



DIOCESE OF GIPPSLAND

SAFE MINISTRY PROGRAM INFORMATION

CATEGORY	LICENCE/ AUTHORISATION/ APPOINTMENT RENEWAL	SAFE MINISTRY SCREENING (On entry or appointment to a diocesan/parish position)		SAFE MINISTRY EDUCATION
		Action	Records Held By:	
Clergy (including PTO's) Ordination Candidates Salaried Ministry Workers	<ul style="list-style-type: none"> As per relevant Act or terms of appointment 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) Safe Ministry Questionnaire National Criminal History Record Check – Once only ** Working with Children Check – subject to renewal ** National Professional Standards Screening 	Diocese	Safe Ministry Education every three years
Visiting Clergy engaging in ministry who do not hold the Bishop's licence and do not hold a PTO		<ul style="list-style-type: none"> National Professional Standards Screening 	Diocese	None
Members of Bishop-in-Council and its committees, Members of the Trusts Corporation, Directors of Gippsland Anglican Aged Care	<ul style="list-style-type: none"> New members to be briefed 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) 	No Records	None
Administrative Staff – Diocese	<ul style="list-style-type: none"> As per terms of appointment 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) National Criminal History Record Check – Once only ** 	Diocese	None
Salaried Administrative Staff – Parish	<ul style="list-style-type: none"> As per terms of appointment 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) National Criminal History Record Check – Once only ++ Working with Children Check – subject to renewal ++ 	Diocese	None

Lay Readers and Pastoral Assistants	<ul style="list-style-type: none"> At the commencement of each new Synod Cycle (ie every three years). Letter sent to incumbents in first quarter of the year in which the new Synod meets. 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) Safe Ministry Questionnaire Working with Children Check National Criminal History Record Check – Once only ++ 	Diocese	Safe Ministry Education every three years
Lay Spiritual Directors (Anam Cara and other groups)	<ul style="list-style-type: none"> At the commencement of each new Synod Cycle (ie every three years). 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) Safe Ministry Questionnaire Working with Children Check National Criminal History Record Check – Once only ++ 	Diocese	Safe Ministry Education every three years
Children and Youth Workers in Parishes – Volunteer	<ul style="list-style-type: none"> Certificate of compliance issued by the Registrar 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) Safe Ministry Questionnaire Working with Children Check National Criminal History Record Check – Once only ++ 	Diocese	Safe Ministry Education every three years
Liturgical Assistants & Eucharistic Assistants	<ul style="list-style-type: none"> At the commencement of each new Synod Cycle (ie every three years). Letter sent to incumbents in first quarter of the year in which the new Synod meets. 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) 	No Records	None
Parish Council members including wardens, parish treasurers and secretaries, synod members and voluntary parish administrative staff.	<ul style="list-style-type: none"> As per the relevant Act 	<ul style="list-style-type: none"> Be familiar with and uphold Diocesan Code of Conduct (<i>Faithfulness in Service</i>) 	No Records	None

** At Diocesan expense

++ At Parish or personal Expense

Note on Working with Children Check

Not all criminal offences are relevant to the Working with Children (WWC) Check. Broadly, applicants will be checked for serious sexual, serious violent or serious drug-related offences. Other offences may also be considered, but only in exceptional circumstances and only if there is a significant link between the offences and a risk to children. Applicants are also checked for relevant findings from certain professional disciplinary bodies (currently only the Victorian Institute of Teaching and the out of home care Suitability Panel).

Note on National Criminal History Record Check

The National Criminal History Record Check will display all releasable court outcomes from all states of Australia based on respective policies/legislation. Where release policies/legislation differ, the original states releasable policy/legislation will be applied first and then the Victorian Information Release Policy.