



ANGLICAN DIOCESE OF
CANBERRA & GOULBURN

Diocesan Screening Guidelines

Approved by the Professional Standards Reference Group 18 October 2019

Diocesan Screening Guidelines

This Screening Guideline document is the companion to the Diocesan Screening Protocol. It is developed and approved by the Professional Standards Reference Group.

For all specific implementation questions contact the Safe Ministry Unit on safeministry@anglicands.org.au or 6245 7158.

A. Screening Requirements

This section provides the screening requirements for church workers in the Diocese.

All Diocesan screening checks required by the Protocol in accordance with these Guidelines are valid for three (3) years, unless otherwise specified and are acceptable across all Ministry Units and Boards/Committees (Diocesan wide). That is, in cases where a person moves ministry units or roles within the Diocese, only position application and interviews will need to be renewed. If a person commences a new role that requires a higher level of screening, only the 'higher' level screenings need to be renewed, e.g. Addition of a Police background check if a person moves from a volunteer role to a Lay Stipendiary licensed role.

Prior to Commencement of Screening

Prior to screening an applicant would normally be known to the Ministry Unit or Bishop's Office.

It is a requirement that:

- Applicants for **Lay Church Worker** positions will be a committed member of the Church, and in ordinary circumstances will have been involved in a Ministry Unit for a period of not less than three months prior to commencement of screening.
- Applicants for **Volunteer (non-child or vulnerable person)** roles in Ministry Unit community based ministries (e.g. Op-Shops, Food-banks etc) will commit to the Diocesan Code of Conduct, and be endorsed by the Ministry Unit.
- Applicants for **Licensed positions** only occur after discernment and engagement with the relevant church office holder prior to screening.

Licensed Church Workers

All people applying for a position that is to be licensed by the Bishop must complete the Safe Ministry Screening as shown on the table of '**Screenings Required by Role**' below, including:

1. Position application & interview relevant to the role (completed by relevant office holder)
2. Referees form (completed by referees)
3. Safe Ministry Check Questionnaire - for licensed Church workers
4. Working with Children Check (NSW) or Working with Vulnerable People Check (ACT)
5. Police Background Check (completed within the past 6 months)
6. Anglican National Register check
7. National Professional Standards Network Clearance
8. Creating Safe Ministries training (or Diocesan approved equivalent Safe Ministry training)
9. Medical and psychological assessment (where required for role)

Note: For Ordination applicants the Director for Ordination shall arrange these assessments, which will be included in the personnel file. Where the person was previously authorised for ministry in a Province or in another diocese of this Church or another denomination, a church ministry assessment, except where reasonably satisfied this has previously been done, is required. This may also require any of the above assessments as required by the Bishop.

Unlicensed Church Workers

Unlicensed church workers must complete the Safe Ministry Screening as shown on the table of 'Screenings Required by Role' below, including:

1. Position application & interview relevant to the role
2. Referees check
3. Working with Children Check (NSW) or Working with Vulnerable People Check (ACT)
4. Police Background Check (completed within the past 6 months)
5. Safe Ministry Check Questionnaire (relevant to role) or Safe Ministry declaration
6. Anglican National Register check (child related roles)
7. National Professional Standards Clearance (child related roles)
8. Creating Safe Ministries training (or equivalent Safe Ministry training)
9. SRE Teacher Engagement Form

TABLE OF SCREENINGS REQUIRED BY ROLE:

	Volunteer in Ministry with Children/ Vulnerable People	Volunteer (13-17 yrs) in Ministry with Children/ Vulnerable People	Special Religious Education in Schools	Aged Care Facility Pastoral Visitor	Parish Council/ Warden	Clergy & Discernment Process for Ordination	Lay Minister's Licence Paid Lay Church Worker	Volunteer (Non Child or Vulnerable People)	Diocesan Boards & Committees
Application and Interview	✓	✓	✓	✓	✓	✓	✓	✓	✓
Current Safe Ministry Training	✓	✓	✓	✓	✓	✓	✓		
Referees	✓	✓	✓	✓	✓	✓	✓		✓
SMC Check	✓	✓	✓	✓	✓	✓	✓		
SRE Teacher Engagement Form (completed annually or every 3 years?)			✓			✓			
NSW Working with Children Check	✓		✓ (18years & over)		✓	✓	✓		
ACT Working with Vulnerable People Check	✓	✓ (16years & over)	✓ (16years & over)		✓	✓	✓		
Police Background Check				✓		✓	✓		✓
Safe Ministry Declaration								✓	✓
National Register Check	✓	✓	✓		✓	✓	✓		✓
Professional Standards Network Clearance						✓	✓		
Medical / Psychological Assessment						✓			

B. The process for screening:

1. Screening documentation is provided to the applicant as applicable to their role by the relevant office holder (i.e. Safe Ministry Unit, Bishop's Office, Registrar's Office, Rector, Chaplain, Safe Ministry Coordinator).
2. The applicant completes the Safe Ministry requirements for their role (see '**Screenings Required by Role**' table above, or seek assistance from the Ministry Unit Safe Ministry Coordinator or Diocesan Safe Ministry Unit),
3. Position interviews are then carried out by the relevant office holder i.e:
 - For ministry unit based lay (licensed & unlicensed) positions, all interviews will be carried out by the Rector, Chaplain or delegate.
 - For clergy, the relevant Diocesan office holder in the Bishop's Office shall complete interviews.
 - For Diocesan Board and Committee members who have not been previously interviewed in connection with that Board or Committee, the Chair shall arrange for the prospective member to be interviewed by the Chair and, in the case of the Chair and Deputy Chair, by the Bishop or a person nominated by the Bishop.
4. Referee forms:
 - For licensed positions referee forms are to be sent, by the applicant, to the nominated referees. The Referee will then send completed Referee forms to the Diocesan Safe Ministry Unit.
 - For ministry unit based unlicensed positions, the Rector or delegate will contact the nominated referees and complete the referee section on the Safe Ministry Check.
 - For members of Boards and Committees, the Chair (or other person making the nomination if it is not from the Board of Committee itself) will provide the Referee form to the nominated referees and then send the completed form to the Safe Ministry Unit"
5. The Diocesan Safe Ministry Administrator will process screening documentation including; verification of Working With Children Check (NSW) or sighting of Working With Vulnerable People Card (ACT), police clearances, and Anglican National Register Checks.
6. In the event of an adverse finding or concern raised in the process of the Referee checks or screening documentation the Professional Standards Director shall be informed by the relevant office holder (Safe Ministry Unit, Bishop's Office, Registrar's Office Rector, Chaplain, Safe Ministry Coordinator). A risk report shall be produced by the Safe Ministry Unit and provided to the relevant office holder/s.
7. The Bishop or delegate (or relevant office holder) shall then implement appropriate risk and pastoral management, this may include: implementation of Policy for Safe Ministry to Persons of Concern, a decision that the applicant is not to be appointed to a role, a decision that a person may only be appointed to a role under supervision or with specified restrictions, or that a review of the persons status occur after a specified amount of time.
8. Once all screening for appointment requirements have been successfully completed, the Safe Ministry Unit will notify either the Bishop's office or the relevant Ministry Unit office holder (i.e. Rector, Chaplain or Safe

Ministry Coordinator).

9. In normal circumstances, appointment to a role will not occur until the Safe Ministry Screenings are complete.
10. In the case of a Licensed person a copy of the screening documentation will be placed on their personnel file in the Bishop's Office.

C. Position Interview Form

It is important that the Diocese retains records of suitability interviews. The Position interview form is for the use of the Appointing authority, such as the Rector, Chaplain or Safe Ministry Coordinator in a Ministry Unit.

The form can be downloaded from the Safe Ministry section of Diocesan Website.

D. Safe Ministry Checks & Declarations

There are four (4) different role specific Safe Ministry Checks and Declaration forms;

1. Safe Ministry Check – Ordained, Paid and Licensed Church Worker
2. Safe Ministry Check – Volunteer (over 18 years) in Ministry with Children/Vulnerable People
3. Safe Ministry Check - Volunteer (13-17 yrs) in Ministry with Children/Vulnerable People
4. Safe Ministry Declaration – Volunteer Role (non-child/vulnerable people)
5. Safe Ministry Declaration for Diocesan Boards and Committees

These can be downloaded from the Safe Ministry section of Diocesan Website.

E. Referee Check Questionnaire

The Referee Screening Questionnaire is for all Ordained, Paid and Licensed Church Workers. The Referee Screening Questionnaires are to be sent, by the applicant, to the nominated referees. The Referee will then send completed Referee Screening Questionnaires to the Diocesan Safe Ministry Unit.

The questionnaire can be downloaded from the Safe Ministry section of Diocesan Website.

FOR MORE INFORMATION CONTACT THE SAFE MINISTRY UNIT

Gaynor Elder

Diocesan Safe Ministry Administrator

E: safeministry@anglicands.org.au

PH: 6245 7158

Postal Address: GPO Box 1981 CANBERRA ACT 2601