



The Anglican Church of Australia The Diocese of Adelaide

# Information Sheet

## Safer Ministry Accreditation

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Date: April 2006  
Amended: August 2007

In the Diocese of Adelaide we want the church to be a safer place for all people. Over the last few years we introduced a number of child protection polices including the requirement for police clearance checks. Additional screening and education requirements continue to be introduced aligned to community and General Synod expectations.

Your role and responsibility within the church will determine your screening and education requirements.

Our primary focus has been on protecting children and young people. The safe ministry accreditation expands the horizon of care to include all people.

In addition to the Safer Ministry Accreditation Program specific roles within the Church require the Archbishop's licence or authorisation. This information sheet should be considered within the context of the advice provided in the "Guidelines for Anglican Diocese of Adelaide Authorised Lay Ministry".

From time to time, the safe ministry accreditation processes will change as new measures are adopted and community standards evolve. As change happens, a new information sheet will be issued.

### Safer Ministry Accreditation - What is involved?

The safer ministry accreditation program has two aspects Screening and Education.

#### 1. Safe Ministry Screening

Depending on your role and responsibility you may expect to

- Agree to comply with the Diocese's Code of Good Practice
- Complete a Safe Ministry Check. (Separate versions for Volunteers, Clergy and Paid Church Workers)
- Present a National Police Clearance Certificate issued within the previous 3 months

Safe Ministry Screening is administered by the Church Office.

Documentation is available via the *Diocesan Intranet* accessible through the website [www.adelaide.anglican.com.au](http://www.adelaide.anglican.com.au) or by contacting the Church Office on 8305 9350

#### 2. Safer Ministry Education

Depending on your role and responsibility you may be expected to participate in

- Mandatory Notification Training
- Power and Trust Seminar
- Safety and Screening Seminar
- Recognise and Respond Training
- Ensuring a Safer Church Program

People will need to complete this training by 31 December 2008. Information on the training program is available via the Diocesan website [www.adelaide.anglican.com.au](http://www.adelaide.anglican.com.au) or by contacting 8416 8440

## Screening and Education - Who needs what?

The Safe Ministry Accreditation program currently applies to specific categories of clergy, employees and volunteers.

There are other important leadership roles in the church which are not licensed or authorised by the Archbishop. Parishes and agencies are encouraged to consider these matters at parish level and implement appropriate policies. The guidelines below will help to inform these conversations.

The summary below details the requirements and guidelines **at 1 January 2007**.

Please look at the table below to work out Diocesan expectations for your area of leadership and ministry.

<b>Clergy</b>	<b>Safe Ministry Screening Guiding Policy</b>	<b>Safer Ministry Education Program Guiding Policy</b>
<b>All clergy (whether they have a licence, authority or permission to officiate.)</b>	<ul style="list-style-type: none"> <li>• An undertaking to comply with the Diocese's Code of Good Practice</li> <li>• A Safe Ministry Check for ordination candidates, clergy and paid church workers.</li> <li>• A National Police Clearance Certificate issued within the previous 3 months</li> <li>• An application for the Archbishop's permission to lead youth and children's ministry within the diocese</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Notification Training</li> <li>• Power and Trust Seminar</li> <li>• Safety and Screening Seminar</li> <li>• Recognise and Respond Training</li> </ul> <p>Clergy are required to complete training by 31 December 2008.</p>
<b>Ordination Candidate</b>	<b>Safe Ministry Screening</b>	<b>Safer Ministry Education Program</b>
<b>Ordination Candidates</b>	<ul style="list-style-type: none"> <li>• An undertaking to comply with the Diocese's Code of Good Practice</li> <li>• A Safe Ministry Check for ordination candidates, clergy and paid church workers.</li> <li>• A National Police Clearance Certificate issued within the previous 3 months</li> <li>• An application for the Archbishop's permission to lead youth and children's ministry within the diocese</li> <li>• Other screening requirements approved by the Archbishop including psychological test and medical test</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Notification Training</li> <li>• Power and Trust Seminar</li> <li>• Safety and Screening Seminar</li> <li>• Recognise and Respond Training</li> </ul> <p>Candidates are required to complete training by 31 December 2008.</p>

Office Holders, Volunteers or Employees	Safe Ministry Screening	Safer Ministry Education Program
<p><b>People exercising leadership in the parish including, wardens, parish council members, the treasurer and secretary.</b></p>	<ul style="list-style-type: none"> <li>An undertaking to comply with the Diocese's Code of Good Practice</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring a Safer Church Program required to complete training by 31 December 2008.</li> </ul> <p>The 'Ensuring a Safer Church Program' is an overview module. Therefore any Parish Office Holders who may have completed training as part of another role are not required to attend this session</p>
<p><b>Liturgical Assistant (Licence)</b> Supports the incumbent in the administration of the sacrament (robed) or assists in leading worship, but does not preach.</p>	<ul style="list-style-type: none"> <li>An undertaking to comply with the Diocese's Code of Good Practice</li> <li>A Safe Ministry Check for volunteer church workers.</li> <li>A National Police Clearance Certificate issued within the previous 3 months.</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Notification Training</li> <li>Power and Trust Seminar</li> <li>Safety and Screening Seminar</li> </ul> <p>required to complete training by 31 December 2008.</p>
<p><b>Authorised Assistant at Holy Communion</b> Those who come forward from the congregation to assist in the administration of Holy Communion (not robed)</p>	<ul style="list-style-type: none"> <li>An undertaking to comply with the Diocese's Code of Good Practice</li> </ul>	<p>Not required</p>
<p><b>Lay Reader (Licence)</b> Those who lead worship services (or assist), preach or teach</p>	<p>If a person has not previously satisfied the screening requirements of the diocese for the current triennium of Synod (3 year period) they must supply:</p> <ul style="list-style-type: none"> <li>An undertaking to comply with the Diocese's Code of Good Practice</li> <li>A Safe Ministry Check for Volunteer Church Workers or a Safe Ministry Check for Paid Church Worker, if an employee. (Note: required only on the first application to the Diocese)</li> <li>National Police clearance certificate issued within the previous 3 months. (renewable each triennium of Synod, 3 year period)</li> </ul> <p>Existing Licence holders to complete at renewal</p>	<ul style="list-style-type: none"> <li>Mandatory Notification Training</li> <li>Power and Trust Seminar</li> <li>Safety and Screening Seminar</li> <li>Recognise and Respond Training</li> </ul> <p>required to complete training by 31 December 2008.</p>
<p><b>Lay Pastoral Assistant (Licence)</b> Those who lead, coordinate, facilitate and / or have the responsibility to deliver pastoral ministry This includes: Sunday School Coordinator, Choir Leader, Aged Care Coordinator, Home Communion Visitor, Bereavement Follow-up, Youth and Children's Ministry Coordinator and those coordinating baptism preparation.</p>	<p>If a person has not previously satisfied the screening requirements of the diocese for the current triennium of Synod (3 year period) they must supply:</p> <ul style="list-style-type: none"> <li>An undertaking to comply with the Diocese's Code of Good Practice</li> <li>A Safe Ministry Check for Volunteer Church Workers or a Safe Ministry Check for Paid Church Worker, if an employee. (Note: required only on the first application to the Diocese)</li> <li>National Police clearance certificate issued within the previous 3 months. (renewable each triennium of Synod, 3 year period)</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Notification Training</li> <li>Power and Trust Seminar</li> <li>Safety and Screening Seminar</li> <li>Recognise and Respond Training</li> </ul> <p>required to complete training by 31 December 2008.</p> <p>Later in the year the training expectations for lay people undertaking pastoral ministries such as visiting people in their home or visiting nursing homes will be circulated.</p>

<p><b>Authorised Youth &amp; Children's worker (Authorisation)</b>          Person helping or assisting with activities for young people as part of a team, under the direct supervision of a Lay Pastoral Assistant or a Member of the Clergy.</p>	<ul style="list-style-type: none"> <li>• An undertaking to comply with the Diocese's Code of Good Practice</li> <li>• A National Police Clearance Certificate issued within the previous 3 months</li> <li>• New applicants - A Safe Ministry Check for Volunteer Church Workers or a Safe Ministry Check for Paid Church Worker, if an employee. (Note: required only on the first application to the Diocese) Existing holders will be approached in the future to provide this information.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Notification Training required to complete training by 31 December 2008</li> </ul> <p>Voluntary commitment to undertake:</p> <ul style="list-style-type: none"> <li>• Power and Trust Seminar</li> <li>• Safety and Screening Seminar</li> <li>• Recognise and Respond Training</li> </ul> <p>Encouraged to complete training by 31 December 2008.</p>
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## When does it need to be completed?

### 1. Safe Ministry Screening

All new or renewed appointments must satisfactorily complete all screening requirements before an appointment can be confirmed.

Clergy who are currently licensed or hold a permission to officiate in the diocese have been asked to complete any outstanding screening requirements by 31 December 2006.

### 2. Safer Ministry Education

Clergy, office holders and relevant employees are expected to complete training in full by 31 December 2008.

From 30 June 2008, all new employees and office-holders will be expected to complete the training within 12 months of appointment.

Information and bookings for training programs can be accessed via the Diocesan website [www.adelaide.anglican.com.au](http://www.adelaide.anglican.com.au) or by contacting 8416 8440

## Guidelines for payment of costs associated with Safe Ministry Accreditation

### National Police Certificate

#### • Ordination Candidates and Clergy

The cost of obtaining a National Police Certificate is the responsibility of the parish or diocesan organisation to which the member of clergy is licensed. Members of clergy provided with a Permission to Officiate (PTO) within the diocese are personally responsible for the cost of obtaining the National Police Clearance Certificate. Where a member of clergy who holds a PTO plays a role in the ministry of a parish, the parish may choose to reimburse the person for the cost.

- **Employees** are responsible for the cost of their own certificate. A parish / entity may choose to reimburse the person for the cost.

- **Volunteers** are able to request a certificate from SAPOL at no charge. To do this a volunteer must list the Volunteer Authorisation Number (VOAN) allocated to the Anglican Diocese of Adelaide on the application form and have the application authorised by a member of clergy. The Diocesan Office has prepared a form especially to assist volunteers. Those in Parish leadership positions can access this information via the *Diocesan intranet* accessible through the website [www.adelaide.anglican.com.au](http://www.adelaide.anglican.com.au) or by contacting the Diocesan Office tel: 8305 9350

- Further information about how to request a National Police Clearance is available via the Parish Information Sheet "Police Clearances - How do I get one?"

## **Licensing and Authorisations**

- Key positions within the diocese require the Archbishop's Licence / Authorisation. Further information on lay licences / authorisations is provided in the "Guidelines for Anglican Diocese of Adelaide Authorised Lay Ministry"
- For positions not covered by the Archbishop's licence / authorisation it is the parish council's responsibility to assess the appropriateness of screening positions. Church Office can assist in this matter and will process screening information on behalf of a parish, providing a level of independence and arms length for any areas of concern.

## **Guidelines for submitting safer ministry screening information**

- Parish representatives involved in coordinating screening information must ensure that appropriate methods are in place to maintain the privacy of candidates. You are encouraged to collate documentation of a sensitive nature in a manner where people's personal details can not be disclosed. This can be achieved by ensuring that all sensitive information is collected in individual envelopes sealed by the candidate prior to receipt by the parish (one per person). These sealed envelopes can then be brought together and forwarded to Church Office with an appropriate covering letter.
- Positions licensed / authorised by the Archbishop need to have the Lay Ministry Licence Nomination Form included with the screening information. When a parish has elected to screen a non-licensed role please include a covering letter describing the role these candidates will be involved in and the screening methods which the parish considers appropriate (eg National Police clearance and/or Safer Ministry Check). This will assist staff authorised to process applications to identify the requirements.

## **How Safe Ministry material is processed by Church Office**

- When material is received by Church Office it is opened by a senior member of staff to confirm that all documents required have been provided and appropriate sections have been signed. This person does not review the questionnaire content of the screening document and is aware that it would be a breach of policy to do so.
- The screening questionnaire is then referred for review. Where the applicant responds negatively to all questions (no issues identified), the Registrar advises the Archbishop that there is no impediment to the applicant being granted a licence or Authorisation.
- Where the applicant responds positively to at least one question (an issue is identified) or there is a conviction recorded on a National Police Certificate, the Registrar refers the screening document to the Professional Standards Director to review the issue and to provide advice to the Archbishop in relation to the granting of a licence. The Registrar has no role in assessing the information provided in the questionnaire. Referees may be contacted by the Professional Standards Director, if required prior to providing advice to the Archbishop.
- The screening questionnaires will be retained for a period of time to ensure that details of the responses provided can be accessed should any issues arise. The diocesan Archivist / Records Manager is currently developing advice on the disposal schedule for these questionnaires. Our experience is that issues often arise many years on and we do not want to dispose of the records too early.
- All documents relating to safe ministry accreditation will be managed in accordance with records management protocols established specifically for screening information. The information will be secured in a designated filing area which has restricted access. Information contained in the records cannot be accessed without the appropriate approvals.