



## SAFE MINISTRY CLEARANCE

### INSTRUCTIONS

Thank you for taking the first step to obtaining a safe ministry clearance for the Anglican Diocese of Bendigo. Please be assured that all information will be kept confidential and secure and is processed independently of the diocese through the professional standards organisation Kooyoora Ltd.

#### What you need to do:

1. Read **Faithfulness in Service – Code of Conduct**

This can be accessed from the diocesan website [here](#).

2. Obtain a new **National Police Check**

You can complete a police check online via this link: [www.crimcheck.org.au/check/bendigoanglican](http://www.crimcheck.org.au/check/bendigoanglican)

You will need to send copies of four types of ID to the Registry Office to finalise your police check application. A list of the identity documents that can be provided is attached. These can be posted to the Registry or emailed to [clearances@bendigoanglican.org.au](mailto:clearances@bendigoanglican.org.au).

3. **Obtain a Working with Children Check (WWCC)**, or if you already have a Victorian WWCC, **update your list of organisations** on your WWCC to include the Anglican Diocese of Bendigo.

This can be done easily by logging on to <http://www.workingwithchildren.vic.gov.au/> and clicking on 'update my details':

The following details need to be registered:

*Anglican Diocese of Bendigo – [parish name]*

*PO Box 2*

*BENDIGO VIC 3552*

*Ph: 03 5443 4711*

**DO NOT record the address for your parish** – all notifications must be sent to the Diocese for compliance reasons.

The Department of Justice will then send the Diocese a copy of your WWCC.

If you are a teacher you can register your VIT with the WWCC department online – you won't need to get an additional WWCC. The Diocese will then be notified that you have a WWCC.

4. Complete **Safe Church Training**

Safe Church Training Induction training must be completed in the first instance, with refresher training being undertaken every three years.

Induction and Refresher Training is accessible online through the [Safe Church Training](#) page on the diocesan website.

5. Complete a **Safe Ministry Check**

Once the above steps are complete, the Registry Office will contact you to complete a Safe Ministry Check. Further instructions will be provided at that time.

#### What we will do:

1. References will be sought from previous dioceses via their Office of Professional Standards
2. Referees will be contacted on an ad-hoc basis or if deemed necessary
3. Once this information is obtained, the Director of Professional Standards will review it and, in consultation with their files and the Anglican National Register, will decide if you are to receive a Certificate of Clearance to be passed on to the Bishop.
4. The confidential information supplied by you will be kept securely at Kooyoora's office in accordance with the Privacy Act. Except as may be required by law, or by church screening and disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. Where required by law, the information you supply will be produced.

## National Police Check - ID Requirements

You must supply **four** identity documents:

1. One from the Commencement of Identity document list
2. One from the Primary use in the Community list
3. Two from the Secondary use in the Community list.

If you cannot meet the identity requirements please contact the Anglican Diocese of Bendigo

### Commencement of identity documents:

You must supply **one** document from this category:

- a) full Australian birth certificate (not an extract or birth card)
- b) current Australian passport (not expired)
- c) Australian visa current at time of entry to Australia as a resident or tourist
- d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- e) certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- f) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g) certificate of evidence of resident status.

### Primary use in the community documents:

You must supply **one** document from this category:

- a) current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) current passport issued by a country other than Australia with a valid entry stamp or visa
- d) current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- f) for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

### Secondary use in the community documents:

You must supply **two** documents from this category:

- (a) certificate of identity issued by DFAT
- (b) document of identity issued by DFAT
- (c) convention travel document secondary (United Nations) issued by DFAT
- (d) foreign government issued documents (for example, drivers licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to an Australian government benefit (Centrelink or Veterans Affairs)
- (i) consular photo identity card issued by DFAT
- (j) photo identity card issued to an officer by a police force
- (k) photo identity card issued by the Australian Defence Force
- (l) photo identity card issued by the Australian Government or a state or territory government
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) credit reference check
- (p) Australian tertiary student photo identity document
- (q) Australian secondary student photo identity document
- (r) certified academic transcript from an Australian university
- (s) trusted referees report
- (t) bank card
- (u) credit card