BTS requirements for individuals commencing in roles with children or young people

What do I need to do before serving in a ministry? — Breaking the Silence §§15.7 & 15.8

WHO THIS APPLIES TO

- Anyone in a **position of authority** within the church or:
- Anyone **working directly with children and young people** in their role — paid or volunteer.

No one may commence their duties until all requirements are complete and the person has been formally appointed by the supervising body.

BTS REQUIREMENTS FOR INDIVIDUALS AT A GLANCE

For child-related roles:

1.	Obtain a **job description*** covering my child-related duties, supervision and selection criteria.
1.	Complete the **Application for Working with Children & Young People*** (State specific)
2.	**Interview and referee check*:** Required for anyone who is new to a role.
3.	Apply for your **WWCC (NSW), WWVP (ACT), RWVP (TAS) or WWC (WA)** Ask your BTS rep if you are unsure about how to obtain a valid check for your State or contact cpu-admin@jerichoroad.org.au
4.	**Verify your WWCC/WWVP via the BTS Online WWCC/WWVP Verification form** at breakingthesilence.org.au/verify-wwcc It is a **legal requirement** to verify your WWCC/WWVP**. Use your legal name i.e. the same name as your WWCC** and include any other names (previous/maiden names, nicknames, preferred names).
5.	Complete **BTS Foundations Training.** Use your legal name so we can match it with your verified WWCC/WWVP.
6.	**Formal appointment by Session.**

NOTES:

Job Descriptions

This should be provided to you by the ministry leader or BTS rep.

Templates for child-related roles can be found at https://breakingthesilence.org.au/resources/

* Only applies to child-related roles. A separate process applies to Ministers, Elders, Commissioned Gospel Workers.

Job descriptions do not apply to the appointment of ministers, pastoral assistants and commissioned gospel workers as separate processes are undertaken.

Application for Working with Children & Young People form

The completed form is held at the pastoral charge. It serves as your written application and expression of interest in the role. See https://breakingthesilence.org.au/resources/ (3.State specific forms)

BTS Foundations Training

BTS Foundations Training must be completed every three years by any person in a position of authority within the church, including all those working directly with children and young people. For more information visit: https://breakingthesilence.org.au/training/

Modified Training is available to those with low English literacy or those who are sensitive to content regarding abuse. Discuss whether modified training is suitable for you with your minister, BTS rep, ministry leader or cpu-training@jerichoroad.org.au.

FORMAL APPOINTMENT & STARTING UNDER SUPERVISION

- **Volunteers** must be formally appointed by the supervising body — usually a letter from Session or the appointment noted in a Session minute. No volunteer may participate in a child-related activity without this.
- **Paid workers** accept the position by signing the letter of appointment and/or employment contract; a copy is retained by both parties.
- **Supervision** — where possible, those newly appointed to child-related positions (paid or unpaid) will start under the direct supervision of an experienced and appropriate person, who is present, observing, and responsible for directing them if required.

KEY CONTACTS & LINKS

Apply for a WWCC (NSW): service.nsw.gov.au/transaction/apply-for-a-working-with-children-check

Apply for a WWVP registration (ACT): accesscanberra.act.gov.au – Working With Vulnerable People

Apply for a RWVP registration (TAS): justice.tas.gov.au/rwvp – Registration to Work with Vulnerable People

Apply for a WWC Check (WA): wa.gov.au – Working with Children Check application and renewal process

Based on the Breaking the Silence Manual (2024 Edition) §§15.7–15.8. Processing times current as at July 2026 — check the linked pages for updates.

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