



ANGLICAN DIOCESE OF
CANBERRA & GOULBURN

Diocesan Protocol for Screening

Adopted by BIC 18 October 2019



Protocol for screening

A. Purpose and Scope

This Protocol describes the screening requirements for all Diocesan church workers i.e. clergy, lay, licensed, unlicensed, paid or unpaid, including all volunteers in Diocesan Ministry units and Diocesan Boards and Committees, and the process for undertaking the required screening requirements.

All Diocesan agencies and the Company Schools, shall screen for appointments using this Protocol or approved equivalent processes. The Professional Standards Reference Group shall ensure that all Diocesan agencies have and are implementing suitable equivalent processes.

The requirements for different types of church workers vary according to role. The Safe Ministry Unit in consultation with the Bishop and the Professional Standards Reference Group shall determine the necessary requirements so as to ensure compliance with: the standards for screening in the Safe Ministry to Children Canon 2017 of General Synod (Adopted by the Diocese in March 2018), all relevant state and territory legislation and in line with good practice.

This Protocol for screening of appointments relates to the implementation of the following Safe Ministry statements:

- we acknowledge that all people at church have a right to feel and be safe, and to experience life-giving, harm-free interactions at our church and in our programs
- we commit to the welfare of all people through the implementation and ongoing improvement of our Safe Ministry Framework which includes:
 - safe and adequate recruitment, training, supervision, support and resourcing of our workers

B. Our Commitment

Our Diocese is committed to **Safe Ministry**. We are committed to all Ministry Units and Diocesan agencies being person-valuing and respectful spaces free from abuse and harm, to God's glory. This means that we commit to our pastoral, duty of care, legal and governance obligations; with the goal that all ministries are spiritually, emotionally and physically safe.

We are mindful of the work involved in the implementation of rigorous due diligence appointment processes. However, we know that this work makes a vital contribution to the safety and well-being of vulnerable people in our ministry units. We must ensure we have done all that is reasonably practicable to ensure we have safe church workers as they have positions of leadership, power and trust.

C. Principles that guide this Protocol

1. **Duty of care** – we must do all that is reasonably practical to ensure people are safe and unharmed, this Protocol seeks to ensure that safe people are appointed to positions.
2. **Rigour** – we require that all church workers undertake the relevant screening.
3. **Accountability** – we will show that we have done all we can to ensure vulnerable people are being ministered to by safe church workers.
4. **Partnership** – we work together across the Diocese to ensure we support and learn from each other in implementing best practice in safe ministry.
5. **Continuous Review and Improvement** – we regularly review and improve our practice in this area to ensure that it remains current and effective.

D. Implementation of the protocol

1. The oversight of the implementation of this Protocol is by the Bishop and Bishop-in-Council through the Diocesan Safe Ministry Unit.
2. The Diocesan Safe Ministry Unit is the Bishop's delegate as the screening authority.
3. The Diocesan Safe Ministry Unit in consultation with the Bishop and the Professional Standards Reference Group will determine screening requirements according to a church worker's role (as found in the Diocesan Screening Guidelines).
4. Ministry Unit Rectors, Chaplains or delegates (e.g. Safe Ministry Coordinators) have a vital role in the implementation of this Protocol.
5. All Diocesan screening checks required by this Protocol are valid for 3 years, and are acceptable across all Ministry Units, Diocesan Agencies and Boards, unless an applicant is applying for a role which requires a higher level of screening (see the Screening Guidelines) or otherwise required by law or rule of the church (e.g. WWCC and WWVP).
6. After three years screening will be renewed, except for position interviews for Incumbents.
7. The secure storage of all screening documentation related to this Protocol is essential. Screening documentation will be held by the Diocese and retained permanently. Ministry Units may also hold a copy of screening records for volunteer church workers.
8. The process and table of '**Required Screenings by Role**' are found in the Diocesan Screening Guidelines, available on the Diocesan website and on request from the Safe Ministry Unit.
9. The Safe Ministry Check forms and declarations are available on the Diocesan website and on request from the Safe Ministry Unit.

E. Terminology

The terms and definitions relevant to this protocol are those found in the Safe Ministry Policy.

F. Documents & Programs Used to Support this Protocol

- Safe Ministry to Children Canon 2017
- Anglican National Register Canon 2007
- Safe Ministry Policy 2019
- The Diocesan Code of Good Practice
- Faithfulness in Service (section 5) - Standards and Guidelines for ministry to children
- Diocesan Screening Guidelines
- Safe Ministry Check – Ordained Ministry or appointment as a Paid, or Licensed Church Worker
- Safe Ministry Check – Volunteer Church Worker over 18 years
- Safe Ministry Check –Volunteer Church Worker 13-17 years
- Safe Ministry Declaration – Board Appointments, Parish Council and non-child related volunteers
- Australian Federal Police Background Check Application Form
- NSW Working with Children Check – Paid staff and Volunteers
- ACT Working with Vulnerable People Check – Paid staff and volunteers
- Anglican Church of Australia National Register Check
- SRE Teacher’s Engagement Letter
- Referees Form (licensed positions)
- Position Interview sample for Licensed Church Workers
- Position interview sample for Unlicensed Church Workers
- Documentation for Ordination candidates
- Creating Safe Ministries training (online or face to face) or Diocesan approved equivalent.
- Policy for Safe Ministry to Persons of Concern 2019

G. Review

This Protocol was endorsed by Bishop-in-Council on 18 October 2019 and will be reviewed in 2021.

FOR MORE INFORMATION CONTACT THE SAFE MINISTRY UNIT

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