

## NATIONAL POLICE HISTORY CHECK

### **How do I apply?**

A police check can be obtained through CrimCheck online:

[www.crimcheck.org.au/check/bendigoanglican](http://www.crimcheck.org.au/check/bendigoanglican)

### **What do I need to process a police check?**

You will need 4 ID documents to apply. See the instructions for what you will need.

### **How much does it cost?**

A volunteer police check is \$16.90. This amount will be invoiced to your parish.

### **Who will have access to my police check?**

Only the Authorising Officer at the Registry Office will view your police check. It cannot be disclosed to a third party without your permission.

### **Where will my police check be kept?**

The reference number and clearance date will be recorded on a database. Neither an electronic or hard copy of your police check will be stored at the Registry Office for security reasons.

### **When do I need to renew my police check?**

Police checks are required to be renewed every five years.

### **What information will the Authorising Officer be able to see?**

Your police history is not available for the Authorising Officer to see. The completed check will only advise whether there are any disclosable outcomes.

### **What if I already have a police check?**

If you have a National Police Check issued within the last three months, a certified copy can be forward to the Registry Office.

### **What if I have a criminal record? Am I discouraged/unable to take on a leadership role?**

A criminal record may not exclude you from having a lay role in your parish. If you have concerns, please speak to your clergy person.

## WORKING WITH CHILDREN CHECK

### **What is the purpose of a Working with Children Check?**

The Working with Children Check helps protect children and vulnerable people 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.

### **Why do I need a Working with Children Check?**

Passing a Working with Children Check is a legal requirement for everyone in Victoria doing paid or voluntary child-related work. Many of our ministry roles involve contact with children so in order to best protect vulnerable people in the community, anyone undertaking a role that involves contact with children or a role which would be viewed to be a position of authority in the church by a child requires a Working with Children Check.

### **How do I know if I need a Working with Children Check?**

The *Lay Safe Ministry Clearance policy* outlines which categories require a Working with Children Check. If you are unsure, ask your clergy person.

### **How do I apply?**

All applications need to be submitted online through the Victorian Working with Children website: <http://www.workingwithchildren.vic.gov.au/>. Instructions are provided to assist you in completing the application.

### **What's the difference between a volunteer and employee check?**

A volunteer check is for anyone who is not paid for their role in the church. This includes roles such as lay leaders, readers, children's ministry leaders and churchwardens.

An employee check is required of anyone who is paid for their role in the church. All clergy (including clergy with a PTO) are required to have an employee check.

### **What happens after I submit the application?**

You will receive notification in the mail of your Working with Children Check along with a card. Please keep this card in a secure place. The Registry Office will also receive a letter advising that you have completed your Working with Children Check. This will be recorded in the database and stored securely. There is no need for you to forward any copies to the Registry Office.

**How much will my Working with Children Check cost?**

For volunteers the Working with Children Check is free.

**What if I already have a Working with Children Check?**

You will need to add the Anglican Diocese of Bendigo as a registered organisation on your Working with Children Check. This is a simple online process. Please follow the instructions provided on how to do this. You must not register your parish details – for record keeping purposes this needs to be the diocese only.

**What if I'm a teacher and exempt from a WWCC?**

VIT registered teachers and early childhood service workers continue to be exempt from holding a WWCC Check but from 1 September 2019, must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their school or early childhood service-based position (whether paid or voluntary). If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the organisations listed that the teacher exemption no longer applies. To notify WWCCV of their other child-related work, teachers must complete the 'Teacher notification' form on the Working with Children Check website.

**Where can I find out more information about a Working with Children Check?**

Visit the Working with Children Check website: <http://www.workingwithchildren.vic.gov.au/>

## SAFE CHURCH TRAINING

### **What is Safe Church Training?**

Safe Church Training is designed for all clergy, ministry leaders, parish councillors, youth and children's leaders and anyone with a leadership role within the church.

The workshops cover:

- duty of care, codes of conduct, power, transparency, and accountability
- protecting vulnerable people, indicators of abuse, responding to abuse and protective behaviours
- training, recruiting and supervising leaders
- how to establish and run safe church ministry programs (risk management)

### **What's the difference between induction training and refresher training?**

Induction training is the first training you should complete. It gives a full overview of how to ensure children and vulnerable people are safe in our churches.

Refresher training gives you an update on any recent changes to legislation that you need to know about.

### **How often do I have to go?**

After completing the Induction training, individuals should complete Refresher training every three years.

### **Where do I do the online training?**

Training is available online through the diocesan website under *Safe Church > Safe Church Training*

### **Does it cost anything?**

Induction training is \$35.

Refresher training is \$25.

### **What do I do once I've completed the training?**

You will receive a certificate as a record of your training. The Registry Office will receive notification from the training provider that you have completed the training. You don't need to send the Registry a copy of your certificate.

## SAFE MINISTRY CHECK

### **What is the Safe Ministry Check?**

The Safe Ministry Check is a screening questionnaire used across the Anglican Church for people in voluntary ministry roles.

### **Who needs to do a Safe Ministry Check?**

A Safe Ministry Check is need for people that:

- have direct engagement with children in the church
- have direct engagement with vulnerable people in the church
- are in liturgical & worship roles
- are in parish governance or leadership positions (eg parish council, warden)
- would be viewed to be in a position of authority in the church by a child or vulnerable person (eg. wearing robes, in the procession, at the altar)

### **What sort of questions are in the Safe Ministry Check?**

The Safe Ministry Check asks questions about your suitability for ministry including any criminal offences, past church involvement, employment history, abusive conduct, and sexual misconduct.

### **Why do I need to do one – I have a clean history?**

Following the Royal Commission, the requirements to screen all people involved with children and vulnerable persons in our churches have significantly increased.

We take child safety and the safety of vulnerable people seriously. Completing these clearance requirements is a step in preventing the likelihood of any harm to a child or vulnerable person. It also demonstrates to the community that we are taking measures to ensure the safety of the people within our churches.

### **Who is going to read my Safe Ministry Check?**

You will send your Safe Ministry Check directly to Kooyoora (the office of professional standards) to be processed. It will not be seen by the diocese or the Registry staff. The diocese will only receive notification of the outcome of your check.

### **Where will my information be kept?**

Your Safe Ministry Check will remain confidential and be securely stored by Kooyoora.

**What if I have something to disclose?**

The check requires you to sign a statutory declaration, so you need to be honest with your answers. If you have hesitations about completing the Safe Ministry Check, you should discuss this with your clergy person.

**What if I don't pass the Safe Ministry Check?**

This doesn't mean you can no longer be in active ministry with your church. The Bishop and Kooyoora will liaise on a case-by-case basis to work through your participation in church activities.