

SAFE MINISTRY GUIDELINES FOR SCREENING (SUMMARY)

ADOPTED BY BISHOP IN COUNCIL 19 DECEMBER 2023

Relevant forms

There are five (5) different role specific Safe Ministry Checks and Declaration forms, all available from the Diocesan website:

- A. Safe Ministry Check – Ordained, Paid and Licensed Church Worker **plus** accompanying Safe Ministry Questionnaire for Referees
- B. Safe Ministry Check – Volunteer (over 18 years) in Ministry with Children/Vulnerable People
- C. Safe Ministry Check - Volunteer (13-17 years) in Ministry with Children/Vulnerable People
- D. Safe Ministry Declaration – Volunteer Role (non-child/vulnerable people)
- E. Safe Ministry Declaration for Clergy seeking Permission to Officiate on Special Occasions.

For all specific implementation questions contact the Safe Ministry Helpline on 1800 070 511.

For Diocesan Protocol and Guidelines, see “Bathurst Screening Protocol and Guidelines” document.

Table 1. Not involved in ministry to children

Role	Working with Children Check	Police Check	Safe Ministry Declare	Code of Conduct (FiS)	Anglican National Register Check	Anglican Prof Standards Clearance	Medical/ Psych Assess	SRE Letter and Card	Bishop's Licence	Interview and Endorse	Referees	Current Safe Ministry Training
Paid Admin and Ancillary Staff		✓	Form D	✓						✓	Phone x 2	Level 1
Volunteer			Form D	✓						✓	Phone x 2	Level 1
Aged Care Facility Pastoral Visitor		✓	Form D	✓						✓	Phone x 2	Level 1
Parish Warden			Form D	✓	✓					✓	Phone x 2	Level 1,3
Other Parish Councilor			Form D	✓	✓					✓	Phone x 2	Level 1

1. Except for Anglican National Register verification (which is undertaken by the diocesan office), screening responsibilities (including uploading to SMO) for volunteer, aged care facility pastoral visitor, and parish councilor/warden roles rest with the Parish Safe Ministry Coordinator (PSMC). Consult the 'PROCEDURE Safe Ministry Record Keeping (PSMCs)' or the diocesan office for guidance.
2. Referees for all roles listed above need only be contacted by phone and asked if the person in question is suitable for the role rather than complete the six page Referee Screening Questionnaire.

Table 2. Involved in ministry to children (including oversight of ministry to children)

Role	Working with Children Check	Police Check	Safe Ministry Check	Code of Conduct (FIS)	Anglican National Register Check	Anglican Prof Standards Clearance	Medical/ Psych Assess	SRE Letter and Card	Bishop's Licence	Interview and Endorse	Referees	Current Safe Ministry Training
Stipended Clergy and Ordination Candidate	✓	✓	Form A	✓	✓	✓	✓		✓	✓	Quest x 3	Level 1,2,3
Other Licenced Clergy	✓	✓	Form A	✓	✓	✓			✓	✓	Quest x 3	Level 1,2
Retired Clergy (5 events/yr with Bishop's permission)	✓		Form E		✓					✓		
Licenced Lay Minister	✓	✓	Form A	✓	✓				✓	✓	Quest x 3	Level 1,2
Parish Safe Ministry Coordinator	✓		Form B	✓	✓					✓	Quest x 2	Level 1,2,3
Volunteer (18+ years)	✓		Form B	✓	✓					✓	Phone x 2	Level 1,2
Volunteer (13-17 years)			Form C							✓	Phone x 2	
SRE Teacher	✓		Form B	✓	✓			✓		✓	Phone x 2	Level 1,2
Parish Warden	✓		Form B	✓	✓					✓	Phone x 2	Level 1,2,3
Other Parish Councilor	✓		Form B	✓	✓					✓	Phone x 2	Level 1,2
Diocesan Board and Committee Member	✓		Form B	✓	✓					✓	Phone x 2	Level 1,2

1. Except for WWCC and Anglican National Register verification (which are undertaken by the diocesan office), screening responsibilities (including uploading to SMO) for volunteer and parish councilor/warden roles rest with the Parish Safe Ministry Coordinator. Consult the 'PROCEDURE Safe Ministry Record Keeping (PSMCs)' or the diocesan office for guidance.
2. Referees for all roles listed below Safe Ministry Coordinator need only be contacted by phone and asked if the person in question is suitable for the role rather than complete the six page Referee Screening Questionnaire.