

# BCA NOMADS APPLICATION FORM

PLEASE COMPLETE BOTH SIDES OF THIS FORM AND SIGN FOR EACH PERSON TRAVELLING. INCLUDE A COPY OF BOTH SIDES OF YOUR DRIVERS LICENCES OR PASSPORT PHOTO PAGES  
**PLEASE ALLOW FOUR WEEKS FOR PROCESSING OF YOUR APPLICATION**

\*BCA respects your privacy. The information we request will only be used for assessing your suitability for BCA Nomads, for informing BCA Field Staff of your availability and skills and for the Society to maintain contact with you. Your date of birth is required to validate your Working with Children status. The information will not be passed to any other group and will be destroyed two years after our last contact with you.

	Dr / Mr / Mrs / Miss / Ms	Dr / Mr / Mrs / Miss / Ms
First Names		
Last Name		
Preferred first name - ID badge		
Date of Birth*		
Address		
Post Code		
Phone – day		
Phone – evening		
Mobile		
Email address		
Blog/Facebook/Twitter account?		
What skills can you offer as Nomads? <i>Please include work experience, hobbies, church activities, specialties, e.g. IT, trainer, I could teach xyx.....</i> <i>Include relevant qualifications if claiming a specialty area in which to serve</i> (Include another page if necessary)		
Where and approximately when will you be traveling? (Use an extra sheet if you wish)		
Where and approximately when would you like to offer your services?		
Please state ANY pre-existing medical conditions		
Your regular place of Worship?		
Name of your Minister	Phone :	
I recommend the applicant(s) as being suitable for service with the BCA Nomads and I am willing to discuss this application with a representative of the Bush Church Aid Society of Australia.		
Signed by Minister <input checked="" type="checkbox"/>		Date
<b>Please continue your application over the page; ensure all applicants sign where indicated and enclose ALL documents before mailing</b>		



# BCA NOMADS CODE OF CONDUCT

Nomads undertake to :

- comply with BCA Field Staff member's wishes
- ensure that I adjust my work to the daily routines of the BCA Field Staff
- be self-funded
- ensure extra expenditure for materials, etc., is not incurred unless offered
- arrange the supply of all necessary tools for the work agreed
- not expect or even hint at assistance from local resources unless it is offered
- be responsible for my own accommodation and meals
- actively support the work of the Gospel where I am working
- exercise wisdom (and confidentiality if necessary) in my communication with others about my BCA experiences, bearing in mind that I may not understand the circumstances in which I find myself
- advise BCA Nomads Co-ordinator OR the BCA National Office of any problems that may arise.

**CULTURAL SENSITIVITY**—Many BCA staff work alongside indigenous people and it is important that Nomads act with sensitivity to their culture. We strongly advise you to read the two books *Aboriginal Stereotypes* & *White Fella Culture* available from the BCA National Office or by ticking the boxes below.

**PLEASE TICK ALL THE BOXES THAT APPLY TO YOU**

- Please include my name on a register for BCA Disaster Relief
- I enclose my cheque for –
  - Aboriginal Stereotypes (\$8.00)  White Fella Culture (\$12.00)  plus \$2.50 postage
- I enclose donation to cover cost of my name badge \$ .....

**DECLARATION**

- I / we wish to serve the Lord by serving as BCA Nomads. I / we promise to conform with the Code of Conduct of the BCA Nomads during any contact with BCA Field Staff and their associates.
- I / we have also signed the *Policy Statement*.
- (PLEASE NOTE - If there are two of you, you both need to sign the Policy Statement)**
- I / we acknowledge that BCA is not under any obligation to find a suitable placement. This depends upon many factors including the availability of staff and tasks at the place and time I / we have chosen to travel.

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date		

**Check list BEFORE mailing:**

- Application signed by your Minister
- Signed the declaration above
- Made application to the relevant body to obtain a Working With Children Check if required. Search "Working with Children check" in the State in which you intend working directly with children as a BCA Nomad. You will ultimately need to supply BCA with your "check approval number".
- Signed and enclosed the BCA Policy Statement
- Included copy of relevant professional qualifications if required.
- Enclosed photocopy of both sides of all applicants' drivers licences  
OR photocopy of photo page of passport
- Enclosed a cheque if you have ticked boxes for books or name badge declaration  
Please mail to: BCA Nomads, Level 7, 37 York Street, SYDNEY NSW 2000  
OR scan & email to: [nomads@bushchurchaid.com.au](mailto:nomads@bushchurchaid.com.au)



## TO INTENDING BCA NOMADS & CO-WORKERS

### The Bush Church Aid Society of Australia Child Protection Legislation

#### POLICY STATEMENT

The Bush Church Aid Society of Australia acknowledges the trust placed in members of the Society in the course of our ministry. We shall endeavour to safeguard the welfare of all people with whom we have contact. We recognise the importance of the safety of children and young people and consider any situation that may frighten or intimidate those in our care to be of a serious nature. Staff, both paid and voluntary, are carefully screened and appropriate measures put in place to safeguard the welfare of all with whom we have contact.

**Note :**

- a) "Child" is defined as a person under the age of 18 years and "child related work" is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.
- b) The Child Protection (Working with Children) Act 2012, requires that a Working With Children Check be undertaken for those in paid and unpaid child-related work.
- c) However, the law indirectly encourages the presence of 2 adults wherever reasonably possible in the following two ways :
  - i) by the way child related employment is defined in the legislation (i.e. work which falls within this definition is subject to declaration requirements and, in the case of paid workers and ministers of religion, screening requirements), and
  - ii) in terms of the general duty of care that is applicable at law generally when persons are responsible for looking after children.

The Society ensures that all staff, volunteer workers, BCA Nomads, ministers, office staff, deputationists, speakers, Regional Officers, the National Director and any committee/Executive Committee/Council Member are aware of the Child Protection Legislation and its impact on the work of the Society.

All Field Staff and those engaged in ministry to children and/or those who have access to children during the course of their work, whether paid or voluntary, are required to sign a document for the Society annually, indicating that they have undertaken the relevant Working With Children Check in their State/s, in respect to their compliance with the Legislation and whether they have knowledge of any events which may give rise to a claim against the Society.

*I agree to be bound by the Policy and Procedural Guidelines of The Bush Church Aid Society of Australia as it relates to Child Protection legislation*

.....  
Signature

.....  
Date

## PROCEDURAL GUIDELINES TO ASSIST IN RISK MANAGEMENT AGAINST MOLESTATION/SEXUAL ABUSE CLAIMS

Upon your application for appointment to the Society in the voluntary/self-funded position of Co-Worker, BCA Nomad, representative or service provider, the Society will ensure they –

- i) enquire of two referees as to your suitability for the role or position*
- ii) enquire with your previous posting or employment as to your suitability for the role or position*
- iii) enquire of you as to whether you have ever been convicted or investigated for sexual abuse, assault or a sexual offence of any kind*
- iv) have received notification of your Working With Children Check*
- iv) do not place previously unknown volunteers in a position of trust within their first six months of joining the Society*

**Note that** - If you will be working in a voluntary capacity in those States where Police Checks or Working with Children Checks are mandatory, it will be your responsibility to provide the Society with the relevant clearance documentation.

### Reducing the Risk

- i) Treat everyone with respect and honesty (including all staff, volunteers, students, children, young people and parents)
- ii) Remember to be a positive role model to kids in all your conduct with them
- iii) Set clear boundaries about appropriate behavior between yourself and the kids you are involved with – boundaries help everyone carry out their roles well.
- iv) Ensure the two adult rule is in place wherever possible. No adult other than a child's parent/guardian or those authorised in writing by the parent/guardian should ever be left alone with a child. If it is necessary for an adult to work one to one with a child, it should be done in an area that can be observed easily by others.
- v) Leaders should avoid one on one counselling with members of the opposite sex. It is preferable to have another person present
- vi) Record and act on serious complaints of abuse.

### DO NOT –

- i) Develop any "special" relationships with children that could be seen as favouritism such as the offering of gifts or special treatment
- ii) Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes

### Appropriate Response to Allegations

With existing employees, representatives, members or service providers, ensure –

- i) the Society investigates fully any complaint regarding any alleged sexual abuse, assault or offence
- ii) use a standard reporting procedure/document for any allegation of abuse
- iii) treat allegations seriously
- iv) appoint an independent person to deal with the allegation
- v) advise the authority with the statutory responsibility to investigate
- vi) if appropriate remove that person from their role or position



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