



DIOCESE OF GIPPSLAND

SAFE MINISTRY CLEARANCE REQUIREMENTS

Clearance Level	Category	Description	WWCC	NPC	SMC	SCT	CoC
Level 1	Ordained & Lay Licenced Ministry	People in ordained ministry, lay people undertaking licenced or salaried lay ministry, and people exploring ordination.	✓	✓	✓	✓	✓ FiS CoC
Level 2	People working with children	People in child related roles or activities where children are present.	✓	✓	✓	✓	✓ FiS CoC
	Governance, Administration & Employment	People in leadership roles, serving on committees or performing administrative roles in the diocese or parish.	✓	✓	✓	✓	✓ FiS CoC
	Worship & Ministry	People regularly undertaking a role in worship services or performing a ministry representing the church in public	✓	✓	✓	✓	✓ FiS CoC
Level 3	Community services ministries	People undertaking activities in the community who may not be active members of an Anglican Church	✓	✓			✓ CSM CoC

Glossary of abbreviations

WWCC – Working with Children’s Check (Victorian)

NPC – National Police Check (completed online through OSCA)

SMC – Safe Ministry Check (completed online through OSCA, includes referee checks and church/work history)

SCT – Safe Church Training (within 3 months of appointment and then renewed every three years)

FiS CoC – Faithfulness in Service Code of Conduct

CSM CoC – Community Services Ministries Code of Conduct

Level 1

Ordained & Lay Licenced Ministry

People in ordained ministry, lay people undertaking licenced or salaried lay ministry and people exploring ordination.

- All licensed deacons, priests and bishops including clergy with permission to officiate
- Licensed Lay Readers, Salaried Ministry Workers, and Pastoral Visitors
- Ordination Candidates/Aspirants (laypersons exploring ordination)

Level 2

People working with children	Governance, Administration & Employment	Worship & Ministry
<i>People in child related roles or activities where children are or may be present.</i>	<i>People in leadership roles, serving on committees or performing administrative roles in the parish or diocese.</i>	<i>People regularly undertaking a role in worship services or performing a ministry representing the church in public</i>
<ul style="list-style-type: none">• Children & Youth Ministry Workers• Children's group leader, coordinator, helper or volunteer (including Sunday Schools, mainly music, youth groups and playgroups)• Children's Talk in worship service• Camp leader and volunteers• A bus driver of children• Any person who is engaged in 'child-related' work	<p>Parish</p> <ul style="list-style-type: none">• Churchwarden, Parish Council Member, Parish Secretary & Treasurer• Safe Church/Child Safety Officer• Parish Administrative Staff• Op Shop Co-ordinator <p>Diocese</p> <ul style="list-style-type: none">• Member of Bishop-in-Council and its committees• Members of Trusts Corporation• Diocesan Lay Offices: Registrar, Chancellor• Registry Administrative Staff• Member of Synod or General Synod• Member of the Cathedral Chapter• Professional Standards Committee and Safe Ministry Authority	<ul style="list-style-type: none">• Liturgical Assistants• Eucharistic Assistants• Sidespeople/ Welcomers• Verger, Crucifer, Server, Acolyte• Sacristans• Music Leader/Choir Coordinator/Musician/Choir Member• Bible Reader• Intercessions• Multimedia/IT operations• Morning tea/refreshments• Bible Study Leader/Small Group Leader• Evangelism or outreach program• Lay and Spiritual Directors

Level 3

Community services ministries

People undertaking activities in the community who may not be active members of an Anglican Church

- Op Shop volunteers
- Community meals coordinators/volunteers
- Gardeners or lawn mowers
- Flower arrangers
- Parish run emergency relief programs

Note on Working with Children Check

Not all criminal offences are relevant to the Working with Children (WWC) Check. Broadly, applicants will be checked for serious sexual, serious violent or serious drug-related offences. Other offences may also be considered, but only in exceptional circumstances and only if there is a significant link between the offences and a risk to children. Applicants are also checked for relevant findings from certain professional disciplinary bodies (currently only the Victorian Institute of Teaching and the out of home care Suitability Panel).

Note on National Criminal History Record Check

The National Criminal History Record Check will display all releasable court outcomes from all states of Australia based on respective policies/legislation. Where release policies/legislation differ, the original states releasable policy/legislation will be applied first and then the Victorian Information Release Policy.

VIT Registration

Teachers with the Victorian Institute of Teaching (VIT) are exempt from the Check. However, if VIT registration is suspended or cancelled, the exemption no longer applies.

Although a Check is not required, a registered teacher undertaking any child-related work that is not teaching in a school or an early childhood service, will need to notify WWCCV by completing the Teacher notification form which is available online at Service Victoria.