ANGLICAN DIOCESE OF

CANBERRA & GOULBURN

Diocesan Safe Ministry

Clearance Guidelines

Approved by the Professional Standards Reference Group August 2024 and endorsed by Bishop-in-Council on 18 October 2024

Diocesan Safe Ministry Clearance Guidelines

This Clearance Guideline document is the companion to the Diocesan Clearance Protocol (SM002).

It is developed and approved by the Professional Standards Reference Group.

It is to be read in conjunction with the **Diocesan Safe Ministry Clearance Protocol** ('Protocol') and **SMIS User Guides.**

Obtaining a Safe Ministry Clearance via Safe Ministry Information System (SMIS)
Once all Safe Ministry clearance for appointment requirements have been successfully verified in SMIS (made 'active' in the system), the person shall be deemed to have an active Safe Ministry Clearance (See SMIS Safe Ministry Coordinator User Guide).

Timing and expiry of clearances

In normal circumstances, appointment to a role will not occur until the required Safe Ministry Clearances are complete. A grace period of 3 months is allowable for the clearances to be completed. However, any appointment or election to a role shall be subject to a Safe Ministry Clearance.

After initial clearances all records are valid for a period of 3 years.

Adverse findings in relation to a Safe Ministry clearance:

a. In the event of an adverse finding or concern raised in a Safe Ministry clearance, the Director shall be informed by the relevant office holder (Safe Ministry Unit, Bishop's Office, Registrar's Office Rector, Chaplain, Safe Ministry Coordinator) and a risk report shall be produced and provided to the relevant office holder/s.

b. The Bishop or delegate (or relevant office holder) shall notify all stakeholders and implement appropriate risk and pastoral management, this may include: implementation of Policy for Safe Ministry to Persons of Concern, a decision that the applicant is not to be appointed to a role, a decision that a person may only be appointed to a role under supervision or with specified restrictions, or that a review of the persons status occur after a specified amount of time.

1. **Safe Ministry Information System login.**

    - The Ministry Unit Safe Ministry Coordinator provides the applicant with the weblink for SMIS, and the **SMIS Church Worker User Guide** .

    Weblink: https://safeministries.anglicands.org.au/forms/personal_information/add/

    - The applicant creates their profile in SMIS (see SMIS Church Worker User Guide)

    - The applicant then commences the Safe Ministry requirements for their role.

    - If the applicant is unable to complete this online (in SMIS), they may seek assistance from their Ministry Unit Safe Ministry Coordinator. If required, the Safe Ministry Coordinator may seek further assistance from the Diocesan Safe Ministry Unit.

2. **WWCC / WWVP**

   - The applicant adds all relevant WWCC / WWVP clearances (note: SMIS will assist those needing a clearance)

   - The Diocesan Safe Ministry Unit will verify/clear the records.

3. **Police Checks (for Categories 1, 2, 5 & 6 as shown in the Protocol)**

   - The applicant shall download the Police check application form and instructions from SMIS.

   - The applicant completes the form and returns to the Safe Ministry Unit for processing.

4. **Safe Ministry Check Questionnaire/Declaration**

   - The applicant completes their questionnaire/declaration in SMIS.

   - The Diocesan Safe Ministry Unit will verify/clear this record.

   - There are five (5   ) different role specific Safe Ministry Checks Questionnaires ;

   1. Safe Ministry Check – Ordained, Paid and Licensed Church Worker
   2. Safe Ministry Check – Volunteer (over 18 years) in Ministry with Children/Vulnerable People
   3. Safe Ministry Check - Volunteer (13-17 yrs) in Ministry with Children/Vulnerable People
   4. Safe Ministry Declaration – Volunteer Role (non-child/vulnerable people)
   5. Safe Ministry Statutory Declaration for Diocesan Boards and Committees

   Apart from the Statutory Declaration for Diocesan Boards and Committees, the checks are automated by role in SMIS. If a church worker is unable to complete this check in SMIS, the Ministry Unit Safe Ministry Coordinator, or the Safe Ministry Unit can provide the applicant with a paper copy of the check. The Statutory Declaration for Diocesan Boards and Committees is available from the Assistant Registrar.

5. **Position interviews and Endorsement**

   These are carried out, and then entered into SMIS by the relevant office holder, i.e:

   - The Rector, Chaplain or delegate (e.g. Safe Ministry Coordinator) for ministry unit based lay (licensed & unlicensed) positions.

   - The Bishop's Office for clergy.

   - The Relevant Board Chair for Diocesan Board and Committee members who have not been previously interviewed in connection with that Board or Committee.

   The Sample Position and Endorsement form is for the use of the person making the appointment, such as the Rector, or delegate, or Safe Ministry Coordinator in a Ministry Unit. *The form can be downloaded from the Safe Ministry section of Diocesan Website.*

6. **Referee Checks:**

- For clergy and licensed positions referee forms are to be downloaded from SMIS:
  - The applicant shall complete the **'add referee'** section in SMIS (nominating Referees)
  - The applicant shall send the downloaded referee form to their nominated referees for completion.
  - The Referees will then send the completed Referee forms to the Diocesan Safe Ministry Unit.
  - The Diocesan Safe Ministry Unit will then upload the Referee forms into SMIS.

- For ministry unit based unlicensed positions:
  - The applicant shall complete the **'add referee'** section in SMIS.
  - Then the Rector or their delegate will then contact the applicant's referees.
  - If no concerns raised, the Rector or their delegate will verify/clear the clearance in SMIS.
  - If any referee raises a concern the Rector or their delegate refer the concern to the Office of Professional Standards.

- For members of Boards and Committees:
  - the Chair (or other person making the nomination if it is not from the Board of Committee itself) will provide the Statutory Declaration to the nominee
  - The applicant shall complete and return the form to the Assistant Registrar.

7. **Police Checks (for Categories 1, 2, 5 & 6 as shown in the Protocol)**
   - The applicant shall download the Police check application form and instructions from SMIS.
   - The applicant completes the form and returns to the Safe Ministry Unit for processing.

8. **National Register Check & Professional Standards Clearance for Categories 1, 2, 3a, 5 as shown in the Protocol)**

   - These are added and verified/cleared by the Diocesan Safe Ministry Unit.

9. **Safe Ministry Training Modules**

   Safe Ministry Training Module requirements by role are shown in the Table of Required Clearances in the Protocol.
   - The applicant will complete the **'add training'** section in SMIS.
   - The Diocesan Safe Ministry Unit will verify/clear the record in SMIS.

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