



## 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:	
<p><b><u>A</u></b></p> <p>Includes: Clergy (including PTO's), Ordination Candidates and Salaried Ministry Workers.</p> <p>(Visiting Clergy engaging in ministry who do not hold the Bishop's licence and do not hold a PTO require a Letter of good standing and National Professional Standards Screening).</p>	<ul style="list-style-type: none"> <li>As per relevant Act or terms of appointment</li> </ul>	<ul style="list-style-type: none"> <li>Understand and agree to abide with the Diocesan Code of Conduct (<i>Faithfulness in Service</i>). This includes completing the acknowledgement sign off at the conclusion of the Safe Ministry Check.</li> <li>Safe Ministry Check – Once only</li> <li>National Criminal History Record Check – Once every three years**</li> <li>Working with Children Check – subject to renewal++</li> <li>National Professional Standards Screening</li> </ul>	Diocese	<p>Safe Church Awareness Workshop – Once only</p> <p>Safe Church Refresher Workshop – Once every three years after a Safe Church Awareness Workshop has been completed.</p>
<p><b><u>B</u></b></p> <p>Includes: Lay Readers, Pastoral Assistants, Lay Spiritual Directors (Anam Cara and other groups), Children and Youth Workers in Parishes, Liturgical Assistants, Eucharistic Assistants, Parish Council members including wardens, parish treasurers and secretaries, synod members and voluntary parish administrative staff, Op Shop coordinators,</p>		<ul style="list-style-type: none"> <li>Understand and agree to abide with the Diocesan Code of Conduct (<i>Faithfulness in Service</i>). This includes completing the acknowledgement sign off at the conclusion of the Safe Ministry Check.</li> <li>Safe Ministry Check – Once only</li> <li>National Criminal History Record Check – Once every three years**</li> <li>Working with Children Check – subject to renewal</li> </ul>	Diocese	<p>Safe Church Awareness Workshop – Once only</p> <p>Safe Church Refresher Workshop – Once every three years after a Safe Church Awareness Workshop has been completed.</p>

Members of Bishop-in-Council and its committees, Members of Trusts Corporation, Directors of Gippsland Anglican Retired Limited, Diocesan Corporation, Finance Committee, Safe Ministry Authority, Professional Standards Committee. Administrative Staff – Diocese Salaried Administrative Staff – Parish				
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**\*\* 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.

**VIT Registration**

A Working with Children Check must be attained, even if the applicant has current VIT registration. This is due to the reporting mechanisms of VIT registration that do not contact external organizations in the event of suspension or cancellation of the registration. The only notifications the Diocese can receive are from Working with Children Check Victoria.