**XX Church** **– Personal Disclosure and Code of Conduct Form**

As part of our leader screening and training program, please read and complete the questions on this form and sign and date at the bottom. Your responses will be recorded in Safe Ministry Check.

**Code of Conduct**

As part of being a Leader at XX Church, you are asked to commit to the Code of Conduct. If you have any questions or hesitation about being able to commit to these, please talk to a Safe Ministry Contact at your church before continuing.

Please **tick each statement** and sign and date the following page.

|  |  |
| --- | --- |
|  | I commit to conducting myself in a manner consistent with the Safe Ministry Training Leadership Training Course when serving at XX Church. |
|  | I will treat adults, children and young people with respect and value, without favouritism. |
|  | I will behave appropriately, being faithful to my appointed tasks, being an example to others, and being careful in how I physically interact with others. |
|  | I will never use physical punishment or abusive language – even as a form of discipline. |
|  | I will act transparently, as far as possible, ensuring that another adult is present or within eyesight when I am with a vulnerable person (including other people’s children). |
|  | I commit to ensuring that the spaces and activities I’m responsible for are safe and do not put people at risk of significant harm. |
|  | I commit to including vulnerable people (and/or their carers/significant others) in discussions about decisions that will significantly affect them. |
|  | I commit to encouraging openness by listening to people’s concerns with a willingness to support them and help them. |
|  | I commit to reporting any concerns or suspicions about harmful behaviours and significant risks to the XX Church Safe Ministry Contacts without bias or partiality. |
|  | I will submit to the XX Church Leader screening process to ensure I’m a suitable person to work with vulnerable people. |
|  | I will submit to disciplinary steps if I am found to violate these commitments or act in an otherwise inappropriate or illegal manner at XX Church. |

**Personal Disclosure**

It is a requirement of XX Church that all people in leadership roles are asked to disclose if they have ever been the subject of a formal accusation. If you haven’t already disclosed a prior accusation, it is recommended you inform one of the Safe Ministry Contacts before or immediately after completing this form.

Have you ever engaged in (or been the subject of a formal accusation for) any of the following:

* Emotionally abusive behaviour towards an adult or child,
* Neglectful behaviour towards an adult or child,
* Physically abusive behaviour towards an adult or child, or
* Sexually abusive behaviour towards an adult or child (including sexual contact with a person under the age of consent)

Please tick the relevant response:

|  |  |
| --- | --- |
|  | No I have not |
|  | Yes (and it has been cleared by the leaders at XX Church) |
|  | Yes (and I have already informed the leaders at XX Church) |
|  | Yes (but I have not yet informed the leaders at XX Church) |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information and Referees**

As part of the standard screening process of XX Church leaders and volunteers, two referees will be asked if they can vouch for your character and suitability to do work that may include interacting with vulnerable people.

Your referee should be someone who has known you for more than 6 months and should be one person from within the church, and one person from outside the church. You cannot use a spouse or relative as a referee.

**First Referee** (should be from within the Church)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Referee** (should be from outside the Church)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Blue Card Information** (if not previously supplied)

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(including middle name as it appears on your card)

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Blue Card No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role at church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_