



VISITORS TO GIRLS' BRIGADE WORKING WITH CHILDREN CHECK & ACCEPTANCE OF CODE OF CONDUCT

Insert company name

Girls' Brigade values and encourages community members' contribution to the local Company. We are grateful that you are willing to come and share your skill/passion with the girls in our Girls' Brigade Group. One of our core values is safety and we are committed to sustaining a culture of safety for all. In order to do this, we ask that you complete the following document prior to your visit, to support us keeping children safe.

We are aware that each person comes with their own personal history and, therefore a "yes" answer to any of the screening questions below may not preclude you from sharing your skill/passion as you join with us as a visitor, although further discussion may be necessary (e.g., pastor/ safe church person/Girls' Brigade team leader etc.)

This document is a form for visitor only – e.g. a 'teacher' coming to teach something specific that is related to an achievement.

Please Note: This is a **sensitive** document that will be stored in a confidential manner accessible only by a limited number of authorised persons.

Personal details

Title	Surname	Christian name	Previous names	Male/Female

Home phone number: _____ Mobile phone number: _____

Please provide your Working with Children Check Number

In what Ministry area will your role as visitor be undertaken? Describe what you will be doing:

Screening Questions

Please tick either “yes” or “no” for each question.

If the answer to any of the following questions is “yes”, please give details *on a separate page*.

NOTE: “yes” answer to any of the screening questions below may not preclude you from sharing your skill/passion as you join with us as a visitor.

Question	Yes	No
1. Have you ever been charged with a criminal offence?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
4. Have you ever engaged in any of the following conduct, even though never having been charged:		
<ul style="list-style-type: none"> • Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee or subordinate)? 		
<ul style="list-style-type: none"> • Sexual contact with a person under the age of consent? 		
<ul style="list-style-type: none"> • Illegal use, production, sale or distribution of pornographic materials? 		
5. Has your driver’s license ever been revoked or suspended?		
6. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking etc.?		
7. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		
8. Have you done anything that may result in allegations being made against you of child abuse? Abuse means: bullying, emotional abuse, harassment, neglect, physical abuse, sexual abuse.		
9. Have you ever done anything that may result in allegations being made against you of bullying or any form of harassment of adults?		
10. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?		
11. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?		

GIRLS' BRIGADE VISITOR CODE OF CONDUCT

As a guest of Girls' Brigade for this activity,

I WILL:

- Implement and observe all policies and procedures of **your church name** that ensure the safety and well-being of others.
- Keep confidential all personal information that I am party to through my involvement in ministry at **your church name**.
- Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the Safe Church Concerns Person or other parties as designated by them and according to reporting procedures.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is the risk of allegations being made. I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with **the church name Safe Ministry Person**
- Comply with all relevant Australian and State/Territory legislation.
- Ensure any contact with children, young people and vulnerable adults is appropriate and in the parameters of the program/event/ministry as stated.
- Ensure my program/input is accessible for people with a disability, and make changes where needed to assist any specific needs that may arise, as led by the supervising Girls' Brigade Leader.
- Treat all people with respect, regardless of age, race, ethnicity, gender, language, religion, political/other opinion, national/ethnic/social origin, property, disability, birth/other status.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Encourage open communication between all children, young people, parents, staff and volunteers, and allow children and young people to participate in the decisions that affect them.
- Be mindful of my behaviour, actions, language and relationships with all people.
- Always ensure language is appropriate and not offensive or discriminatory.

I WILL NOT:

- Initiate inappropriate relationships with children, young people or vulnerable adults.
- Give children and young people my personal contact details (mobile number or address).

Acceptance of Code of Conduct

I consent to the information contained in this application being kept by **Church Name and Girls' Brigade Company**. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

I do solemnly and sincerely declare that:

- (1) The information I have provided in this application and the information contained in any document accompanying this application is true and correct to the best of my knowledge and belief.
- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to participate as a visitor in a **Church Name** ministry.

Signature: _____ Date: _____

Girls' Brigade or Ministry Leader endorsing this check.

Name: _____ Signature: _____

Position held: _____ Date: _____

This document is to be signed and copied. One copy is to be given back to the Visitor, one is copy is to be held by the church and one copy to be held by the Girls' Brigade Company. (It could be uploaded to the Company Permission to Proceed and stored there.)