



SCREENINGS

Approved by: Diocesan Council

13 July 2017

The Anglican Diocese of Perth had undertaken a commitment to Safe Ministry to ensure the safety of children and vulnerable adults in our Worshipping Communities. We will implement appropriate Policies, Protocols, Codes of Conduct, training and apply robust screening processes for all Churchworkers, Lay employees and Volunteers.

This Policy outlines the requirements for various Church Workers in the Diocese in relation to Police Checks, Working with Children Checks, National Register Checks, Screening of Overseas and National Applicants. The Checks undertaken in this policy and other similar background checks constitute only one element of Safe Ministry and good corporate governance.

A **Working with Children Check** is a check pursuant to the *Working with Children (Criminal Record Checking) Act 2004 (WA)* ('the Act'). Evidence of this will be a **Working with Children Card**.

A **Police Check** includes a National Police Certificate, an Australian Federal Police National Police Check, a Volunteer National Police Check, a clearance by the Teacher's Registration Board (TRB) or a similar background check undertaken by the Departments of Defence, Health and Corrective Services.

An adverse criminal record check of any kind will not necessarily exclude a person from ministry but is a consideration to be applied when determining the appropriateness of a person for a particular position or role.

A **National Register** Check is pursuant to the National Register Canon (2007).

1 DIOCESAN COUNCIL

- 1.1 Diocesan Council is representative body acting for and on behalf of Synod in all matters pertaining to the temporal affairs of the Church.
- 1.2 Members should be fit and proper persons to manage these affairs.
- 1.3 Members must be demonstrated to be of good character and repute as appropriate for the senior representative body of the Diocese.
- 1.4 Members must have a current Police Check (renewed every 3 years).
- 1.5 The fitness for office of a Member of Diocesan Council with a criminal record shall be determined by the Chancellor.

2 THE PERTH DIOCESAN TRUSTEES

- 2.1 The Perth Diocesan Trustees is a constituted body of Trustees having the power to hold lands and other property in trust, and to make rules for the conduct of all business coming before them.
- 2.2 Members should be fit and proper persons to manage these affairs.
- 2.3 Members must be demonstrated to be of good character and repute as appropriate for the role of Trustee.
- 2.4 Members must have a current Police Check (renewed every 3 years).



- 2.5 The fitness for office of a Trustee with a criminal record or record of insolvency shall be determined by the Chancellor

3 EMPLOYEES

- 3.1 The employment of any person over the age of 18 years by The Perth Diocesan Trustees shall be subject to the provision by that person of a Police Check that is current, ie not more than 12 months old.
- 3.2 Police Checks shall be renewed every 3 years, a copy of which will be placed in the individuals personnel file
- 3.3 Any person in 'child-related work' shall provide a Working with Children Card, a copy of which will be placed in their personnel file.
- 3.4 Any person commencing 'child-related work' with the Diocese who does not already hold a Working with Children Card will need to apply for one **before commencing work**.
- 3.5 Forms for the application and/or renewal of an employee's Working with Children Card must be counter-signed by the Director, the Archbishop's Registrar or the Diocesan Registrar.
- 3.6 The costs associated with screening in relation to employees will be borne by the Diocese.

4 CLERGY

- 4.1 The appointment and / or licensing of any member of clergy in the Diocese will be subject to the provision by that person of a Police Check that is current, ie not more than 12 months old, a copy of which will be placed on their personnel file
- 4.2 The *Working with Children (Criminal Record Checking) Act 2004* requires 'ministers of religion' to hold a current Working with Children Card if their usual duties involve, or are likely to involve contact with a child. A Working with Children Card (or an application number) must be provided by a clergy applicant before any Licence is issued. Clergy applicants for a Working with Children Card must have their application form endorsed by the Director, the Archbishop's Registrar or the Diocesan Registrar. If a member of Clergy fails to lodge their application and their WWCC expires, they cannot engage in any child related activity until such time a renewal is received.
- 4.3 All clergy, where possible, will renew their Police Check in line with the renewal of their Working with Children Card, and thereafter every 3 years.
- 4.4 The costs associated with screening in relation to clergy will be borne by the relevant Parish, Chaplaincy, Agency or School with the exception of clergy doing locums or supply (including retired clergy with a PTO), the cost of whose checks will be borne by the Diocese.
- 4.5 Clergy who are currently in the Diocese of Perth and seeking to be relicensed will be subject to Professional Standards and National Register Checks which can be actioned by either the Director or Archbishop's Registrar.
- 4.6 **Preaching in another Diocese** – All Clergy who are officiating in another Diocese at a wedding or funeral must have received permission to do so by the Bishop of that Diocese. All Churchworkers who are invited to be keynote speakers or to facilitate seminars must be subject to a Professional Standards Unit check to make certain they are safe and not currently the subject of a current or historical complaint.
- 4.7 **Applicants within the Province of Western Australia** – Any member of Clergy who applies for a license in the Diocese of Perth will provide a current WWCC, National Police Clearance and complete a Safe Ministry Check (Form 11). A National Register Check, reference check and a Professional Standards Check will be undertaken by the Director of Professional Standards and a letter of Good Standing will be obtained from the Diocesan Bishop in which they currently hold a licence.
- 4.8 **Applicants from outside Western Australia** who are seeking a license must provide a National Police Clearance and will be subject to a Professional Standards and National Register Check



undertaken by the Director of Professional Standards. Reference checks and a letter of Good Standing will be obtained from their Diocesan Bishop. They must also complete a Safe Ministry Check (Form 11). An application for a WWCC must be submitted and received **prior** to commencement of any child related work in the Diocese.

Applicants from outside the Diocese who wish to preach, officiate at a funeral, wedding or other event **in this Diocese** must provide a letter of Good Standing from their Diocesan Bishop.

4.9 **Overseas Applicants:** Any overseas candidate for ministry – As part of the selection process for Overseas Clergy, the following will apply after the initial interviews with the Archbishop.

- a Letter of Good Standing from Diocesan Bishop;
- b Reference Checking to nominated Referees;
- c Police Clearance or equivalent from the country of residence;
- d Completion of a Safe Ministry Check (Form 11);
- e Professional Standards Check to the equivalent in the country of residence. If, after undertaking that check, the Director is concerned that the person may not be safe, the Archbishop will be provided with all relevant information. The final determination as to whether the applicant is successful will be made by the Archbishop.
- f All overseas applicants must apply for a WWCC on arrival in Australia and cannot commence in Parish or School ministry until the check is received.

5 VOLUNTEERS

- 5.1 Any person serving on a Diocesan Board, Council, Commission or Committee, or a person engaged in a regular volunteer role in a Parish, that involves responsibility for, or oversight of, monies will require a Police Clearance. This includes all members of a Parish Council. The Chair is responsible for compliance by all members on the relevant Diocesan Board, Council, Commission or Committee and the Rector is responsible for compliance by all members in a Parish.
- 5.2 A system for Volunteer National Police Checks is in place to facilitate cheaper clearances for volunteers. Information and forms are available from Diocesan Office and / or the Parish Office
- 5.3 Volunteer Police Checks shall be renewed every 3 years.
- 5.4 Any Church Worker (either employee or lay) working in the Diocese in what could be deemed 'child-related work' under the Act shall provide a Working with Children Check, a copy of which will be kept in the parish office or Diocesan Office where applicable.
- 5.5 Working with Children Check applications must be counter-signed by the Rector, unless doing so would constitute a conflict of interest in which case the Director should countersign the application.
- 5.6 Some lay officers appointed by the Rector (or equivalent) may require both a Police Check and a Working with Children Card.
- 5.7 If a volunteer fails to lodge their application and their WWCC expires, they cannot engage in any child related activity until such time a renewal is received.
- 5.8 The costs associated with screenings will be borne by the relevant Board, Council, Commission, Committee or Parish.
- 5.9 All Volunteers will complete Volunteer Safe Ministry Check (Form 1). The original will be retained at the Parish and a copy sent to the Director.



6 FORMATION STUDENTS

All Formation students must provide the Director with a completed Form 11(F), current WWCC and Police Clearance.

7 ADVERSE SCREENINGS

Clergy and Employees – if an adverse finding is identified on a Police Clearance, the Director must be notified and the appropriate action taken as advised by the Director of Professional Standards.

8 ADVERSE SCREENING

Volunteers – if an adverse finding is returned on a Volunteer Police Clearance, the Director will contact the Parish Priest and ask for a full disclosure to be made. If the information in the disclosure identifies that the person is not safe or is a known sex offender, the Director will assess the risk and apply the process as outlined in Policy 40.6 if appropriate.

9 ADVERSE SCREENINGS

Working with Children Check – If the WWC Screening Unit’s assessment or re-assessment of an applicant’s eligibility to hold a WWC Card indicates an unacceptable risk to children the applicant will be issued with a Negative Notice.

A Negative Notice immediately cancels a current WWC Card. If an employee, volunteer or student, the employer, volunteer organisation or education provider will be given a copy of the Negative Notice.

While holding a current Negative Notice:

- a It is an offence to engage in paid, voluntary or unpaid child-related work in Western Australia.
- b Anyone who holds a WWC Card, must return it to the WWC Screening Unit.
- c The Negative Notice remains in effect until it is cancelled under the WWC Act.

10 PROFESSIONAL STANDARDS UNIT CHECKS

Any person who is appointed to a Diocesan Board, Council, Commission or Committee, including the Archbishop’s Election Committee, Examining Chaplains or a person engaged in a role that involves responsibility for, or oversight of, monies will require a check to be completed through the Professional Standards Unit to determine that the person nominated is safe to serve and not currently the subject of a complaint.

Any person who is currently a Lay Churchworker in another Diocese and, who is appointed to a position in this Diocese will also require a check through the Professional Standards Unit to determine that the person nominated is safe to serve and not currently the subject of a complaint

The name of any member of Clergy who is to be considered for the position of Archbishop will be provided to the Director of Professional Standards only to conduct the appropriate safe ministry checks and screenings.



11 CHURCHSAFE

It is a mandated requirement that the following attend Churchsafe and a refresher training session every three years.

- 1) Clergy (conditional to Licensing)
- 2) Perth Diocesan Trustees
- 3) Members of Diocesan Council
- 4) Churchwardens
- 5) Parish Councillors
- 6) Synod Representatives
- 7) Lay Pastoral Ministers
- 8) Prayer Group Leaders
- 9) Bible Study Group Leader
- 10) Musical Director, Music Leaders, Children's Choir Leaders and Assistants
- 11) Youth / Children's Ministry Leader or worker,
- 12) Sunday School teachers, Children's Activity Leaders and Crèche Workers
- 13) Camp Leaders and Co-ordinators
- 14) Ministry Team Leaders
- 15) Welcomers
- 16) Workers in Op Shops and Parish Cafés
- 17) Monitor and Support people for known sex offenders.