



Pastoral Charge/Ministry:

Date of On-site Audit:

Pastoral Charge/Ministry Representative/s:

CPU representative/s:

Summary of Ministries:

BTS Representative:

Session Clerk:

Comments:

Summary of Evidence completed or follow-up required:

No.	Completed	Evidence Required	Due Date	
1				Session Minute showing that Session has reviewed the latest edition of the BTS Policy & Procedure.
2				Session Minute showing that Session has reviewed the Code of Conduct within the past 12 months and noted any changes to Point 11 or to confirm no changes made by your church.
3				All required brochures and posters were viewed at each location in the pastoral charge.
4				Spaces used for ministry to children and young people were assessed as safe.
5				Supervision ratios for children and young people was assessed as safe.
6				Children and young people ministries that are not within their own family or in a group setting are either not run or assessed as safe.
7				Digital communication with children & young people was assessed as safe.
8				Records are stored in line with BTS policy.
9				Camping was discussed in light of the new policy. See comments.
10				Children and young people from Aboriginal and Torres Strait Islander children, with disability, or children from culturally and linguistically diverse backgrounds were discussed. See comments if applicable.
11				The Compliance List for the pastoral charge was reviewed and is complete.
12				Selection and engagement of people into child-related roles is in line with BTS Policy & Procedures.
13				Session minute listing the BTS rep and all roles working with children and young people, and the full names of persons appointed to them.
14				Young Helper Agreements in place or not required.
15				Job descriptions for all child-related roles are in place.
16				SRE teachers are properly authorised and following PYNOW policy.
17				Matters involving allegations or abuse, breach of the Code of Conduct or persons of concern noted in general terms as not having been notified to the CPU have now been formally notified to the Director or Assistant Director of the CPU.



Quick Link to Resources and Guidelines

Breaking the Silence Website

<https://breakingthesilence.org.au/>

WWCC/WWVP verification form

<https://breakingthesilence.org.au/verify-wwcc/>

Policy and Code of Conduct

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Other-Policy-Code-of-Conduct-Dec-2024.pdf>

Speak Out and Seek Help brochure

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Other-Speak-Out-Seek-Help-Nov-2024.pdf>

Application to Work with Children and Young People

NSW: <https://breakingthesilence.org.au/wp-content/uploads/2025/09/BTS-2024-Form-Application-to-Work-with-Children-and-Young-People-NSW-Aug-2025.pdf>

Reference Check Form

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Form-Record-of-Reference-Check-Sep-2024.pdf>

Connecting and Communicating online

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Info-Sheet-Connecting-Communicating-Online-Sep-2024.pdf>

Giving a Voice to Children & Young People

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Info-Sheet-Giving-a-Voice-to-Children-Young-People-Sep-2024.pdf>

Job Descriptions (found under 2. *BTS Related Forms*)

<https://breakingthesilence.org.au/resources/>

Record Keeping Info Sheet

<https://breakingthesilence.org.au/wp-content/uploads/2025/12/BTS-2024-Info-Sheet-Record-Keeping-Sep-2024.pdf>