



ANGLICAN DIOCESE OF
CANBERRA & GOULBURN

DUE DILIGENCE PROTOCOL

APRIL 2016

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SCOPE

This protocol describes the various screening requirements for all clergy in the Diocese regardless of licence or appointment and all Stipendiary Lay Ministers. It also applies to lay leaders working with children, young people and vulnerable adults in our Diocese.

OUR COMMITMENT

Our Diocese is committed to **holistic Safe Church Ministry**. This means: we commit to our pastoral, duty of care, legal and insurance obligations; with its goal that all ministries are spiritually, emotionally and physically safe; based on the premise that Diocesan parishes, ministries and entities should be person-valuing and respectful spaces free from abuse and harm, for ministry to God's glory.

We have developed and implemented a CODE OF GOOD PRACTICE, a SAFE COMMUNITIES OF FAITH POLICY and developed and implemented a strong education program through the CREATING SAFE MINISTRIES workshops for those ministering to children, young people and vulnerable adults as well as those in senior leadership such as clergy, wardens and parish councillors.

As a Diocese we are also committed to implementing the Recommendations from the General Synod Report into Child Sexual Abuse in the Church.

In designing a rigorous due diligence processes, we are mindful of the work involved in implementing it. However, we cannot allow ourselves to put our lack of desire to do this work ahead of the safety and well-being of the vulnerable in our ministry units. In essence, we must ensure we have done all that is reasonably practicable to ensure we have safe leaders in positions of leadership, power and trust.

GUIDING PRINCIPLES ASSOCIATED WITH THIS PROTOCOL

The principles used to implement due diligence includes:

1. **Rigour** – we require that all clergy in the Diocese regardless of licence or appointment and all Lay Stipendiary Ministers and lay leaders working with children, young people and vulnerable adults undertake the relevant screening, even if they have been in ministry roles for a long time.
2. **Accountability** – we need to be able to show that we have done all we can to ensure vulnerable people are being ministered to by safe leaders.

SECTION A:

TYPES OF SCREENING: CLERGY, CANDIDATES FOR ORDINATION AND STIPENDIARY LAY MINISTERS

The types of screening requirement will vary according to roles.

All Clergy, Candidates for Ordination and Stipendiary Lay Ministers are required to complete some form of screening check before they are appointed or accepted. The type of check will be dependent upon whether they:

- A. are a candidate for ordination
- B. are clergy from another Diocese and applying for a licence or ATO in our Diocese
- C. applying to be appointed as a Stipendiary Lay Ministers associated with a Ministry Unit
- D. are already licensed in our Diocese and are applying for a new position or ATO

Category A: Candidate for Ordination

People in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Be interviewed by the Director of Ministry Training & Development or delegate

In addition it will be necessary for:

5. Checks to be made with referees
6. A search to be made of the National Register
7. A National Professional Standards Clearance to be completed

Category B: Applicant from another Diocese seeking a licence or ATO

Clergy in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

In addition it will be necessary for:

5. Checks to be made with referees
6. A search to be made of the National Register
7. A National Professional Standards Clearance to be completed

Category C: Stipendiary Lay Ministers associated with a Ministry Unit

Stipendiary Lay Ministers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Be interviewed by the Rector, Diocesan Bishop or delegate
5. Have their position approved by Parish Council

In addition it will be necessary for:

6. Checks to be made with referees
7. A search to be made of the National Register
8. A National Professional Standards Clearance to be completed

Category D:¹ Applicant from our Diocese seeking a new appointment or ATO

Clergy or Lay Ministers in this category will be required to:

1. Complete only the sections marked “*to be completed by applicants in all categories*” in the Safe Ministry Check Questionnaire for Clergy.
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION - CLERGY

1. All screening documentation will be accessed from the Diocesan website or issued from the Diocesan Bishop’s Office
2. Completed Safe Ministries Check Questionnaires will be returned to the Safe Communities Unit.
3. Upon receipt of the completed questionnaire, the Director of Safe Communities will complete a National Professional Standards Clearance
4. The Director of Safe Communities will process all Safe Ministry Check Questionnaires and Professional Standards clearances and prepare a risk assessment for the relevant Bishop for interview and action.
5. The Diocesan Bishop’s Executive Officer will complete the National Register Check and receive and submit completed Police Background Check applications. In the event of an adverse finding from one of the Background Checks, the relevant Bishop and Professional Standards Director shall be informed immediately.
6. Once relevant documentation has been completed by the Safe Communities Unit, the relevant Bishop’s Office will proceed with issuing of licence or ATO.

¹ As most clergy and Lay Ministers currently in our Diocese will not have undertaken a National Professional Standards Clearance, all clergy who have served in our Diocese for 5 years or less, will be subject to a National Professional Standards Clearance should they seek a new position or an ATO from 2012 – 2017.

ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION – STIPENDIARY LAY MINISTERS

1. All screening documentation will be accessed from the Diocesan website or issued from the Bishop's Office
2. Completed Safe Ministries Check Questionnaires will be returned to the Safe Communities Unit.
3. Upon receipt of the completed questionnaire, the Director of Safe Communities will complete a National Professional Standards Clearance.
4. The Director of Safe Communities will process all Safe Ministry Check Questionnaires and Professional Standards clearances and prepare a risk assessment for the relevant Bishop for interview and action.
5. The Diocesan Bishop's Executive Officer will complete the National Register Check and receive and submit completed Police Background Check applications. In the event of an adverse finding from one of the Background Checks, the relevant Bishop and Professional Standards Director shall be informed immediately.
6. Once relevant documentation has been completed by the Safe Communities Unit, the Diocesan Bishop's Office will proceed with issuing of the Lay Minister's Licence.

ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION – CANDIDATES FOR ORDINATION

1. All screening documentation will be accessed from the Diocesan website or issued by the Executive Support for the Bishop for Ministry Training and Development.
2. Completed Safe Ministries Check Questionnaires will be returned to the Safe Communities Unit.
3. Upon receipt of the completed questionnaire, the Director of Safe Communities will complete a National Professional Standards Clearance
4. The Director of Safe Communities will process all Safe Ministry Check Questionnaires and Professional Standards clearances and prepare a risk assessment for the Bishop for Ministry Training and Development for interview and action.
5. The Diocesan Bishop's Executive Officer will complete the National Register Check. In the event of an adverse finding from one of the Background Checks, the relevant Bishop and Professional Standards Director shall be informed immediately.
6. The Executive Support for the Bishop for Ministry Training and Development will receive and submit completed Police Background Check applications.
7. Once relevant documentation has been completed by the Safe Communities Unit, the relevant the Bishop for Ministry Training and Development will decide if the applicant is appropriate for entry into the ordination discernment program.

SUPERVISION AND REVIEW – CLERGY

Ongoing supervision and review are also important aspects of due diligence.

All Clergy, Candidates for Ordination and Lay Ministers in parish-based appointments are encouraged to enter into a professional supervision arrangement with a senior colleague or other suitably qualified person.

NOTE: The broad area of ministry review is currently under review in the Diocese.

LIMIT OF ATO STATUS

All ATOs issued will be valid for 3 years. At the end of that period the clergy person or lay minister must complete all screening requirements again.

SECTION B:

ELIGIBILITY FOR APPOINTMENT AS A LAY CHURCH WORKER

Every Church worker is first and foremost a disciple of Jesus Christ and at the heart of every ministry is the maintenance of that discipleship in prayer, Bible study, and worship.²

It is recommended that all lay church workers are a member of a ministry unit for at least 6 months before entering into a leadership role in that ministry unit.

TYPES OF SCREENING: LAY CHURCH WORKERS

The types of screening requirement will vary according to roles.

All lay church workers are required to complete some form of screening check before they are appointed. The type of check will be dependent upon whether they are:

- E. A volunteer in child, young person or vulnerable adult ministry
- F. A paid ministry leader in child, young person or vulnerable adult ministry
- G. A teacher of SRE in NSW Government Schools
- H. Nominated to be elected or appointed as a Parish Councillor or Warden
- I. Lay Paid Workers in non-ministry role within a Ministry Unit
- J. Diocesan appointees to Boards and Committees
- K. Applicants for a Lay Minister's Licence

Category E: Volunteer in child, young person or vulnerable adult ministry

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers
2. Undertake a Police Background Check if they are a Ministry Co-ordinator or part of a Pastoral Care Team in an Aged Care facility.
3. Provide registration details for the relevant Working with Children Check
4. Have referee checks completed if they have been a member of the ministry unit for fewer than 3 years
5. Be interviewed by the Ministry Co-ordinator or Rector
6. Have their application endorsed by the Rector and minuted by Parish Council

² G4.1. Code of Good Practice

Category F: Paid Ministry Leaders in child, young person or vulnerable adult ministry

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Have referee checks completed
5. Have a National Register Check
6. Undertake a National Professional Standards Clearance
7. Be interviewed by the Rector
8. Have their application endorsed by the Rector and approved by Parish Council

Category G: Teachers of SRE in NSW Government Schools

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers
2. Provide registration details for the relevant Working with Children Check
3. Have referee checks completed if they have been a member of the ministry unit for less than 3 years
4. Be interviewed and endorsed by the Rector and complete SRE Teacher Engagement Form
5. Complete the SRE Authorisation and be issued with a Authorisation Card

Category H: Nominees or appointees for Parish Council or Warden positions

Lay Church Workers in this category will be required to:

1. Complete the Parish Council and Warden Statutory Declaration

Category I: Lay Paid Workers in non-ministry role within a Ministry Unit

Lay Paid Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Paid Workers
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check [*If the position involves regular contact with children (NSW or ACT) or vulnerable adults (ACT)*]
4. Have referee checks completed
5. Have a National Register Check

6. Undertake a National Professional Standards Clearance
7. Be interviewed by the Rector
8. Have their application endorsed by the Rector and approved by Parish Council

Category J: Diocesan appointees to Boards and Committees

Lay Church Workers in this category will be required to:

1. Complete the Statutory Declaration for Diocesan Appointments to Boards and Committees

Category K: Applicants for Lay Minister's Licence

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers. However, depending upon the role related to the licence, the Bishop may require the applicant to complete the Safe Ministry Check Questionnaire for Clergy.
2. Undertake a Police Background Check
3. Provide registration details for the relevant Working with Children Check
4. Be interviewed by the Rector, Diocesan Bishop or delegate
5. Have their position approved by Parish Council

In addition it will be necessary for:

6. Checks to be made with referees
7. A search to be made of the National Register
8. A National Professional Standards Clearance to be completed

ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION – LAY CHURCH WORKERS

1. All screening documentation will be accessed from the Diocesan website
2. The Safe Communities Unit will process all Safe Ministry Check Questionnaires for Category F and prepare a risk assessment.
3. Safe Ministry Questionnaires for Category E, F, G, and I, copies of Working with Children Check results (NSW) and Working with Vulnerable People results (ACT) and Parish Leadership Statutory Declarations will be stored securely as **confidential** documents in the Ministry Unit and a copy shall be forwarded to the Safe Communities Unit for permanent retention as secure documents.
4. All applications for Police Background Check will be returned to the Safe Communities Unit for processing.

SUPERVISION AND REVIEW – LAY CHURCH WORKERS

Ongoing supervision and review are also important aspects of due diligence. To this end, Ministry Co-ordinators or Rectors are to meet regularly with ministry leaders for support. Also

all lay leaders in child, young person or vulnerable adult ministry leadership (volunteers or paid) are required to complete a Ministry Review annually with their Ministry Co-ordinator or Rector using the Diocesan Ministry Review Template found in on the Diocesan website (*Safe Communities Unit – Resources for Ministry Units – Safe Leaders – Supervision of Leaders*).

The completed Ministry Reviews are to be stored securely in a confidential file and only accessed by the Ministry Co-ordinator or Rector.

LIMIT OF STATUS

Completed screening requirements will be valid for 3 years or unless a Lay church worker moves to another ministry unit. At the end of that period the lay church worker must complete all screening requirements again and previous documentation stored for that person is to be destroyed using secure document disposal or shredding.

TERMINOLOGY

Child: means a person who is under the age of 12 years.

Young Person: means a person who is 12 years but less than 18 years.

Vulnerable Adult: means an adult at a higher risk of abuse due to their mental health, disability, age or life circumstance.

Ministry Co-ordinator: means a person who is responsible for a ministry area. It is a role that may be undertaken by Rectors, Wardens or other senior leaders. Ministry Co-ordinators may be responsible for one program or they may be responsible for several programs under a general area

Church Worker: means a church or church agency worker who is a member of clergy or lay person (paid or voluntary) appointed or elected to a position of leadership or responsibility in the Diocese.

Clergy person: means an ordained person.

Lay Church Worker: means a non-ordained church worker.

Stored as confidential: means the documents are to be stored in a **locked cabinet** that may only be accessed by the person authorised to interview the applicant. Subsequent incumbents may also access this information.

DOCUMENTS AND PROGRAMS USED TO SUPPORT THIS PROTOCOL

- Safe Communities of Faith Policy
- Code of Good Practice
- Safe Ministry Check – Clergy Screening Questionnaire
- Safe Ministry Check – Lay Church Workers Screening Questionnaire
- Australian Federal Police Background Check Application Form
- NSW Working with Children Check – Paid staff and Volunteers
- ACT Working with Vulnerable People Check – Paid staff and volunteers
- Anglican Church of Australia National Register Check

- 2016 SRE Teacher's Engagement Letter
- Ministry Review Template – Lay Church Workers

REVIEW

This protocol was endorsed by Bishop-in-Council on 3 June 2016 and is and is to be reviewed and adjusted as required periodically by the PSRG.