



ANGLICAN DIOCESE OF
CANBERRA & GOULBURN

PROTOCOL FOR COLLECTING, STORING & SHARING INFORMATION RELATED TO DUE DILIGENCE

December 2015

SCOPE

This protocol describes the practices related to the gathering, storing and sharing of information associated with screening requirements for all clergy and lay leaders working with children, young people and vulnerable adults in our Diocese.

OUR COMMITMENT

Our Diocese is committed to **holistic Safe Church Ministry**. This means: we commit to our pastoral, duty of care, legal and insurance obligations; with its goal that all ministries are spiritually, emotionally and physically safe; based on the premise that Diocesan parishes, ministries and entities should be person-valuing and respectful spaces free from abuse and harm, for ministry to God's glory.

We have developed and implemented a **CODE OF GOOD PRACTICE**, a **SAFE COMMUNITIES OF FAITH POLICY** and developed and implemented a strong education program through the **CREATING SAFE MINISTRIES** workshops for those ministering to children, young people and vulnerable adults as well as those in senior leadership such as clergy, wardens and parish councillors.

As a Diocese we are also committed to implementing the Recommendations from the general Synod Report into Child Sexual Abuse in the Church.

In implementing a rigorous due diligence processes, we are mindful of the work involved for personnel in the Bishop's Office, the Safe Communities Unit and local ministry units. . However, we cannot allow ourselves to put our lack of desire to do this work ahead of the safety and well-being of the vulnerable in our ministry units. In essence, we must ensure we have done all that is reasonably practicable to ensure we have safe leaders in positions of leadership, power and trust.

We also commit to ensuring that the collection, storage and sharing of information is consistent with National Privacy Principles and that information is only accessible by *authorised personnel*¹ who have a valid reason for doing so.

GUIDING PRINCIPLES ASSOCIATED WITH THIS PROTOCOL

The principles used in collecting, storing and sharing information includes:

1. **Rigour** – We require that only authorised personnel from the Diocese or a Diocesan Agency or a Ministry unit are able to collect, store or share unrestricted information.
2. **Accountability** – We need to be able to show that those who are entitled to collect, store and share information are authorised to do so either by the Diocese or the leadership in a ministry unit. These people will have completed relevant due diligence related to their role. They are to sign a Confidentiality Agreement at the time of appointment.

¹ An **Authorised Person** is one who has been given permission as a result of their position in the Diocese or Diocesan Agency or who has been given permission by the senior leader of a ministry unit or Diocesan Agency to collect, store and share information about a person to whom the **Diocesan Due Diligence Protocol** applies. An authorised person, at the point of authorising, is required to complete a **Diocesan Confidentiality Agreement**.

TYPES OF SCREENING WHERE INFORMATION IS REQUIRED TO BE COLLECTED, STORED OR SHARED

A. Clergy:

1. Safe Ministry Check Questionnaire for Clergy
2. Australian Federal Police (AFP) Background Check
3. Relevant Working with Children Check
4. Referee Checks
5. National Register Check
6. National Professional Standards Clearance

B. Lay Minister Licence:

1. Safe Ministry Check Questionnaire for Lay Church Workers
2. Australian Federal Police Background Check
3. Relevant Working with Children Check
4. Referee Checks
5. National Register Check
6. National Professional Standards Clearance

C. Stipendiary Lay Minister:

1. Safe Ministry Check Questionnaire for Lay Church Workers
2. Australian Federal Police Background Check
3. Relevant Working with Children Check
4. Referee Checks
5. National Register Check
6. National Professional Standards Clearance

D. Lay Church Worker:

1. Safe Ministry Check Questionnaire for Lay Church Workers
2. Australian Federal Police Background Check (*for Pastoral Care Team in an Aged Care facility*)
3. Relevant Working with Children Check
4. Referee Checks
5. Parish Council and Warden Statutory Declaration

E. Special Religious Education Teacher:

1. SRE Authorisation (SAL process)

AUTHORISED PERSONNEL RESPONSIBLE FOR COLLECTING, STORING AND SHARING INFORMATION

In relation to Clergy, Lay Minister's Licence and Stipendiary Lay Ministers

- Personnel from the Bishop's Office, the Office of the Professional Standards Director and the Safe Communities Unit

In relation to Lay Church Workers (*not including Lay Minister's Licences and Stipendiary Lay Ministers*)

- Personnel from the Safe Communities Unit, the Office of the Professional Standards Director and authorised personnel from ministry units

In relation to Special Religious Education Teachers (*authorisation*)

- Archdeacon responsible for ministry to children and young people and their authorised delegate and the Safe Communities Unit

In relation to Church Workers Engaged in Anglicare Partnerships or Programs

- Anglicare Department Manager or authorised delegate

PRINCIPLES AND PRACTICES ASSOCIATED WITH COLLECTING INFORMATION

1. Information may only be collected as part of implementing the Due Diligence Protocol or record keeping associated with the Creating Safe Ministries (CSM) program.
2. The reason for collecting the information must be made clear at the time of collection.
3. Reasons for collecting information include, but are not limited to, implementing the Diocesan Due Diligence Protocol or future contact in relation to CSM requirements.
4. The result of an AFP Check for a Lay Church Worker as part of a Pastoral Visiting Team in an Aged Care Facility will be addressed to and only opened by the Rector or Priest in Charge of the applicant's ministry unit.
5. Where an adverse check is received, the document is not to be accessed by any other person from the parish, including any authorised person associated with that ministry unit.

PRINCIPLES AND PRACTICES ASSOCIATED WITH STORING INFORMATION

1. Information collected in relation to due diligence must be stored as confidential documents.
2. Information collected is to be stored in a locked cabinet or on a password protected computer that may only be accessed by a person authorised to collect, store and share the information.
3. Incumbents of a ministry unit, for the duration of their incumbency, are entitled to have access to this information.

PRINCIPLES AND PRACTICES ASSOCIATED WITH SHARING INFORMATION

1. Authorised personnel from the Bishop's Office, the Office of the Professional Standards Director or the Safe Communities Unit may only share *relevant unrestricted information* with authorised personnel from relevant *Diocesan Agency* with a *valid reason* for requiring the information.

Relevant Unrestricted Information means: a clear AFP Background Check, a National Register Check or a National Professional Standards Clearance.

A **Diocesan Agency** means an agency established by ordinance or by Bishop-in-Council to carry out functions of this Church in the Diocese but does not include a ministry unit. This includes but is not limited to Anglicare Departments.

A **valid reason** for requiring information would include screening as part of due diligence for an appointment or employment.

2. The person about whom the information has been collected and stored must give their permission for it to be shared.
3. Permission to store and share information must be given at the point of collection of the information or application.

DOCUMENTS AND PROGRAMS USED TO SUPPORT THIS PROTOCOL

- Safe Communities of Faith Policy
- Code of Good Practice
- Safe Ministry Check – Clergy Screening Questionnaire
- Safe Ministry Check – Lay Church Workers Screening Questionnaire
- Australian Federal Police Background Check
- NSW Working with Children Check
- ACT Working with Vulnerable People Check
- Anglican Church of Australia National Register Check
- SAL Authorisation Package
- Template for Working with Vulnerable People Check Verification Summary
- Template for Working with Children Check Verification Summary
- Individual Due Diligence Record for Lay Church Workers
- Diocesan Confidentiality Agreement

REVIEW

This protocol was endorsed by Bishop-in-Council on 4th December 2015 and is due for Review in 2017.