

## ST PETER'S ANGLICAN CHURCH, WESTON MOLONGLO

### Safe Ministry Policy

#### Purpose

St Peter's Anglican Church, Weston Molonglo (the Parish) commits itself to ensuring, as far as practicable, the emotional, spiritual and physical safety of all people who participate in the life and ministries of our church, with a priority focusing on children and vulnerable people. This policy describes how we seek to achieve this.

As the Parish is part of the Diocese of Canberra and Goulburn, this policy is also implemented through effective and appropriate liaison as needed with the Diocese's Safe Ministry Unit and the Office of Professional Standards.

#### Policy

The Parish adopts [all policies of the Anglican Diocese of Canberra and Goulburn to this end](#). This includes:

- The *Professional Standards Ordinance 2004 (Consolidated)* (updated 9/9/23)
- The *Safe Ministry Policy* (adopted by Bishop in Council [BiC] 18/10/19)
- The *Diocesan Protocol for Safe Ministry Clearances* (adopted by BiC 23/6/23)
- The *Diocesan Safe Ministry Clearance Guidelines* (endorsed by BiC 18/10/24)
- The *Diocesan Code of Good Practice* (February 2013 revision)
- The *Diocesan Protocol for Responding to Concerns about Abuse and Harm from Misconduct* (adopted by BiC 18/10/19)
- The *Diocesan Protocol for Responding to Allegations of Bullying Behaviours by Church Workers* (approved by BiC 12/8/22)
- The *Safe Ministry to Children Canon 2017* (of the Anglican Church of Australia, as amended by General Synod Standing Committee 9-10/12/18, and adopted by the Diocese)
- The *Code of Conduct for Ministry to Children* (adopted by the Diocese in March 2018)
- The *Policy for Safe Ministry with Persons of Concern* (approved by BiC 29/03/19)

The Parish commits itself to work towards the implementation of these policies, noting that:

- Our implementation prioritises ministries which are at higher risk of harm (e.g. the screening of those involved in ministry directly to children and vulnerable people).
- The implementation of these policies can never be complete but is a goal towards which we are constantly working.
- Beyond the standards of Diocesan policy, the Parish encourages *all members* to gain Category 4 clearance, as a matter of course, whether formally serving in a ministry or not. (This reflects one of our church values "every-member ministry"—to be a member of the Parish is to serve.)
- Until the impending upgrade of the Diocese's Safe Ministry Information System (SMIS), records are securely kept in house in the Parish (this is in addition to, not alternative to, Diocesan requirements). This is to be reviewed at the implementation of the new Diocesan online system.

In the implementation of these policies, we seek:

- to create a whole-church culture of safe ministry towards children and vulnerable people
- to carefully screen and train all church workers (all staff and volunteers)
- to have clear structures of responsibility in our ministries, to ensure oversight of church ministries and activities
- to have clear and suitable processes for reporting concerns
- to respond promptly to any concerns raised about the conduct of clergy and other church workers (staff and volunteers)
- to ensure pastoral support for survivors of abuse
- to provide support and accountability to Persons of Concern<sup>1</sup>, to enable both their participation in church life and ensure the safety of others.

The Rector and the Safe Ministry Coordinator are the persons responsible for ensuring this policy is implemented.

Diocesan policies are reviewed annually by the Safe Ministry Coordinator and Rector to note any changes and ensure implementation. A report of each review is provided to Parish Council.

Attachment 1 provides documents which outline some important aspects of the implementation of this policy, prepared to assist different types of church members with safe ministry responsibilities.

Comments or suggestions on this policy are always welcome. These should be sent to [parishcouncil@westonmolonglo.church](mailto:parishcouncil@westonmolonglo.church).

Version	Endorsed date	Review date	Comments
1	20/05/25	20/05/26	Initial adoption

---

<sup>1</sup> As defined by the *Policy for Safe Ministry with Persons of Concern*

## Safe Ministry Clearance Guide

*For volunteers in senior parish leadership roles<sup>1</sup>*



**St Peter's**  
Anglican Church  
WESTON MOLONGLO

We want our church to be a safe community for all, especially children and vulnerable people. To this end, and accordance with diocesan policy, all volunteers in senior parish leadership roles must satisfy the requirements outlined below.<sup>2</sup>

Senior parish leadership roles include: all members of Parish Council and all coordinators of ministries that “involve direct, regular and not incidental contact with children and vulnerable people.”<sup>3</sup> For example, the coordinators of Kids on Sunday, Play n Chat, and the Home Communion Team.<sup>4</sup>

### Requirements<sup>5</sup>

- An interview and endorsement to serve by the Rector or someone to whom he has delegated this<sup>6</sup>
- Completion of the form: *Safe Ministry Check—Voluntary Church Worker*
- A valid WWVP card<sup>7</sup>
- Read and be familiar with the following diocesan documents<sup>8</sup>:
  - *Code of Conduct for Ministry with Children*
  - *Safe Ministry Policy*
  - *Code of Good Practice*
  - *Protocol for Responding to Concerns about Abuse and Harm from Misconduct*
- Completion of Safe Ministry Training Modules 1, 2 & 3<sup>9</sup>
- A referee check by the Rector or someone to whom he has delegated this<sup>10</sup>

<sup>1</sup> Where the volunteer is over 18 years of age. In diocesan terms, these require “Category 3a” clearance.

<sup>2</sup> See the *Safe Ministry Fact Sheet: Parish Councillors and Wardens* on the forms and resources section of the diocesan Safe Ministry Unit website, for why all Parish Council members require Category 3a clearance.

<sup>3</sup> See: *Safe Ministry Check* p.2

<sup>4</sup> See explanatory note 3 in the “Table of Required Safe Ministry Clearances”—appendix 1 of the *Diocesan Protocol for Safe Ministry Clearances* for why this applies to these ministry coordinators.

<sup>5</sup> As outlined in the “Table of Required Safe Ministry Clearances”—appendix 1 of the *Diocesan Protocol for Safe Ministry Clearances*. NB these are the same requirements as a volunteer in ministry to children and vulnerable people, *with the addition of completing Safe Ministry Training Module 3*.

<sup>6</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

<sup>7</sup> Issued by the ACT government.

<sup>8</sup> You will be asked to “agree to uphold my responsibilities under these policies and codes of conduct” as part of completing Safe Ministry Training. The *Safe Ministry Check* form also recommends familiarity with the *Protocol for Safe Ministry Clearances*.

<sup>9</sup> This training can be done online or in person. Note that the online Safe Ministry Training module “Safe Ministry with Children and Young People” fully covers both Module 1 and Module 2.

<sup>10</sup> NB the details of these referees are given in the Safe Ministry Check form.

- A National Register check by the diocesan Safe Ministry Unit<sup>11</sup>

With the exception of the position interview and endorsement, and the referee check, the above clearances are required to be renewed from time-to-time: the WWVP card every five years (prior to expiry), and everything else every three years.<sup>12</sup>

## **Explanation**

### Interview and endorsement

Once a person has expressed an interest in a role, or received an invitation to fulfil a particular role, this interview begins the process of serving as a volunteer in ministry to children or vulnerable people. The main purpose of this interview is to discuss the nature and requirements of role being applied for, including the safe ministry clearance expectations in this document, with a view to ascertaining the applicant's suitability for the role. It also gives the applicant opportunity to ask further questions about the role.<sup>13</sup>

### Completion of form: *Safe Ministry Check—Voluntary Church Worker*

A paper copy of this form is provided by the church office, and should be completed and returned to the church office, to be reviewed by the rector and the Safe Ministry Unit of the Diocese. Or find a pdf here:

<https://stpetersweston.elvanto.com.au/file/218bbdcf-f049-448e-a6a5-ed0131e44561/>

It is important to note the following details from the form itself:

“Some of the questions are personal and sensitive. We are not asking you these questions because we think you’ve done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.”

“If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn’t necessarily mean that you can’t be a volunteer.”

“The information in this form is confidential. Only those in the Diocese with clearance and appointed to Safe Ministry roles will be able to access your records. The information will be kept secure in Diocesan confidential files, in

---

<sup>11</sup> The National Register is overseen by the Anglican Church of Australia, and contains “information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse admissions made by clergy or lay people within the church” (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese.

<sup>12</sup> See point D6 of the *Diocesan Protocol for Safe Ministry Clearances*. (NB D6 only mentions the interview and endorsement. Andrew Carson from the Safe Ministry Unit has verbally advised that the referee check is exempted, in a phone call 7/4/2025).

<sup>13</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

accordance with the Privacy Act. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.”

Note that a copy of the information will also be kept securely by St Peter’s.<sup>14</sup>

### Applying for a WWVP Card

You will need to visit an Access Canberra service centre, fill out some forms, and provide some identification documents. The closest service centre to St Peter’s is in Woden (in the Cosmopolitan Centre behind Westfield). Since this is for volunteer work, there is no fee for this process.

See here for full details: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration>

The WWVP clearance process takes a little while, however you are able to serve in your role if you have a WWVP application receipt and reference number, providing you are supervised at all times.<sup>15</sup>

### Reading the documents

Paper copies of the four documents you are required to read are provided to you by the St Peter’s office. Please read them *before* you begin your Safe Ministry Training (you are required to “agree to uphold my responsibilities under these policies and codes of conduct” as part of completing Safe Ministry Training). You can also access pdfs online here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/policies-and-protocols/>

### Completion of the training modules

Training can be completed either in person or online. In-person training is usually held on a Saturday, at various Anglican churches across Canberra during the year. Online training can be completed in your own time and at your own pace. Module 3 online training is available only as a Zoom session.

For more information, including dates and locations of in-person training, go here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/safe-ministry-training/>

To complete the training online, go to the following website and select “Weston” from the drop-down menu: <https://safercommunities.net.au/anglican-diocese-of-canberra-goulburn-online-training/>

---

<sup>14</sup> See point D7 of the *Diocesan Protocol for Safe Ministry Clearances*.

<sup>15</sup> This is according to the conditions on the receipt itself.

The cost of this training is covered by St Peter's. If you end up paying yourself, please give your receipt to the church office for reimbursement.

A refresher course must be completed every three years.

#### Referee Check

The rector or his delegate will contact referees by phone.<sup>16</sup> Names and contact details of two referees are given by you in the *Safe Ministry Check* form. One referee must be a church leader, and the other an employer (if you have no employment history, it should be an adult who has known you for more than three years). The referees will be asked about your good character and suitability for ministry among children and young people. The church leader should be a different person from the person who conducted your interview and endorsement. If you have lived interstate or overseas within the past three years, at least one referee should be from your most recent parish in that place.<sup>17</sup>

#### National Register Check

The National Register is overseen by the Anglican Church of Australia, and contains "information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse admissions made by clergy or lay people within the church" (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese. It occurs as a matter of course, once you have completed and submitted your *Safe Ministry Check* form.

---

<sup>16</sup> See para 6 of the *Diocesan Safe Ministry Clearance Guidelines*.

<sup>17</sup> All the above is outlined on p.5 of the *Safe Ministry Check—Voluntary Church Worker form*

## Safe Ministry Clearance Guide

*For a Volunteer in Ministry with Children or Vulnerable People<sup>1</sup>*



**St Peter's**  
Anglican Church  
WESTON MOLONGLO

We want our church to be a safe community for all, especially children and vulnerable people. To this end, and accordance with diocesan policy, all volunteers in ministry with children or vulnerable people must satisfy the requirements outlined below.

Such volunteers include: Kids on Sunday teachers and helpers, and Play n Chat team members—all ministries that “involves direct, regular and not incidental contact with children and vulnerable people.”<sup>2</sup>

### Requirements<sup>3</sup>

- An interview and endorsement to serve by the Rector or someone to whom he has delegated this<sup>4</sup>
- Completion of the form: *Safe Ministry Check—Voluntary Church Worker*
- A valid WWVP card<sup>5</sup>
- Read and be familiar with the following diocesan documents<sup>6</sup>:
  - *Code of Conduct for Ministry with Children*
  - *Safe Ministry Policy*
  - *Code of Good Practice*
  - *Protocol for Responding to Concerns about Abuse and Harm from Misconduct*
- Completion of Safe Ministry Training Modules 1 & 2<sup>7</sup>
- A referee check by the Rector or someone to whom he has delegated this<sup>8</sup>
- A National Register check by the diocesan Safe Ministry Unit<sup>9</sup>

<sup>1</sup> Where the volunteer is over 18 years of age. In diocesan terms, these require “Category 3a” clearance.

<sup>2</sup> See: *Safe Ministry Check* p.2. NB this does *not* usually include Home Communion Team members, or others making pastoral visits. “Vulnerable person” is a technical term according to the ACT [Working with Vulnerable People \(Background Checking\) Act 2011](#), which includes all children and any adult who is “disadvantaged, and accessing a regulated activity in relation to the disadvantage”. However, residential aged care facilities may require additional clearances for those making general visits (as opposed to visiting a St Peter’s member residing in that facility, on their request).

<sup>3</sup> As outlined in the “Table of Required Safe Ministry Clearances”—appendix 1 of the *Diocesan Protocol for Safe Ministry Clearances*.

<sup>4</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

<sup>5</sup> Issued by the ACT government.

<sup>6</sup> You will be asked to “agree to uphold my responsibilities under these policies and codes of conduct” as part of completing Safe Ministry Training. The *Safe Ministry Check* form also recommends familiarity with the *Protocol for Safe Ministry Clearances*.

<sup>7</sup> This training can be done online or in person. Note that the online Safe Ministry Training module “Safe Ministry with Children and Young People” fully covers both Module 1 and Module 2.

<sup>8</sup> NB the details of these referees are given in the *Safe Ministry Check* form.

<sup>9</sup> The National Register is overseen by the Anglican Church of Australia, and contains “information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse

With the exception of the position interview and endorsement, and the referee check, the above clearances are required to be renewed from time-to-time: the WWVP card every five years (prior to expiry), and everything else every three years.<sup>10</sup>

## **Explanation**

### Interview and endorsement

Once a person has expressed an interest in a role, or received an invitation to fulfil a particular role, this interview begins the process of serving as a volunteer in ministry to children or vulnerable people. The main purpose of this interview is to discuss the nature and requirements of role being applied for, including the safe ministry clearance expectations in this document, with a view to ascertaining the applicant's suitability for the role. It also gives the applicant opportunity to ask further questions about the role.<sup>11</sup>

### Completion of form: *Safe Ministry Check—Voluntary Church Worker*

A paper copy of this form is provided by the church office, and should be completed and returned to the church office, to be reviewed by the rector and the Safe Ministry Unit of the Diocese. Or find a pdf here:

<https://stpetersweston.elvanto.com.au/file/218bbdcf-f049-448e-a6a5-ed0131e44561/>

It is important to note the following details from the form itself:

“Some of the questions are personal and sensitive. We are not asking you these questions because we think you’ve done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.”

“If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn’t necessarily mean that you can’t be a volunteer.”

“The information in this form is confidential. Only those in the Diocese with clearance and appointed to Safe Ministry roles will be able to access your records. The information will be kept secure in Diocesan confidential files, in accordance with the Privacy Act. Except as may be required by law, or by church

---

admissions made by clergy or lay people within the church” (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese.

<sup>10</sup> See point D6 of the *Diocesan Protocol for Safe Ministry Clearances*. (NB D6 only mentions the interview and endorsement. Andrew Carson from the Safe Ministry Unit has verbally advised that the referee check is exempted, in a phone call 7/4/2025).

<sup>11</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.”

Note that a copy of the information will also be kept securely by St Peter’s.<sup>12</sup>

#### Applying for a WWVP Card

You will need to visit an Access Canberra service centre, fill out some forms, and provide some identification documents. The closest service centre to St Peter’s is in Woden (in the Cosmopolitan Centre behind Westfield). Since this is for volunteer work, there is no fee for this process.

See here for full details: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration>

The WWVP clearance process takes a little while, however you are able to serve in your role if you have a WWVP application receipt and reference number, providing you are supervised at all times.<sup>13</sup>

#### Reading the documents

Paper copies of the four documents you are required to read are provided to you by the St Peter’s office. Please read them *before* you begin your Safe Ministry Training (you are required to “agree to uphold my responsibilities under these policies and codes of conduct” as part of completing Safe Ministry Training). You can also access pdfs online here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/policies-and-protocols/>

#### Completion of the training modules

Training can be completed either in person or online. In-person training is usually held on a Saturday, at various Anglican churches across Canberra during the year. Online training can be completed in your own time and at your own pace.

For more information, including dates and locations of in-person training, go here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/safe-ministry-training/>

To complete the training online, go to the following website and select “Weston” from the drop-down menu: <https://safercommunities.net.au/anglican-diocese-of-canberra-goulburn-online-training/>

---

<sup>12</sup> See point D7 of the *Diocesan Protocol for Safe Ministry Clearances*.

<sup>13</sup> This is according to the conditions on the receipt itself.

The cost of this training is covered by St Peter's. If you end up paying yourself, please give your receipt to the church office for reimbursement.

A refresher course must be completed every three years.

#### Referee Check

The rector or his delegate will contact referees by phone.<sup>14</sup> Names and contact details of two referees are given by you in the *Safe Ministry Check* form. One referee must be a church leader, and the other an employer (if you have no employment history, it should be an adult who has known you for more than three years). The referees will be asked about your good character and suitability for ministry among children and young people. The church leader should be a different person from the person who conducted your interview and endorsement. If you have lived interstate or overseas within the past three years, at least one referee should be from your most recent parish in that place.<sup>15</sup>

#### National Register Check

The National Register is overseen by the Anglican Church of Australia, and contains "information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse admissions made by clergy or lay people within the church" (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese. It occurs as a matter of course, once you have completed and submitted your *Safe Ministry Check* form.

---

<sup>14</sup> See para 6 of the *Diocesan Safe Ministry Clearance Guidelines*.

<sup>15</sup> All the above is outlined on p.5 of the *Safe Ministry Check—Voluntary Church Worker form*

## Safe Ministry Clearance Guide

*For a Volunteer in Ministry with Children or Vulnerable People, who is aged 13-17 years<sup>1</sup>*



**St Peter's**  
Anglican Church  
WESTON MOLONGLO

We want our church to be a safe community for all, especially children and vulnerable people. To this end, and accordance with diocesan policy, all volunteers in ministry with children or vulnerable people, who are aged under 13-17 years old, must satisfy the requirements outlined below.

Such volunteers include: Kids on Sunday teachers and helpers, and Play n Chat team members—all ministries that “involves direct, regular and not incidental contact with children and vulnerable people.”<sup>2</sup>

### Requirements<sup>3</sup>

- An interview and endorsement to serve by the Rector or someone to whom he has delegated this<sup>4</sup>
- Completion of the form: *Safe Ministry Promise—Voluntary Church Worker 13-17 years (with Parent/Guardian)*
- A valid WWVP card (for those aged 16 or 17)<sup>5</sup>
- Read and be familiar with the following diocesan documents<sup>6</sup>:
  - *Code of Good Practice*
  - *Code of Conduct for Ministry with Children*
- Completion of Safe Ministry Training—Teen Helpers Edition<sup>7</sup>
- A referee check by the Rector or someone to whom he has delegated this<sup>8</sup>
- A National Register check by the diocesan Safe Ministry Unit<sup>9</sup>

With the exception of the position interview and endorsement, and the referee check, the above clearances are required to be renewed from time-to-time: the

<sup>1</sup> In diocesan terms, these require “Category 3b” clearance.

<sup>2</sup> See: *Safe Ministry Check* p.2. NB “Vulnerable person” is a technical term according to the ACT [Working with Vulnerable People \(Background Checking\) Act 2011](#), which includes all children and any adult who is “disadvantaged, and accessing a regulated activity in relation to the disadvantage”.

<sup>3</sup> As outlined in the “Table of Required Safe Ministry Clearances”—appendix 1 of the *Diocesan Protocol for Safe Ministry Clearances*.

<sup>4</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

<sup>5</sup> Issued by the ACT government.

<sup>6</sup> See email to NC from the SMU Director, 01/05/25. There is also time to familiarise yourself with these documents during the Teen Helper Safe Ministry Training.

<sup>7</sup> This training is provided in person, by local churches (either St Peter’s or at another nearby Anglican church)

<sup>8</sup> NB the details of these referees are given in the Safe Ministry Check form.

<sup>9</sup> The National Register is overseen by the Anglican Church of Australia, and contains “information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse admissions made by clergy or lay people within the church” (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese.

WWVP card every five years (prior to expiry), and everything else every three years. When a volunteer turns 18 they must update their clearance as appropriate.<sup>10</sup>

## **Explanation**

### Interview and endorsement

Once a person has expressed an interest in a role, or received an invitation to fulfil a particular role, this interview begins the process of serving as a volunteer in ministry to children or vulnerable people. The main purpose of this interview is to discuss the nature and requirements of role being applied for, including the safe ministry clearance expectations in this document, with a view to ascertaining the applicant's suitability for the role. It also gives the applicant opportunity to ask further questions about the role.<sup>11</sup>

### Completion of form: *Safe Ministry Promise—Voluntary Church Worker 13-17 years (with Parent/Guardian)*

A paper copy of this form is provided by the church office, and should be completed and returned to the church office, to be reviewed by the rector and the Safe Ministry Unit of the Diocese. Or find a pdf here:

<https://stpetersweston.elvanto.com.au/file/fbfba2bc-84a1-41ca-9b96-0a3a9e262ada/>

### Applying for a WWVP Card (if 16 or 17)

You will need to visit an Access Canberra service centre, fill out some forms, and provide some identification documents. The closest service centre to St Peter's is in Woden (in the Cosmopolitan Centre behind Westfield). Since this is for volunteer work, there is no fee for this process.

See here for full details: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration>

The WWVP clearance process takes a little while, however you are able to serve in your role if you have a WWVP application receipt and reference number, providing you are supervised at all times.<sup>12</sup>

### Reading the documents

Paper copies of the two documents you are required to read are provided to you by the St Peter's office. You will review these documents in your Safe Ministry

---

<sup>10</sup> See point D6 of the *Diocesan Protocol for Safe Ministry Clearances*. (NB D6 only mentions the interview and endorsement. Andrew Carson from the Safe Ministry Unit has verbally advised that the referee check is exempted, in a phone call 7/4/2025).

<sup>11</sup> See para. 5 of the *Diocesan Safe Ministry Clearance Guidelines*, and the email to clergy by the SMU director 25/10/24.

<sup>12</sup> This is according to the conditions on the receipt itself.

Training. You can also access pdfs online here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/policies-and-protocols/>

### Completion of the training module

Teen Helpers Training is completed in-person, at St Peter's or another local church. It takes about 1 hour to complete. There is no cost to this training.

A refresher course must be completed every three years, if still under 18. Once a volunteer turns 18 they must complete the appropriate adult training.

### Referee Check

The rector or his delegate will contact referees by phone.<sup>13</sup> Names and contact details of two referees are given by you in the *Safe Ministry Check* form. One referee must be a church leader, and the other an employer (if you have no employment history, it should be an adult who has known you for more than three years). The referees will be asked about your good character and suitability for ministry among children and young people. The church leader should be a different person from the person who conducted your interview and endorsement. If you have lived interstate or overseas within the past three years, at least one referee should be from your most recent parish in that place.<sup>14</sup> **Waiting for advice on how this now works, with the new "Promise" form.**

### National Register Check

The National Register is overseen by the Anglican Church of Australia, and contains "information primarily pertaining to complaints or findings of child abuse and adult sexual misconduct as well as adverse findings against or adverse admissions made by clergy or lay people within the church" (Anglican Church of Australia website). This check is completed by the Safe Ministry Unit of the Diocese. It occurs as a matter of course, once you have completed and submitted your *Safe Ministry Check* form.

---

<sup>13</sup> See para 6 of the *Diocesan Safe Ministry Clearance Guidelines*.

<sup>14</sup> All the above is outlined on p.5 of the *Safe Ministry Check—Voluntary Church Worker form*

## Safe Ministry Clearance Guide

*For adult members of St Peter's<sup>1</sup>*



**St Peter's**  
Anglican Church  
WESTON MOLONGLO

We want our church to be a safe community for all, especially children and vulnerable people. Diocesan standards require all ministry volunteers to gain a basic level of safe ministry clearance. As a church, however, we encourage *all adult members* to gain this clearance, given that “every-member ministry” is one of our values.<sup>2</sup> To be a member of St Peter's is to serve.

### Requirements<sup>3</sup>

- An interview and endorsement to serve by the Rector or someone to whom he has delegated this
- Read and be familiar with the following diocesan documents<sup>4</sup>:
  - *Code of Conduct for Ministry with Children*
  - *Safe Ministry Policy*
  - *Code of Good Practice*
  - *Protocol for Responding to Concerns about Abuse and Harm from Misconduct*
- Completion of the form: *Safe Ministry Declaration—Volunteers (non-child/vulnerable people role)*
- Completion of Safe Ministry Training Module 1<sup>5</sup>

With the exception of the interview and endorsement, each of the above clearances are required to be renewed every three years.<sup>6</sup>

### Explanation

#### Interview and Endorsement

An interview with the rector or someone he has delegated this to (e.g. a coordinator of a ministry team) is part of the regular process of helping integrate members into the life of our church. In this interview the importance of safe ministry in our church is discussed—especially with children and vulnerable

<sup>1</sup> In diocesan terminology, this is called “Category 4” clearance.

<sup>2</sup> NB, this is a *legal requirement* according to diocesan policy for anyone volunteering in a ministry (see the *Diocesan Protocol for Safe Ministry Clearances*). However, the draft St Peter's *Safe Ministry Policy* extends this to all church members: “Beyond the standards of diocesan policy, St Peter's encourages *all members* to gain category 4 clearance, as a matter of course, whether formally serving in a ministry or not. This reflects one of our church values, “every member ministry”—to be a member of St Peter's is to serve.” (See the St Peter's *Safe Ministry to Children and Vulnerable People Policy*).

<sup>3</sup> As outlined in the “Table of Required Safe Ministry Clearances”—appendix 1 of the *Diocesan Protocol for Safe Ministry Clearances*, and augmented by requirements in the *Safe Ministry Declaration*.

<sup>4</sup> You will be asked to “agree to uphold my responsibilities under these policies and codes of conduct” as part of completing Safe Ministry Training. You will also be asked to “agree to adhere to the standards” in the *Code of Good Practice* in the *Safe Ministry Declaration*.

<sup>5</sup> This training can be done online or in person.

<sup>6</sup> See point D6 of the *Diocesan Protocol for Safe Ministry Clearances*.

people—including the safe ministry clearance expectations in this document. It covers the nature and requirements of any formal serving roles at church that you have expressed an interest in, with a view to ascertaining suitability for the role(s). It also gives you an opportunity to ask further questions about the role(s).

### Reading the documents

Paper copies of the four documents you are required to read are provided to you by the St Peter's office. Please read them *before* you begin your Safe Ministry Training (you are required to "agree to uphold my responsibilities under these policies and codes of conduct" as part of completing Safe Ministry Training). You can also access pdfs online here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/policies-and-protocols/>

### Completion of form: *Safe Ministry Declaration—Volunteers (non-child/vulnerable people role)*

A paper copy of this form is provided by the church office, and should be completed and returned to the church office, to be reviewed by the rector and the Safe Ministry Unit of the Diocese. Or find a pdf here:

<https://stpetersweston.elvanto.com.au/file/c2e0919c-2f3a-4fc6-b982-ab310f8c2a43/>

It is important to note the following details from the form itself:

"Any personal information you provide is protected under the *Privacy Act 1988* and is collected by the Diocese for the purpose of your involvement in a program that operates within the Diocese. It will be kept in a confidential file and used in implementing the Diocesan Screening Protocol. It can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure."

Note that, a copy of the information will also be kept securely by St Peter's.<sup>7</sup>

### Completion of Safe Ministry Training Module 1

Training can be completed either in person or online. In-person training is usually held on a Saturday, at various Anglican churches across Canberra during the year. Online training can be completed in your own time and at your own pace.

---

<sup>7</sup> See point D7 of the *Diocesan Protocol for Safe Ministry Clearances*.

For more information, including dates and locations of in-person training, go here: <https://anglicancg.org.au/safe-ministries/safe-ministry-unit/safe-ministry-training/>

To complete the training online, go to the following website and select "Weston" from the drop-down menu: <https://safercommunities.net.au/anglican-diocese-of-canberra-goulburn-online-training/>

The cost of this training is covered by St Peter's. If you end up paying yourself, please give your receipt to the church office for reimbursement.

A refresher course must be completed every three years.

## GUIDANCE ON TRANSPORTING VULNERABLE PARISHIONERS

### Underlying principles and preferences

The Parish is grateful to volunteers from within the Parish who transport other Parish members to and from Parish activities, especially to church services. However, the Parish is aware that both transporting and transported members may become vulnerable due to progressing physical frailty. This attachment provides guidance to promote the safety of all when transportation is offered and accepted to attend Parish activities.

It is the Parish's general preference that parishioners who cannot make the regular Sunday worship services are encouraged to consider attending the monthly mid-week communion service. The Parish is grateful to the team of volunteers who support this preference by arranging transportation, and the fellowship that it provides.

However, the Parish also makes available volunteers who are commissioned to provide home communion to those who request it, acknowledging the value of this ministry also.

### Minimising risk

In addition to the Parish, both transporting and transported members have a duty of care for each trip to or from a Parish activity. The main foreseeable risks are a fall getting in or out of the vehicle and the capacity of the transporting volunteer to complete the journey safely.

Each person should consider their current capacity to undertake each trip safely. As a minimum, the passenger must be able to safely get in or out of the car without assistance (i.e. weight bearing). If unsure about whether a trip can be taken safely, the Parish supports either person's decision not to undertake a trip, including a transporting volunteer's decision to withdraw an offer of transport out of concern for the other person. In such a situation, appropriate alternative arrangements should be made. For example, if the person is at home, consideration could be given to offering to arrange for home communion as an alternative to mid-week communion. If the person is at the Parish activity, then alternative transportation should be organised.

All transporting volunteers have a responsibility to monitor each other and help each other decide when one of their number no longer has the capacity to volunteer for this role. Passengers are also encouraged to assist with this.

### If an incident occurs

The Parish's Hazard and Incident Policy applies if an incident occurs. The Rector (or Parish Administrator) should be informed as soon as practical. An incident report needs to be sent to the Parish by completing the Parish [Incident Report Form.docx](#) or via the Diocese's website, see [Risk and Compliance | Anglican Diocese of Canberra and Goulburn \(anglicancg.org.au\)](#). However, the Diocese advises that its insurance does not cover incidents associated with private individuals transporting other private individuals.