

SAFE MINISTRY SCREENINGS INFORMATION FOR PARISHES | AUGUST 2020

SAFE MINISTRY FORMS - Only one form needs to be completed if you have multiple roles in a parish

For example, if you are a volunteer in the op shop, serve morning tea and involved in children's ministry, Form 2 is required as child related work will always take precedence

Form 1 | Ordained Clergy, Formation Students and Authorised Lay Members of the Church
All those completing Form 1 require a National Police Clearance (not a Volunteer National Police Clearance)

Form 2 | Adult Volunteer - Any person who undertakes pastoral ministry that involves direct, regular and not incidental contact with children

Those needing to complete **Form 2** include but are not limited to the following roles:

- Lay Pastoral Ministers (LPMs)
- Wardens
- Sunday School Teachers, Helpers and Assistants
- Creche Workers and Assistants
- Mainly Music Leaders and Facilitators (not those who provide catering)
- Camp Leaders Staff and Helpers
- Youth Leaders and Staff
- Holiday Program Leaders
- Overnight Activity Leaders
- Music Leaders and choir members where children are participating
- Worship Leaders

Form 3 | Volunteer aged between 13 and 18 years who will undertake pastoral ministry that involves direct, regular and not incidental contact with children

Form 4 | Reference Check - For persons who are currently ordained, candidates for ordination and lay members of the Church

Form 5 | All Adult Volunteers who are who **ARE NOT** involved in pastoral ministry that involves direct, regular and not incidental contact with children

Form 6 | All Child Volunteers who **ARE NOT** involved in pastoral ministry that involves direct, regular and not incidental contact with children

Form 7 | All Volunteers who are NOT members of a parish
Roles include - Boards, Committees, Councils, Op Shops, Soup Kitchens and Emergency Relief

Form 8 | Reference Check - All Volunteers in all roles

While we understand that many volunteers have completed the now obsolete Form 1, we encourage all volunteers to complete the appropriate forms that were implemented in 2019 to maintain a consistent approach to Safe Ministry in keeping with the Safe Ministry to Children Canon (2017)

Volunteers must also submit either:

- 1 Volunteer National Police Clearance (VNPC) application with 100 points of ID
OR
- 2 Provide a copy of a current National Police Clearance (NPC), which must not be more than three years old

If you have a National Police Clearance (NPC) for employment purposes and you are a volunteer in the Diocese, you are not required to apply for a Volunteer Police Clearance and a copy of your NPC must be provided to the Director of Professional Standards

Working With Children Checks (WWCC) are only to be completed by parishioners or volunteers who actively participate in children's ministry or activities and have completed Form 2. Clergy completing Form 1 also require a WWCC

Please note: When completing the WWCC form, please leave sections 6 and 7 blank for the authorised representative of the Diocese to complete

Adverse Screenings - Working with Children Check

If an applicant's eligibility to hold a WWC Card indicates an unacceptable risk to children, the applicant will be issued with an interim Negative Notice which cancels a current WWC Card and the Director of Professional Standards (DPS) and parish priest will be notified.

If an interim or final negative notice has been issued:

- It is an offence to engage in paid, voluntary or unpaid child-related work in Western Australia
- The Interim Negative Notice remains in effect until it is cancelled under the WWC Act
- If a Final Negative Notice is issued, it identifies that there is an unacceptable risk to children and the person concerned cannot work with children

Anyone who receives a WWCC renewal card must provide the Diocese with a scanned or photocopy of the card

VOLUNTEER NATIONAL POLICE CERTIFICATE CONSENT FORM – *link below*

<https://s3-ap-southeast-2.amazonaws.com/anglican-diocese-of-perth/documents/Volunteer-National-Police-Certificate-Consent-Form.pdf?mtime=20200305162433&focal=none>

- Complete the form and submit to the parish priest or authorised parish representative, together with photocopies of 100 points of ID
- The parish priest or authorised parish representative will forward the completed form to the Professional Standards Unit or Safe Ministry Co-ordinator for processing online

Adverse Finding | Volunteer National Police Clearances | Volunteers

The parish priest will only be notified of the outcome of a VNPC application if an adverse finding is returned. If the finding is considered to be serious and places people at risk, the Director of Professional Standards (DPS) 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 DPS will assess the risk and manage appropriately

Child Volunteers (Police Clearances and WWCC)

The following applies for children:

- National Police Clearance – no age limit to apply
- Volunteer Police Clearance – volunteers over 16 years can apply
- Working with Children Check – Volunteers under 18 years are exempt from applying
- Working with Children Check – Anyone under 18 years who is engaged in paid work in the Diocese must apply for a Working With Children Check

ChurchSafe/Safe Ministry Training

While the Diocese recognises there are many community programs available, all church workers must attend sessions accredited and facilitated by the Diocese as outlined in the Safe Ministry to Children Canon

Please direct any questions regarding forms, screenings and other safe ministry requirements based on roles to screenings@perth.anglican.org