

Lay Authorisations Information Sheet

The *Lay Authorisations Policy* introduces clearance requirements for lay people in various roles in our parishes. They are a **National Police History Check**, a **Working with Children Check** and attendance at a **Safe Church Awareness Workshop**. This information sheet, along with the frequently asked questions, is here to help you understand the process of applying for the clearances and how your information will be managed at both a parish and diocesan level.

National Police History Check

The diocese now has a service agreement in place with Fit2Work to supply National Police History Check certification. This organisation provides background checking services to a number of not-for-profits including Anglicare Victoria.

The features of the service are:

- easy to use, secure web based system
- enables the diocese to maintain a centralised database with security access controls, with reporting and reminder capability
- Allows for both volunteer (reduced cost) and employee checks
- Ability to pass the police check result to the applicant

Other key points:

- It is a consent based system – applicants must give their written permission and the organisation must verify identification through 100 points
- Application forms can be completed locally at parishes and information forwarded to Registry Office for processing
- Designed to comply with Privacy Act requirements and will be audited for compliance annually
- Provides clear evidence of complying with community expectations and legislation, whilst maintaining individual confidentiality
- Supporting instructions are provided by the Registry to assist you in completing your application

Working with Children Checks

- The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.
- Any person involved in either paid or voluntary child-related work is required to have a Working with Children Check. The *Lay Authorisations Policy* outlines which lay ministry roles require a Working with Children Check.
- Working with Children Checks are processed through the Victoria Working with Children Check website for both volunteers and employees. Detailed instructions are provided to support you in completing your online application.

Safe Church Awareness Workshops

- Safe Church Awareness Workshops are conducted regularly across the diocese throughout the year. Contact the Registry Office to find out details of an upcoming workshop.
- They are one day sessions which cover a range of topics including duty of care, protecting vulnerable people, responding to abuse and the training, recruiting and supervision of leaders.
- Each participant receives a workbook to retain along with a certificate upon completion.
- The Registry Office records the attendance of Anglicans at Safe Church Awareness Workshops – you won't need to send us any proof that you attended a Safe Church Awareness Workshop.

Phased implementation:

- There will be a staged implementation process with all Churchwardens undergoing clearance checks in the first instance with a target to complete by 30 June 2016.
- Progressive rollout of other church positions over next year to be completed by 30 June 2017.