy Policy).
- ☐ Mail copy to:
LCAWA District Professional Standards
C/- 31A Jennings Way,
LOCKRIDGE, WA 6054
- Or scan and email to:
serica.yurisich@wa.lca.org.au





LCAWA District Inc.

PROFESSIONAL STANDARDS

FOR VOLUNTEERS IN POSITIONS OF RESPONSIBILITY:

All volunteers (over the age of 18 years) who are involved in ministry to other adults (also over the age of 18 years) in your congregation (eg Lay Assistants, Elders), or who are in a position of responsibility (eg Church Council members), or who are responsible for financial matters (eg Treasurer, Money Counters/Bankers) should have a valid *Volunteer Police Check*. This also applies to members of District committees (eg District Church Council, LYWA Management Committee, Lutheran Homes, LWWA etc). These volunteers should apply for a Volunteer Police Check prior to commencing their role and then every three (3) years after that (the LCAWA considers the Volunteer Police Check to be valid for 3 years).

For further information, please read "*Volunteer Police Check Guidelines*".

CHECKLIST:

- ☐ Hand out "*Volunteer Police Check*" Consent Forms to those (over the age of 18 years) who are involved in ministry to other adults, in a position of responsibility, or are responsible for financial matters. The volunteer must complete parts A & B.
- ☐ Make a copy of the personal identification that they provide to you for verification and attach it to the original of the Consent Form.
- ☐ Complete part C – this must be completed by a representative of the group.
- ☐ Make a copy of the Consent Form only (please do not make or send a copy of the personal identification).
- ☐ Mail copy to: **LCAWA District Professional Standards**
C/- 31A Jennings Way, LOCKRIDGE, WA 6054
- ☐ Keep the original Consent Form and personal identification for your church's records (to be stored in accordance with the LCA Privacy Policy).

REFEREE CHECKS:

Anyone who fits into one of the three categories above also needs to have two references completed on their behalf. This is another important step in the screening process and in ensuring that people have the skills, knowledge and experience required to fulfill their roles.

CHECKLIST:

- ☐ Hand out "*Professional Standards Referee Form*" to all those who fit into one of the above categories.
- ☐ Once you have received the completed Referee Form, make a copy. Keep one copy for your church's records (to be stored in accordance with the LCA Privacy Policy).
- ☐ Mail copy to: **LCAWA District Professional Standards**
C/- 31A Jennings Way, LOCKRIDGE, WA 6054

