



**Diocese of Rockhampton**

**DUE DILIGENCE PROTOCOL**

## DUE DILIGENCE PROTOCOL

### SCOPE

This protocol describes the various screening requirements for all clergy in the Diocese regardless of licence or appointment and all Stipendiary Lay Ministers. It also applies to lay leaders working with children, young people and vulnerable adults in our Diocese.

### OUR COMMITMENT

The Rockhampton Diocese is committed to holistic Safe Church Ministry.

This means: we acknowledge that Diocesan parishes, ministries and entities should be abuse-free and harm-free, person valuing and respectful spaces for ministry to God's glory.

The Diocese commits to pastoral, insurance, legal and duty of care, obligations; with the intended goal that all ministries are spiritually, emotionally and physically safe.

We have adopted the Code of Conduct for all clergy and licenced ministers contained in the Code of Conduct FAITHFULNESS IN SERVICE and we have developed and implemented a SAFE COMMUNITIES OF FAITH POLICY

As a Diocese we are also committed to implementing the Recommendations from the general Synod Report into Child Sexual Abuse in the Church. and developed and implemented Safe Ministry Guidelines for Clergy and Paid Workers together with Safe Ministry Guidelines for Volunteers.

These Guidelines are supported by a strong education program through the CREATING SAFE MINISTRIES workshops for those ministering to children, young people and vulnerable adults as well as those in senior leadership such as clergy, wardens and parish councillors.

In designing a rigorous due diligence process, we are mindful of the work involved in implementing it. The Rockhampton Diocese is a small Diocese with limited resources however, we cannot allow this impediment to diminish the resolve to prioritise the safety and well-being of the vulnerable in our ministry units. In essence, we must ensure we have done all that is reasonably practicable to ensure we have safe leaders in positions of leadership, power and trust.

We also commit to ensuring that the collection, storage and sharing of information is consistent with legislated Privacy Principles and that information is only accessible by authorised personnel who have a valid reason for doing so.

### GUIDING PRINCIPALS ASSOCIATED WITH THIS PROTOCOL

The principles used to implement due diligence includes:

1. **Rigour** - we require that all clergy in the Diocese regardless of licence or appointment and all Lay Stipendiary Ministers and lay leaders working with children, young people and vulnerable adults undertake the relevant screening, even if they have been in ministry roles for a long time.
2. **Accountability** - we need to demonstrate that we have done all we can to ensure vulnerable people are being ministered to by safe leaders.

The principles used in collecting, storing and sharing information include:

1. **Rigour** - We must clearly identify, by definition, those authorised personnel from the Diocese or Diocesan Agency or Parish who are able to collect, store or share unrestricted information and the processes by which such collection, storage or sharing is to be managed.

2. **Accountability** - We need to demonstrate that those who are appointed under our due diligence processes to collect, store and share information are authorised to do so, have completed the relevant due diligence related to their role, and have signed the requisite Confidentiality Agreement at the time of appointment.

## TYPES OF SCREENING: CLERGY AND STIPENDIARY LAY MINISTERS

The screening requirements are defined in the Safe Ministry Guidelines and will vary according to roles.

All clergy and Stipendiary Lay Ministers are required to complete some form of screening check before they are appointed or accepted. The type of check will be dependent upon whether they:

- A. are a candidate for ordination
- B. are clergy from another Diocese and applying for a licence or ATO in our Diocese
- C. applying to be appointed as a Stipendiary Lay Ministers associated with a Parish
- D. are already licensed in our Diocese and are applying for a new position or ATO

### Category A: Candidate for Ordination

People in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Consent to the relevant State/ Federal Police Background Check
3. Consent to the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

In addition it will be necessary for:

5. Checks to be made with referees
6. A search to be made of the National Register
7. A Professional Standards Clearance to be completed

### Category B: Applicant from another Diocese seeking a licence or ATO

Clergy in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Consent to the relevant State/ Federal Police Background Check
3. Consent to the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

In addition it will be necessary for:

5. Checks to be made with referees
6. A search to be made of the National Register
7. A Professional Standards Clearance to be completed

### Category C: Stipendiary Lay Ministers associated with a Parish Appointment

Stipendiary Lay Ministers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Clergy and complete all sections
2. Consent to the relevant State/ Federal Police Background Check
3. Consent to the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

In addition it will be necessary for:

5. Checks to be made with referees
6. A search to be made of the National Register
7. A Professional Standards Clearance to be completed

#### Category D: Applicant from our Diocese seeking a new appointment or ATO

Clergy or Stipendiary Lay Ministers in this category will be required to:

1. Complete only the sections marked "to be completed by applicants in all categories" in the Safe Ministry Check Questionnaire for Clergy.
2. Consent to the relevant State/ Federal Police Background Check
3. Consent to the relevant Working with Children Check
4. Be interviewed by the Diocesan Bishop or delegate

#### ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION – CLERGY

1. All screening documentation will be accessed from the Diocesan website or issued from the Bishop's Office
2. Completed Safe Ministries Check Questionnaires will be returned to the Diocesan Registry for the attention of the Safe Ministry Officer.
3. Upon receipt of the completed questionnaire, the Safe Ministry Unit will direct relevant applications to the Professional Standards Director who will complete the required National Professional Standards Clearance including the National Register Check
4. The Safe Ministry Officer will process all other Safe Ministry Check Questionnaires and Professional Standards clearances and prepare a risk assessment for the relevant Bishop for interview and action.
5. Where an adverse finding arises from either of the background Checks/ Risk assessments (referred to in 3 or 4 above), the Safe Ministry Officer shall inform the Bishop and Professional Standards Director immediately.
6. Once all documentation has been completed by the Safe Ministry Officer the relevant Bishop's Office will proceed with issuing of licence, ATO or entry into the ordination discernment program.

#### SUPERVISION AND REVIEW - CLERGY

Ongoing supervision and review are also important aspects of due diligence.

All clergy and Stipendiary Lay Ministers in parish-based appointments are encouraged to enter into a professional supervision arrangement with a senior colleague or other suitably qualified person.

**NOTE:** The broad area of ministry review is currently under review in the Diocese.

#### LIMIT OF PTO STATUS

All PTOs issued will be valid for 3 years subject to no change in the *declared circumstances* of the holder as defined. At the end of that period the clergy person must complete all screening requirements again.

#### ELIGIBILITY FOR APPOINTMENT AS A LAY CHURCH WORKER

Every Church worker is first and foremost a disciple of Jesus Christ and at the heart of every ministry is the maintenance of that discipleship in prayer, Bible study, and worship.

It is recommended that all lay volunteers are a member of a ministry unit for at least 6 months before entering into a leadership role in that ministry unit.

#### TYPES OF SCREENING: LAY CHURCH WORKERS

The types of screening requirement will vary according to roles.

All lay church workers are required to complete some form of screening check before they are appointed. The type of check will be dependent upon whether they are within the following Categories:

Category E: A volunteer in child, young person or vulnerable adult ministry

Category F: A paid ministry leader in child, young person or vulnerable adult ministry

Category G: Applying for a Lay Ministers Licence in child, young person or vulnerable adult ministry

Category H: A teacher of RE in Government Schools

Category I: Nominated to be elected or appointed as a Parish Councillor or Warden

Category J: Lay Paid Workers in non-ministry role within a Ministry Unit

Category E: Volunteer in child, young person or vulnerable adult ministry

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Guidelines Questionnaire for Lay Church Workers
2. Consent to the relevant Police Background Check (if they are a Ministry Coordinator or part of a Pastoral Care Team in an Aged Care facility).
3. Complete the relevant Working with Children (Blue Card) Check
4. Have referee checks completed if they have been a member of the ministry unit for fewer than 3 years
5. Be interviewed by the Ministry Co-ordinator or Rector
6. Have their application endorsed by the Rector and minuted by Parish Council

Category F: Paid Ministry Leaders in child, young person or vulnerable adult ministry

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers.
2. Consent to the relevant Police Background Check
3. Complete the relevant Working with Children (Blue Card) Check
4. Have referee checks completed
5. Have a National Register Check
6. Undergo a Professional Standards Clearance
7. Be interviewed by the Rector
8. Have their application endorsed by the Rector and approved by Parish Council

Category G: Applicants for a Lay Minister's Licence in child, young person or vulnerable adult ministry

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers
2. Consent to the relevant Police Background Check
3. Complete the relevant Working with Children (Blue Card) Check
4. Have referee checks completed
5. Undergo a Professional Standards Clearance
6. Be interviewed by the Rector and Diocesan Bishop or delegate
7. Have their position approved by Parish Council

Category H: Teachers of Religious Education in Queensland Government Schools

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Church Workers
2. Complete the relevant Working with Children (Blue Card) Check
3. Complete any additional compliance requirements of Education Queensland
4. Have their position approved by Parish Council

Category I: Nominees or appointees for Parish Council or Warden positions

Lay Church Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Volunteers
2. Complete the Parish Team Leadership Statutory Declaration
3. Have referee checks completed
4. Complete any additional compliance requirements of the Parish Canon

Category J: Lay Paid Workers in non-ministry role within a Ministry Unit

Lay Paid Workers in this category will be required to:

1. Complete the Safe Ministry Check Questionnaire for Lay Paid Workers
2. Consent to the relevant Police Background Check [*Note Federal requirements if the position involves regular contact with children vulnerable adults*]
3. Complete the relevant Working with Children Check [*If the position involves regular contact with children*]
4. Have referee checks completed
5. Be interviewed by the Rector
6. Have their application endorsed by the Rector and approved by Parish Council

## ISSUING, RECEIVING AND PROCESSING SCREENING DOCUMENTATION - LAY CHURCH WORKERS

1. All screening documentation will be accessed from the Diocesan Website
2. All screening documentation will be completed and returned to the Diocesan Registry in sealed envelopes marked for the attention of the Safe Ministry Officer.
3. The Safe Ministry Officer will process all Safe Ministry Check Questionnaires for Category E, F and G and prepare a risk assessment.
4. Safe Ministry Questionnaires, copies of Working with Children Check results and Parish Leadership Statutory Declarations will be stored securely as **confidential** documents in the Diocesan Registry as secure documents.
5. Where required, information obtained in the referee check or by the Professional Standards Director and /or associated with the National Register Check and Police Background Check will be stored securely as **confidential** documents in the Diocesan Registry as secure documents.
6. All documents/information stored under the previous sub-clauses (4 and 5) shall be accessible to authorised personnel and shared strictly within this Protocol.

## SUPERVISION AND REVIEW – LAY CHURCH WORKERS

Ongoing supervision and review are also important aspects of due diligence.

To this end, Ministry Co-ordinators or Rectors are to meet regularly with ministry leaders for support. Also all lay leaders in child, young person or vulnerable adult ministry leadership (volunteers or paid) are required to complete a Ministry Review Interview annually with their Ministry Co-ordinator or Rector.

The completed Ministry Reviews are to be stored securely in a confidential file and only accessed by the Ministry Co-ordinator or Rector.

## LIMIT OF STATUS

Completed screening requirements will be valid for 3 years or unless a Lay church worker

- (a) Has a change in their circumstances rendering any previous declaration incorrect (e.g. by way of conviction or otherwise); or
- (b) moves to another ministry unit.

At the end of that period the lay church worker must complete all screening requirements again and previous documentation stored for that person is to be destroyed using secure document disposal or shredding.

## AUTHORISED PERSONNEL WITH THE RIGHT TO ACCESS AND RECEIVE INFORMATION

### **In relation to Clergy, Lay Minister's Licence and Stipendiary Lay Ministers**

- Personnel from the Bishop's Office, the Office of the Professional Standards Director and the Safe Ministries Officer

### **In relation to Lay Church Workers (not including Lay Minister's Licences and Stipendiary Lay Ministers)**

- Personnel from the Office of the Professional Standards Director and the Safe Ministries Officer and authorised personnel from ministry units

### **In relation to Religious Education Teachers (authorisation)**

- Archdeacon responsible for ministry to children and young people and their authorised delegate and the Safe Ministries Officer

### **In relation to Church Workers Engaged in External Diocesan Partnerships or Programs**

- The Safe Ministries Officer, or authorised delegate

## TERMINOLOGY

*Authorised Personnel:* means the Bishop, and the Professional Standards Director and those persons defined in this Protocol as authorised Personnel with the right to access and receive information.

*Child:* means a person who is under the age of 12 years.

*Church Worker:* means a church or church agency worker who is a member of clergy or layperson (paid or voluntary) appointed or elected to a position of leadership or responsibility in the Diocese.

*Clergy person:* means an ordained person.

*Declared circumstances* means those facts and circumstances declared to be correct in the declarations accompanying the Safe Ministry Guidelines

*Lay Church Worker:* means a non-ordained church worker

*Ministry Co-ordinator:* means a person who is responsible for a ministry area. It is a role that may be undertaken by Rectors, Wardens or other senior leaders. Ministry Co-ordinators may be responsible for one program or they may be responsible for several programs under a general area.

*PTO:* means a Licence/Permission to Officiate as defined in Section 15 of the Parish Canon

*Stored as confidential:* means the documents are to be securely stored and which may only be accessed by authorised personnel.

*Vulnerable Adult:* means an adult at a higher risk of abuse due to their mental health, disability, age or life circumstance.

*Young Person:* means a person who is 12 years but less than 18 years.

## DOCUMENTS AND PROGRAMS USED TO SUPPORT THIS PROTOCOL

- Safe Communities of Faith Policy
- Faithfulness in Service
- Safe Ministry Check - Clergy Screening Questionnaire
- Safe Ministry Check - Lay Church Workers Screening Questionnaire
- Queensland Working with Children BLUE CARD program.
- Anglican Church of Australia. National Register Check

### REVIEW

This protocol was endorsed by Bishop-in-Council in ..... 2016  
and is due for Review in .....