

15.1 SAFE MINISTRY POLICY

WORKING WITH CHILDREN CHECK

The Child Protection (Working with Children) Act 2012 requires all employees, volunteers, clergy and other like religious leaders within the Diocese of Newcastle to complete a Working with Children Check (WWCC) if they are involved, or could potentially be in direct physical or face-to-face contact with people under the age of 18. The new check will be valid for five years, and is required for:

- All clergy (licensed, with permission to officiate and retired);
- All authorised lay ministers, including licensed members of a Ministry Team, lay liturgical assistants and authorised lay preachers;
- All SRE teachers;
- All paid workers with children and youth;
- All voluntary workers with children and youth

who undertake spiritual or religious leadership and have (or may have) contact with children.

The Parish must maintain a record for **all** of the above categories and a record for any person volunteering in children's activities (aged 18 and over) who is not volunteering in an activity with their own children.

The Commission for Youth and Young People is phasing in the requirement for this new Working with Children Check and all people are required to make an application by **31 December 2013**.

Once the on-line application has been completed a WWCC number will be issued by the Commission. This number must be advised to the Diocese on the attached form for the following:

- All clergy (licensed, with permission to officiate and retired);
- All licensed members of a Ministry Team;
- All authorised lay ministers, lay liturgical assistants and authorised lay preachers;
- All remunerated children and youth workers and all volunteer children and youth workers (working in excess of 7.5 hours per week);
- All SRE teachers.

The licence, permission and other authority of people undertaking a spiritual leadership role will be suspended automatically from 15 January 2014 if the Diocese and Parish do not have a validated record of the person's Working With Children Check number.

All existing working with children checks will no longer be current after 31 December 2013.

(The only exception will be for parents volunteering in programs with their own children who will not be required to complete the check unless it involves care of a person with a disability.)

APPLICATION FOR A WWCC NUMBER

An Application for Working with Children Check involves a three stage application process as follows:

Stage 1 – On-line Application

- 1.1 At www.kids.nsw.gov.au complete the application by providing the information requested.
- 1.2 When completed you will be asked to confirm the information relates only to the applicant, and that the applicant acknowledges that their National Police History check will be obtained from the CrimTac Agency.
- 1.3 Following lodgement a *New Application Receipt* will appear on the screen which contains an Application Number.

Stage 2 – Proof of Identity

- 2.1 Applicants must take their application number and proof of their identity to a NSW Motor Registry or NSW Council Agency. Proof of identity for the Working with Children Check is the same as for a NSW Driver's Licence. If the applicant is an incumbent or paid employee there will be a fee of \$80 for a five year clearance. The fee is payable at the RTA. Parishes are expected to meet the cost of the WWCC for paid members of staff including the Incumbent.

Stage 3 – Registration of Parishes

- 3.1 To be able to verify a persons WWCC, Parishes will need to register as a Religious Organisation - online registration is available at www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply .
- 3.2 Two people are required to be contacts and it is recommended that these be the Incumbent and the Parish Council Secretary.
- 3.3 The Parish ABN Number is required to complete the registration.

Stage 4 - Verification Process

- 4.1 When you receive the WWCC Number this must be advised to the Diocese on the attached form (Appendix A), and also advised to the Parish for inclusion in the Parish Delegation Register.
- 4.2 The Diocese and the Parish Secretary must verify, on-line, the WWCC using the name, date of birth, and WWCC number of the person.

A Volunteer Check cannot be used for paid work with children.

People aged under 18 are not required to complete the check.

NATIONAL POLICE CHECK CERTIFICATE

All people required to lodge a WWCC Number with the Diocese are required, when they first lodge their number, to have completed within the previous three years Safe Ministry training or commit to completing it in the next six months and to provide a National Police Check Certificate. A police check is not required for SRE teachers.

An on-line application can be made at www.npcoapr.police.nsw.gov.au

It will no longer be a requirement that a person provides a National Police Check Certificate every three years. It will now only be a requirement to provide a police check on the first occasion of licensing in the Diocese after 1 June 2013.

DELEGATED AUTHORITY REGISTER

The Parish must maintain a record of all people volunteering in children’s activities (aged over 18) who is not volunteering in an activity with their own children.

The following details must be recorded in a new DELEGATED AUTHORITY REGISTER

- **Full name of the person**
- **Category** (i.e. for what reason check completed, - clergy, Ministry Team member, lay minister, paid children and youth minister, SRE teacher, etc – see previous page)
- **WWCC number**
- **Date of clearance**
- **Clearance verified**
- **The record must be signed by the Incumbent**

The Register could consist of

Full Name	Category	WWCC No.	Date of Clearance	Date of Verification	Signature of Incumbent

SAFE MINISTRY TRAINING

It will be a requirement that all people who are required to supply a WWCC number to the Diocese must complete Safe Ministry Training as accredited by the National Council of Churches under the Safe Churches Training Agreement within the last three years. A half-day refresher course must be undertaken within the next three years. Failure to undertake the Refresher Course within three years will require attendance at a full day course to comply with the Diocesan Policy.

A person may apply to the Director of Professional Standards for alternate training to be recognised in place of SCTA.

In 2014 two new compulsory courses will be introduced for all members of clergy, all authorised lay ministers, all lay liturgical assistants and all lay preachers - a half day seminar on Faithfulness in Service and a half day seminar on maintaining professional relationships.

ADDITIONAL MATERIAL REQUIRED FOR SOME EXISTING LICENCE HOLDERS

The Bishop or the Professional Standards Director may determine that additional material is required for any existing licence holder and request them to complete a Ministry Clearance Form or provide a National Police Certificate. You will be contacted if this material is required.

LIMITED PERMISSION TO OFFICIATE

The special category of limited permission to officiate for those aged over 80 requires the applicant to obtain a Working with Children Check number. The requirements for this licence can be found at Section 3.7.

APPLICATIONS FROM PEOPLE NOT CURRENTLY LICENCED BY THE BISHOP

Where a person not currently in ministry in the Diocese applies for a licence, permission or authority as a member of the clergy, lay liturgical assistant, authorised preacher, or children and youth worker (working in a stipendary capacity or in excess of 7.5 hours per week) they must:

- Complete the online Working with Children Check, and provide their WWCC Number
- Obtain a National Police Check Certificate
- Complete the Application for Licence, Authority & Permission as attached. (A copy is available in Section 3.8)
- Provide a copy of their letters of orders and previous licence (if a member of the clergy)
- Provide a statement of good standing from their previous Diocese (if a member of the clergy)

These need to be forwarded to the Bishop in an envelope marked confidential. It will be opened by the Bishop or a person delegated by the Bishop.

APPLICATION FOR RENEWAL OF LICENCE, PERMISSION OR AUTHORITY

Application for renewal of a Licence, Permission or Authority must be applied for by completing the application form at Section 3.9. It should be noted that Working with Children Check number is required.

Appendix A



THE ANGLICAN DIOCESE OF NEWCASTLE

WORKING WITH CHILDREN CHECK NOTIFICATION

Full name: _____

Address: _____

Day time contact number: _____

Email Address: _____

Date of Birth: _____

I advise that my Working Children Check Number is: _____

I advise that I completed Safer Churches Training Authority Training on: _____

or I undertake to complete Safer Churches Training Authority Training within 6 months if I haven't already done so.

I advise that I completed the Refresher Course for Safer Churches Training on: _____

I undertake to advise the Bishop, in writing if:

- convicted of any offence, or the facts found proven without conviction, whilst holding the Bishop's licence
- I have become aware that my conduct has been or is being investigated by the Commissioner for Children and Young People or the Ombudsman
- I have become subject to a restraining order or apprehended violence order.

Signed: _____ Dated: _____

Office Use:

Date Received: _____ Checked by: _____

Date Checked: _____ Outcome: _____