



Safe Ministry Information System ('SMIS') USER GUIDE

This is a user guide for the Diocesan Safe Ministry Information System (SMIS).

SMIS securely stores Safe Ministry Screening records on our internal Diocesan Servers.

Step 1: Registration

To register, click the URL below (or copy and paste into your web browser)

https://safeministries.anglicands.org.au/forms/personal_information/add/ and fill in the requested information (as shown below).

The registration form is divided into two main sections. The left section contains fields for 'Title*' (a dropdown menu), 'First Name*', 'Middle/Other Names', 'Last Name*', 'Other/previous last name', and 'Date of Birth*' (with a calendar icon). The right section contains fields for 'Mobile', 'Work Phone', 'Home Phone', and 'Email*'. A red text note below the phone fields states: 'If you've not received the email with your login details after 30 minutes, please check your spam folder. If still not received, please contact safeministry@anglicands.org.au'. A blue 'Submit' button is located at the bottom of the right section.

Once complete, click the '**submit**' button.

Step 2: Verification

You will receive an email welcoming you to the system (check your spam/junk folder if you do not receive this email).

Click on the LOGIN LINK.

If the email does not arrive within 30 minutes please email safeministry@anglicands.org.au (business hours Tuesdays - Thursdays).

The email verification template has a header 'Welcome to the Safe Ministry Portal' with an 'Inbox x' icon. It features a user icon and the email address 'smis@anglicands.org.au'. The body of the email says 'Hi', 'Your registration details as follows', 'username:', 'password:', and 'Login link: <https://safeministries.anglicands.org.au/>'. It also states 'You will be asked to change your password on first login', 'Thank you', and 'Safe Ministry Portal Admin'.

Step 3: Sign-in

Enter the user name and password found in the verification email.

The sign-in form has a blue header with the Anglican Diocese of Canberra & Goulburn logo. It contains two input fields: 'Username' and 'Password', each with a circular icon containing three asterisks. Below the password field is a checkbox for 'Keep me logged in' and a link for 'Forgot your password?'. A blue 'Sign-in' button is at the bottom.

Step 4: Change password

Create a password of 8 or more characters.

The change password form has three input fields: 'Current password', 'New password', and 'Confirm password'. The 'New password' field has a note: 'New password must be at least 8 characters long.' Each field has a circular icon with three asterisks. A blue 'Change password' button is at the bottom.

Step 5: Identity and declarations

Good Morning JOe Blogs

Title	First Name	Last Name	Date of Birth	Mobile	Email
Mr	JOe	Blogs	01-03-2021	0413028160	peter.barnett1971@gmail.com

Welcome to Safe Ministry

Please select identity type

Please upload identity type

Upload file Remove file

Security* I declare that I am answering all questions and filling out all information herein truthfully and honestly. In completing my Safe Ministry checks and training I declare that I will not provide others access to my information or share my login details to this online system.

I acknowledge I have read and understood the

1. Identity check

Upload one type of identity document. Scan this onto your computer and use the Upload File button (follow the prompts).

2. Declarations

Read and check the acknowledgement box for each declaration.

Click

IMPORTANT - The information required here is the same as is required by General Synod of the Anglican Church of Australia on the Safe Ministry Check Questionnaire (hard copy form).

Step 6: Primary Record

1. Select your Ministry Unit (Parish)

2. Select your Ministry Classification

Select the highest applicable Ministry Classification for your current role.

3. Select your Role/s.

Select all your current roles from the drop down menu.

4. Start and End Date

The start date relates to when you started at your current Ministry Unit.

Please leave the end date blank.

Primary Record

Belongs to* JOe Blogs

Ministry Unit* Please select...

Ministry Classification* Please select...

Role* Please select...

Start Date

End Date

Submit

Ministry Unit* Batemans Bay

Ministry Classification* Category 1 - Clergy

Role* ☐ Aged Care Home - Facilitator ☐ Area Dean ☐ Rector

Start Date

End Date

You are now set up in SMIS and ready to commence screenings for your role.

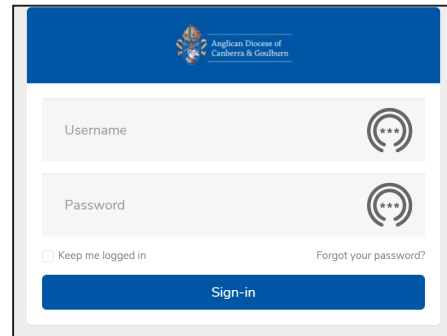
Please feel free to log out at any time then follow instructions on page 3 for re-entry in to SMIS.

Completing Screenings

Returning to SMIS

Use the link below to access SMIS:

<https://safeministries.anglicands.org.au/login>



Anglican Diocese of Canberra & Goulburn

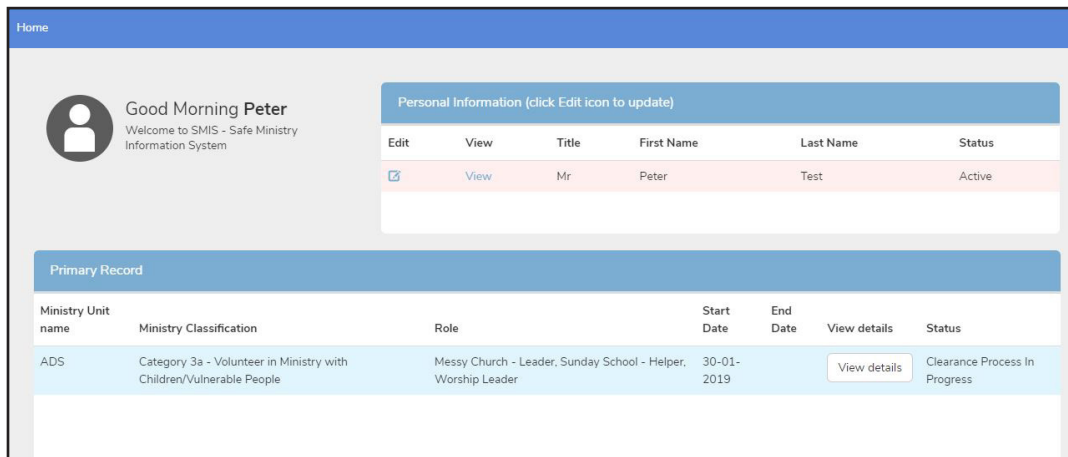
Username

Password

☐ Keep me logged in [Forgot your password?](#)

Sign-in

Home page



Home

Good Morning Peter
Welcome to SMIS - Safe Ministry Information System

Personal Information (click Edit icon to update)

Edit	View	Title	First Name	Last Name	Status
<input checked="" type="checkbox"/>	View	Mr	Peter	Test	Active

Primary Record

Ministry Unit name	Ministry Classification	Role	Start Date	End Date	View details	Status
ADS	Category 3a - Volunteer in Ministry with Children/Vulnerable People	Messy Church - Leader, Sunday School - Helper, Worship Leader	30-01-2019		View details	Clearance Process In Progress

The HOME button



If you need to go to your Home screen at any time click 'Home'.

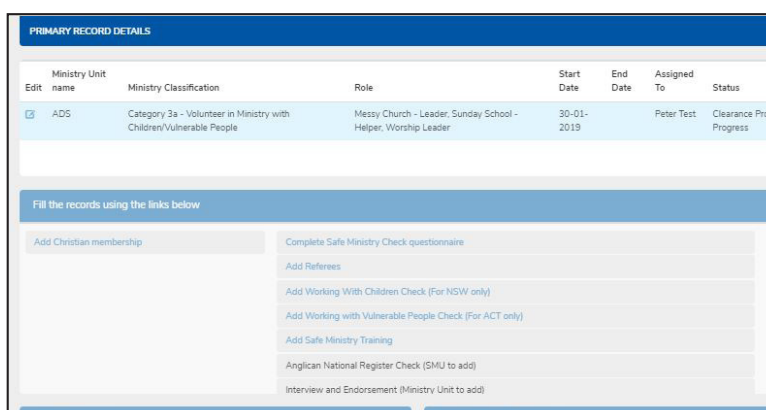
Screenings

To complete/continue screenings, click 'View details' in your Primary Record



Primary Record

Ministry Unit name	Ministry Classification	Role	Start Date	End Date	View details	Status
ADS	Category 3a - Volunteer in Ministry with Children/Vulnerable People	Messy Church - Leader, Sunday School - Helper, Worship Leader	30-01-2019		View details	Clearance Process In Progress



PRIMARY RECORD DETAILS

Edit	Ministry Unit name	Ministry Classification	Role	Start Date	End Date	Assigned To	Status
<input checked="" type="checkbox"/>	ADS	Category 3a - Volunteer in Ministry with Children/Vulnerable People	Messy Church - Leader, Sunday School - Helper, Worship Leader	30-01-2019		Peter Test	Clearance Process In Progress

Fill the records using the links below

Add Christian membership	Complete Safe Ministry Check questionnaire
	Add References
	Add Working With Children Check (For NSW only)
	Add Working with Vulnerable People Check (For ACT only)
	Add Safe Ministry Training
	Anglican National Register Check (SMU to add)
	Interview and Endorsement (Ministry Unit to add)

Complete the 'screenings' that appear in **BLUE** text.

Screenings that appear in **BLACK** text will be completed either by the Diocesan Safe Ministry Unit or your Safe Ministry Coordinator.

Safe Ministry Check Questionnaire/Declaration

Click 'Complete Safe Ministry Check questionnaire/declaration'

Edit	Ministry Unit name	Ministry Classification	Role	Start Date	End Date	Assigned To	Status
<input checked="" type="checkbox"/>	ADS	Category 3a - Volunteer in Ministry with Children/Vulnerable People	Messy Church - Leader, Sunday School - Helper, Worship Leader	30-01-2019		Peter Test	Clearance Process Progress

Fill the records using the links below

[Add Christian membership](#) [Complete Safe Ministry Check questionnaire](#)

[Add References](#) [Add Working With Children Check \(For NSW only\)](#)

Information for completing the Questionnaire or declaration:

1. We understand that this is sensitive information. Be assured that only the Diocesan Safe Ministry Unit has access to/can see your answers.
2. This is a screening that you need to complete in one sitting, as the system can only save your answers once you click 'Submit'.
3. Many people answer 'Yes' to the risk management questions in this screening. In providing reasons for a 'Yes' answer, please be as detailed as possible. As stated in the system, a 'Yes' response does not automatically rule you out from being able to serve at church. In such instances, the Diocesan Safe Ministry Unit will provide a risk report to your Rector or the Bishop for consideration.

Home

* - required fields

DRAFT Please have all your details ready, as this form **CAN NOT** be saved as a draft.

1. The Safe Ministry Check Questionnaire

To the applicant Thank you for volunteering for a ministry role within your church or church organisation.

The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct. These standards are explained in the Diocesan Protocol for Screening, the Code of Good Practice and the Code of Conduct for Ministry with Children. You should be familiar with these documents and they can be found at [Safe Ministry - Policies and Protocols](#).

To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.

Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

Completing the form

1. Before completing these questions please read the Diocesan Protocol for Screening and the Code of Good Practice. You should also read the Code of Conduct for Ministry with Children. You can find the Code of Conduct for Ministry with Children on the Diocesan website at [Safe Ministry - Policies and Protocols](#)
2. The Safe Ministry Check takes the form of a Statutory Declaration. It is a criminal offence to make a Statutory Declaration knowing it to be untrue in any material way.
3. Complete all questions.

You must answer all questions. Where required, put a cross [X] in the appropriate box.

If you answer 'Yes' to a question—please provide an explanation for the yes answer in the space below.

Please note:

- a 'Yes' answer to a question will not automatically rule an applicant out of selection; and
- we do not interpret a 'Yes' answer to a question as a charge of professional misconduct. The Diocese has a formal process for making such a charge.

Interview If you are invited to an interview, please bring for sighting Proof of Identity two (2) documents, one of which includes a recent photograph and one of which is either a Birth Certificate, Passport or current Driver's Licence

3. Suitability for ministry Please answer the questions below by putting a cross [X] in the appropriate box.

- Some questions have words set in bold print. These words or phrases are defined under 'Key Terms' in the Code of Good Practice and the Code of Conduct for Ministry with Children.
- Throughout this document charged* or charges* indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.
- If the answer to any of the following questions is 'Yes', please provide relevant information regarding your response and indicate the current status of the issue(s) if any. You should attach a separate page to this form with this additional information, clearly indicating the question number to which it applies. Remember that a 'yes' answer will not automatically rule you out of selection.

1. Do you have any health condition(s), which may affect your work with children or young people? ☐ Yes ☐ No

- Once you have completed a screening it will appear on your homepage.
- The Safe Ministry Unit can then commence the verification process for that check.

Should you have any questions, please email the Diocesan Safe Ministry Unit: safeministry@anglicands.org.au

Thank you for your commitment to keeping people safe at church.