

A *Lay Safe Ministry Clearance* is an update to the *Lay Authorisations Policy 2016* that introduced clearance requirements for lay people in various roles in our parishes. *Lay Safe Ministry Clearances* are being introduced in 2021 to align with the Uniform Professional Standards Act which requires volunteers to undertake a *Safe Ministry Clearance* before undertaking lay ministry roles.

Lay ministry roles have now been categorised into **clearance levels**.

The following table outlines what clearances are required for each clearance level:

TABLE 1: CLEARANCE LEVELS				
<i>Clearance Level</i>	<i>Working with Children Check</i>	<i>National Police Check</i>	<i>Safe Church Training</i>	<i>Safe Ministry Check</i>
Level A People working with Children				
Level B Parish Governance, Administration & Employment				

More detailed descriptions of the clearances levels are in the *Lay Safe Ministry Clearances Policy*

What if I've already done some of these checks before?

These will be held on record with the diocese – you won't need to start from the beginning again.

It may be that some people have already done some or all of these clearances and they might only have to do the Safe Ministry Check.

- Police check: current if issued within the last 3 months
- Working with Children Check: current if not expired and is registered with the diocese
- Safe Church Training: current if attended within last three years

Clearances

National Police Check

- A National Police Check is a point in time check of an individual's criminal history. It utilises a database that comprises of the records of all Australian Police jurisdictions
- A police check can be lodged online using CrimCheck:
www.crimcheck.org.au/check/bendigoanglican
- You will need to provide four types of identification – refer to the detailed instructions for a list of permissible documents
- Volunteer checks are \$16.90 – your parish will be invoiced for this amount.

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.
- 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.
- Individuals are required to register the Anglican Diocese of Bendigo as an organisation with their Working with Children Check card for reporting purposes – not their local parish.
- Teachers with a VIT registration can notify the Working with Children Check department online of their child-related work outside their teaching profession – they don't need to apply for a new check.

Safe Church Training

- Safe Church Training is online training about safety with children and vulnerable people accessible through the diocesan website.
- People undertaking training for the first time need to do Induction training
- Refresher training then needs to be taken every 3 years
- The training covers 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 certificate upon completion.
- The Registry Office is notified directly by the training provider on who has completed the training – there is no need to send your certificate to the Registry.

Safe Ministry Check – processed by Kooyoora

- The Safe Ministry Check is a questionnaire for church workers to maintain a safe and healthy ministry environment.
- Our commitment to safe ministry standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry.
- The Safe Ministry Check is processed and reviewed independently of the diocese by Kooyoora Ltd, the office of professional standards
- Individuals will be sent the Safe Ministry Check to complete once all other clearances are complete