
SPECIAL NEEDS PACKAGE & CARER'S AGREEMENT¹

NAME OF CHURCH recognises that all families have the right to access our ministry programs and worship services.

The leadership of **NAME OF CHURCH** recognises its responsibility to ensure that ministry programs and services are promoted in such a way that participation is encouraged from all members of the community including people with special needs.

ADDRESSING INDIVIDUAL NEEDS OF CHILDREN & YOUNG PEOPLE WITH SPECIAL NEEDS:

A church-endorsed carer, in consultation with a church-appointed supervisor and the parent/guardian of the child or young person wishing to take part in a ministry activity, are required to identify and document their individual, ongoing and changing needs by completion of the SPECIAL NEEDS AGREEMENT.

A copy of the SPECIAL NEEDS AGREEMENT is given to the **SENIOR CHURCH LEADER**, Children's Ministry Co-ordinator, the church appointed supervisor, the church-endorsed carer and parents of the child or young person with special needs.

The existence of the SPECIAL NEEDS AGREEMENT is to be communicated to the congregation through the church newsletter. Members of the congregation may view this agreement, only with the permission of the child or young person's parents, and by making contact with a **MEMBER OF THE SENIOR LEADERSHIP TEAM**.

APPOINTMENT AND ACCOUNTABILITY OF CARERS:

The following guidelines provide an accountability and transparency structure for those caring for children or young people with special needs within the context of church ministry programs or worship services.

- All carers working with children or young people are to have completed a Diocesan ***Creating Safe Ministries*** (or SCTA endorsed) Workshop within the last 3 years and/or have completed a Refresher workshop on a 3 yearly basis.
- All carers working with children or young people with special needs are to have completed a **NAME OF CHURCH** MINISTRY APPLICATION FORM.
- The leadership of **NAME OF CHURCH** is responsible for ensuring that all relevant background screening checks have been completed on those applying to be carers of a child or young person with special needs.
- All carers working with children or young people are to be endorsed by the church.
- The leadership of **NAME OF CHURCH** is responsible for appointing a supervisor for all carers.
- The church-appointed supervisor is to make regular contact with the carer for the purpose of supervision and support.²
- When a carer is required to take a child away from ministry site, they are responsible for informing another ministry leader.

¹ The information in this document has been adapted from **TOWARDS SAFE PLACES, Implementation Pack** ACC-NSW, 2007, used with permission

² See Attachment A - **Special Needs Ministry Performance Appraisal**

SPECIAL NEEDS AGREEMENT

Your name	
Which service you attend	
Child/young person's name	
Address	
Daytime phone	
Evening phone	
Child/young person's birthday	
Approximate developmental age	
Specific need, medical condition, disability or area of challenge	
<i>Please comment on the following where relevant to your child/young person:</i>	
Ambulatory skills (movement - including walking)	
Communication skills	
Personal care (feeding, toileting, hygiene needs – please explain extent of assistance required in detail)	

<i>Please comment on the following where relevant to your child/young person:</i>	
Other needs (consider physical, social, emotional, spiritual needs)	
<i>Please complete the following</i>	
What activities does your child/young person enjoy?	
What activities does your child/young person find most challenging?	
What type of support would you (as a parent) find most helpful?	
Please list the top 5 things that you believe a carer would find most helpful when working with or assisting your child or young person	

ATTACHMENT A:

SPECIAL NEEDS MINISTRY PERFORMANCE APPRAISAL

This appraisal is designed to give carers an opportunity to review their performance in consultation with their supervisor. It may be completed annually or at the discretion of the supervisor.

Please consider each of the areas below and identify strengths and areas for improvement.

After you have considered each area, discuss your ratings and the following questions with your supervisor:

- Do I still feel called to serve God and others in this ministry?
- Why do I want to hold this ministry position?
- Am I fulfilling my role to the best of my ability?
- How could my supervisor assist me to address my areas for improvement?

Name of Carer				
Name of child or young person				
Not a true reflection of my practice 1	2	3	4	A good reflection of my practice 5
My ministry calling				
I still feel called to serve God by working with children or young people with special needs				
1	2	3	4	5
I feel I am using my gifts to their potential when fulfilling my ministry role				
1	2	3	4	5
I feel passionate about ministering to children or young people with special needs as they grow in their understanding and love of God				
1	2	3	4	5

Personal presentation				
I demonstrate appropriate personal presentation and grooming when fulfilling my ministry role				
1	2	3	4	5
Attendance and punctuality				
I attend my ministry position regularly and punctually				
1	2	3	4	5
Follow instructions and complete required tasks				
I follow instructions and complete tasks required by my supervisor				
1	2	3	4	5
Communication / interaction				
I use appropriate verbal and non-verbal communication skills when interacting with children or young people with special needs in my care and other leaders.				
1	2	3	4	5
Authority				
I submit to the authority of my supervisor and all members of the senior church leadership.				
1	2	3	4	5
NAME OF CHURCH policies				
I embrace and uphold the Safe Communities of Faith Policy and Code of Good Practice				
1	2	3	4	5

Carer Action Plan (<i>Areas for development</i>)	
Carer responsibilities	
Supervisor responsibilities	
Date for follow up	
Carer's name and signature	
Supervisors name and signature	
Date of appraisal	