



## Qld Religious Instructor Engagement Form

### RECORDS

Original: To be held in the Corps / Copy: Forwarded to DHQ – [salvosyouthandkids.qld@aue.salvationarmy.org](mailto:salvosyouthandkids.qld@aue.salvationarmy.org)

### RELIGIOUS INSTRUCTORS DETAILS:

Name: .....

Address: .....

Email: .....

Phone: ..... Role: Religious Instructor

Current Salvation Army Corps: .....

Nominated School: .....

### RESPONSIBLE TO:

Corps Officer: .....

(CO's applying as Religious Instructors must have the backing and be responsible to Divisional RI Rep/DYS or DC)

Corps: .....

Address: .....

Email: .....

### GENERAL CONDITIONS:

- I agree to carry out my tasks as a volunteer Religious Instructor in accordance with the principles and policies of The Salvation Army and Queensland's Department of Education and Training.
- I will exercise due care for the safety and behaviour of students when instructing RI.
- I understand that the instruction given to students during RI must at all times be of the highest quality possible.
- No remuneration is paid to me as a volunteer Religious Instructor. Out-of-pocket expenses may be reimbursed by prior arrangement with the Corps Officer.
- I acknowledge that The Salvation Army has special responsibilities to the students, their parents, and carers and to the school authorities because of the opportunities given to The Salvation Army to instruct students in RI.
- I agree to carry out my tasks as a Religious Instructor in accordance with the conditions on this form.
- I wish to volunteer my services on this basis to The Salvation Army and I acknowledge that I am responsible to The Salvation Army Officer of the Corps listed on this form.

- I understand that my authorizing agent can terminate my engagement if I fail to meet my commitments as set out on this form and I agree that upon termination I will promptly deliver my Authorisation Card to my authorizing agent.
- I agree that if any complaint of sexual misconduct is made against me, my authorising agent can terminate my engagement whether or not there has been any investigation of the complaint and whether or not there has been any fault on my part.
- I have read the privacy notice at the end of this form.



Signature ..... Date : ...../...../.....
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**DECLARATION:** I certify that **(please tick):**

☐ I have never been convicted for a crime against a minor, violence, assault or for providing prohibited drugs.

☐ I have a current Blue Card.

Card Number: ..... Exp Date: ..... Card Type: P or V


I have completed the following Safe Salvo requirements:

☐ Read and signed the Code of Conduct.

☐ Completed an Application For Ministry OR my employment contract.

☐ Participated in Safe Salvos training in the last three years.

I make this declaration believing it to be true and accurate at the time of completion.




Signature ..... Date : ...../...../.....
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**\*\*\*\*\*Corps Officer Use Only\*\*\*\*\***

- In giving my backing to this application I declare that I have checked that this person has completed all Safe Salvo requirements.
- I am also satisfied that they are a good role model not only as a representative of our church but of other denominations with whom they will instruct with.
- I understand that there is a need for ongoing training and will support this worker in their development.

**Corps Officers Signature**



Name: ..... Corps: .....
Signature ..... Date : ...../...../.....

## **PRIVACY NOTICE**

*For the purpose of this Privacy Notice, The Salvation Army means The Salvation Army (being the unincorporated religious and charitable association), The Salvation Army (New South Wales) Property Trust, The Salvation Army (Queensland) Property Trust and any organisations or bodies corporate owned or operated by any of the bodies above.*

The Salvation Army, a not-for-profit organisation, is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Our Privacy Officer is responsible for ensuring that our privacy policies are adhered to and our detailed privacy policy can be accessed online at <http://salvos.org.au/privacy-policy/>, by contacting our Privacy Officer on 02 9266 9554 or by writing to us at PO Box A435, Sydney South NSW 1235. Our privacy policy includes information about how you may access and update the personal or sensitive information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint. You have the option of not identifying yourself or using a pseudonym when dealing with us in relation to a particular matter, unless we believe it is impracticable to do so in the circumstances. If you wish to deal with us in this manner, you must tell us in writing so that we can consider if your request is practicable.

The Salvation Army collects your personal and sensitive information that we believe is reasonably necessary to consider your application and (if successful) to facilitate your involvement as a Religious Instructor. By providing us with this sensitive information you consent to our use or disclosure of your information for a secondary purpose directly related to the primary purpose. Unless permitted by law, we will not use this information for any other purpose without your consent. The information we collect includes the information you provide to us on this form, any additional information you provide to our staff verbally or otherwise and any information we may need to collect about you from third parties on your behalf (if applicable). You may request access to the information we hold about you at any time by contacting our Privacy Officer. By not collecting this information we may be unable to consider your application as a Religious Instructor.

In order to perform these tasks, we may need to disclose this information to organisations and individuals that carry out functions on behalf of or in conjunction with The Salvation Army. These organisations and individuals may include health care providers, external activity providers and individuals contacted for reference check purposes. In order to perform these tasks, you consent to our collecting of sensitive and personal information about you from law enforcement agencies for the purpose of criminal checks and working with children checks and individuals contacted for reference check purposes.

The collection of this sensitive and personal information may be required by child protection legislation.

By signing this form where indicated, I acknowledge that I have read and understood this privacy notice and freely agree to provide the sensitive information referred to and/or contained in this document to The Salvation Army. I acknowledge that the information I have provided to The Salvation Army is current and I consent to the disclosure of this information to the types of organisations or individuals identified above. I undertake to notify The Salvation Army as soon as practicable if this information is no longer current or if my consent for the collection of this information is withdrawn. I acknowledge that until such time that I notify The Salvation Army that my consent is withdrawn, I agree that The Salvation Army will be entitled to presume that this consent is current and informed.

## RELIGIOUS INSTRUCTION TRAINING RECORD

List below any training you have completed that will enhance your ability to provide Religious Instruction. This training can include reading a book, developing a new skill, attending a conference that discusses children/youth development, specific Religious Instruction training, etc. Please continue to update your training records below as you complete your training and be sure to include details such as what, where and by whom etc.

### TRAINING UNDERTAKEN:

Date Completed: \_\_\_\_\_ Description: \_\_\_\_\_

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