



ANGLICAN DIOCESE OF
CANBERRA & GOULBURN

PROTOCOL FOR
DUE DILIGENCE
RESPONSIBILITIES FOR
ENTITIES OPERATING WITHIN
THE DIOCESE

DUE DILIGENCE RESPONSIBILITIES FOR ENTITIES OPERATING WITHIN THE DIOCESE

SCOPE

This protocol explores the area of Due Diligence responsibilities in relation to parish-based entities within the Diocese.

To be included within the scope of this protocol, a parish-based entity needs to operate under the broad management of a parish and therefore have reporting responsibilities to the parish council. In addition, the parish-based entity needs to operate under the direction of a separate management committee.

In numerous situations, these parish-based entities operate as parish partnerships with Anglicare. However, there are also various entities operating outside of this context that are included for the purpose of this protocol.

This protocol focuses on:

- What due diligence should be completed in each situation
- Who is responsible for ensuring that due diligence is completed for volunteers and paid staff
- How due diligence records should be maintained

The underlying premise is that the parish-based entity provides a free, by donation or fee paying service to members of the local or wider community. For the purpose of this protocol, parish-based entities include, but are not limited to:

- St John's School House
- St John's Care
- Holy Covenant Holistic Care
- Tuckerbox Holy Cross Hackett
- Anglicare Parish Partnerships (including Op Shops)

The Protocol has two guiding principles:

1. **Rigour** – *we require that all community volunteers working with children, young people and vulnerable adults undertake the relevant screening, even if they have been in a role 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 people.*

DUE DILIGENCE IN RELATION TO PARISH-BASED ENTITIES

Aspects of Due Diligence to be completed:

The aspects of due diligence to be completed in each situation varies according to:

- Role of staff member or volunteer
- Jurisdiction of parish-based based entity (ACT or NSW)
- Nature of the parish entity

Below Table 1 provides an overview of aspects of due diligence to be completed.

Table 1: Due Diligence to be completed

Aspect of Screening to be completed ↓	Role			
	Anglicare partnership volunteer	Anglicare partnership paid staff member	Parish-based entity volunteer (<i>non Anglicare Partnership</i>)	Parish-based entity paid staff member (<i>non Anglicare Partnership</i>)
Application Forms: 1. Anglicare Parish Partnership Volunteer Application Form <u>OR</u> 2. Community Volunteer Application Form ¹ <u>OR</u> 3. Safe Ministry Check Questionnaire for Lay Church Workers	✓	✓	✓	✓
Where having regular direct contact with children or young people in a child-related program NSW Working with Children Check (WWCC)	✓	✓	✓	✓
Where having regular direct contact with children, young people or vulnerable adults ACT Working with Vulnerable People Check (WWVP)	✓	✓	✓	✓
AFP Background Check	✓	✓		
Reference Checks	✓	✓	✓	✓

¹ Where a parish-based entity is not an Anglicare parish partnership, the **Community Volunteer Application** in Appendix 1 or equivalent document produced by the parish-based entity, may be used for those who are not part of the parish.

DUE DILIGENCE RESPONSIBILITIES FOR PARISH-BASED ENTITIES

As each parish-based entity has reporting responsibilities to their parish council, it is the parish council who holds responsibility for ensuring that appropriate due diligence is completed for all staff and volunteers associated with its parish-base entity.

This means that where there are diocesan or government requirements to be met, the parish council is responsible to ensure that these requirements have been met.

Where required, the parish council is also responsible for ensuring that relevant documentation is forwarded to the Safe Communities Unit for permanent secure storage.

The reason for collecting the information must be made clear at the time of collection and a privacy statement is to be included on any application form.

Maintaining Due Diligence Documentation:

Each parish-based entity is responsible for ensuring relevant due diligence documentation is retained and stored securely as confidential documents.

- a. Information collected is to be stored in a locked cabinet or on a password protected computer that may only be accessed by a person authorised to collect, store and share the information.
- b. Incumbents of a parish for the duration of their incumbency and members of the management committee are entitled to have access to this information.

It is the responsibility of the parish council to ensure that relevant Working with Children Checks are verified by the regulating body.

Copies of the Application Form for each staff member or volunteer should be forwarded to the Safe Communities Unit for permanent secure storage.

IMPLEMENTATION

1. The Parish Council of all parish entities included in the scope of this protocol are to be advised of its existence by the Professional Standards Reference Group.
2. All volunteers involved in the parish entity who are not members of the associated ministry unit, will be advised by the Parish Council that they are required to complete the relevant Application Form (as outlined in Table 1) as well as other screening requirements outlined in Table 1.
3. Completion of the various forms of screening applies to community volunteers who have not previously completed such documents or processes, regardless of the length of time they have served as a volunteer within the parish entity.

REVIEW

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