

## SRE Teacher Requirements and Training Checklist

The following checklist should be followed to fulfil requirements necessary to begin and continue to teach SRE as a member of Saltbush Church.

### **Initial Requirements and Training**

- A committed Christian who is a regular attender of Saltbush or a member of Saltbush
- Working With Children Check number obtained and verified
- Child Protection Training Completed - either Safe Ministry Training (Awareness, Leaders and Supervisors Courses) OR Safe Ministry Essentials/Refresher
- Introduction to SRE (ICCORIES agreed training framework) Completed - either watch SRE Essentials Modules 1-4 (DVD) and attend Module 5 online (Webinar) OR Complete the Christian SRE 'Primary School SRE teacher training for Combined Arrangements' online course
- Be given the Saltbush SRE Handbook
- Read the following Documents and Policies, sign and return form
  - Saltbush's Safe Ministry Policy
  - Saltbush's Code of Conduct for Working with Children and Youth
  - Department of Education Code of Conduct Awareness
  - Social Media Policy Summary
  - Whiteboard training
  - Use of additional resources
  - Complaints Process
  - Expectations of ongoing training
- Authorisation Name Badge filled in and signed by Minister
- Provide contact details to the SRE Coordinator (for inclusion in the School letter)
- Fill in Personal Record as requirements and training are met
- Lesson observation as an assistant in class (period of time negotiated with coordinator depending on experience and confidence)
- Prepare and teach a lesson (module 6) with an observer and be given feedback from lesson
  
- Wear Name Badge, carry photo ID and Sign In and Out every time when on school premises

### **Ongoing Requirements and Training**

#### 1. Annually

- Authorisation Name Badge filled in and signed by Minister
- Update contact details if necessary
- Reread Handbook documents
- Attend 4 SRE Team meetings that includes some training, especially in Child Protection, classroom management strategies and implementation of the curriculum
- 1 lesson assessed by coordinator or another experienced teacher and feedback given

- Fill in email survey from SRE Coordinator
  - Meet with Coordinator individually
  - Where possible, feedback from school staff who sit in on lessons
2. Periodically
- Safe Ministry Training (Awareness, Leaders and Supervisors Courses) Completed OR Safe Ministry Essentials/Refresher (every 3 years)
  - WWCC renewed and verified (every 5 years)
  - Fill in Personal Records (when necessary)
  - Recommended - Read “Children’s Ministry on the Front Foot” by Anglican Youthworks (once off)

### **Complaints Handling Process**

1. If a parent has a concern or question about SRE they are best to approach their child’s classroom teacher or the school.
2. The classroom teacher or Principal will then contact the SRE teacher and/or SRE Co-ordinator to discuss the complaint.
  1. If the complaint can be easily resolved the classroom teacher/principal will inform the parent of the resolution. The SRE teacher informs the SRE Co-ordinator of the complaint and its resolution. If possible it is best that this be done within 7 days.
  2. If the complaint cannot be easily resolved, the SRE teacher will contact the SRE Co-ordinator to seek advice. This must be done within 48 hours. It is expected that steps be taken towards resolving the complaint within 7 days. The SRE Coordinator will meet with the Principal and will work together to address the issue

### **Saltbush Safe Ministry Policy**

Developed by [www.safeministrytraining.com.au](http://www.safeministrytraining.com.au), (Endorsed by Ansvar Insurance 1/7/2018)

#### **• Background & Governance**

This policy outlines the underlying principles that direct our approach to safeguarding vulnerable people involved with Saltbush Evangelical Church. It applies to all staff, leaders, pastors, coordinators, volunteers, trainees and anyone working on behalf of Saltbush Evangelical Church. The overseers of Saltbush Evangelical Church take responsibility for ensuring these principles are reviewed regularly and embedded in the organisation culture at all levels.<sup>1 2</sup>

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<sup>1</sup> This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157

<sup>2</sup> As per Point 1 of the National Statement of Principles for Child Safe Organisations

- Commitment to Safeguard Vulnerable People

We are committed to the Biblical call to care for the vulnerable by actively preventing harm and abuse, and by seeking to provide safe programs.<sup>3</sup> We are also responsible and accountable fulfilling our obligations under State and Federal law to protect children and vulnerable people.

We are committed to ensuring that vulnerable people (including children, families, the disabled and elderly) are informed and involved in decisions that considerably affect them. We recognise the diverse needs of vulnerable people should be taken into account and that their concerns be taken seriously.<sup>4</sup> We are committed to embedding this care into all levels of our leadership and culture.

- Commitment to Screening and Training Relevant Leaders

We are committed to ensuring all Relevant Leaders are screened, appropriately supported and trained through the process outlined below.<sup>5</sup>

- i. All Relevant leaders must be regular participants at Saltbush Evangelical Church. They will have their potential roles and responsibilities clearly outlined for them as they start their role,
- ii. All Relevant Leaders must provide referees who can confirm the proposed leader is suitable to work with vulnerable people and that there is no reason the proposed leader should not be appointed in such a role,
- iii. All Relevant leaders must complete an Ansvr approved Safe Ministry Training Course (e.g. [www.SafeMinistryTraining.com.au](http://www.SafeMinistryTraining.com.au)) which outlines appropriate behaviour including how to minimise the chances of harm and abuse, as well as training in how to identify and report cases of abuse,
- iv. Relevant leaders will have committed to the leader's Code of Conduct and behave as followers of Jesus and be willing to be held accountable for their behaviour, and
- v. If a Relevant Leader is working with children & youth, they must have their State "Working With Children Check" verified.

No-one with a criminal record of child abuse, molestation or similar offences is allowed to be involved in children's or youth ministry at Saltbush Evangelical Church.

- Commitment to Providing Safe and Accessible Programs

We are committed to ensuring that our programs and events are safe and appropriate for those attending. Careful consideration must be given to the activities chosen, the venue, safe ratios of supervision, appropriate toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

To help maintain appropriate standards, we will give all relevant leaders access to ongoing training and adequate supervision in their roles and responsibilities.

- Commitment to Appropriately Respond to Concerns and Complaints

We are committed to creating a culture where people feel safe to speak out about inappropriate behaviour without fear of being rejected or ridiculed. We are committed to listening and responding appropriately to concerns and complaints about behaviour and safety at Saltbush Evangelical Church. Throughout this process we are committed to protecting the confidentiality, dignity, health and well-being of all individuals involved. Any

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<sup>3</sup> Deuteronomy 6:4-7; Matthew 18:1-6; Mark 10:13-16

<sup>4</sup> As per Points 2, 3 & 4 of the National Statement of Principles for Child Safe Organisations

<sup>5</sup> As per Point 5, 7 & 8 of the National Statement of Principles for Child Safe Organisations

child-related issues will be managed with a focus on the interest of the child and will be reported to the relevant State Child Protection body.<sup>6</sup>

If you ever have a question about Safe Ministry please do not hesitate to contact your Church SRE Coordinator.

SRE and Safe Ministry - If you have a concern for a child in your SRE class and think that they might be at current risk of harm or have previously experienced harm you need to speak to the classroom teacher or School Principal. It is also important that you write a record for yourself about what you heard or observed, the child's name, any comments that you made in relation to that incident, the name of the person at school who you reported your concern to and the date on which you did that.

It is also important to let your church SRE Coordinator be immediately made aware of your report.

All reports will be managed by the Saltbush Evangelical Church Safe Ministry Supervisors.

*Safe Ministry Supervisors*

Kylie Letcher - 0422580933, kmletcher@gmail.com

[Full Name - mobile & email address]

The Safe Ministry Supervisors will follow a *Safe Ministry Issue Management Process*.<sup>7</sup>

This includes reporting any criminal activity to Police, and the possibility of reporting allegations of abuse to the State Ombudsman and the insurer of Saltbush Evangelical Church. In certain incidents (as outlined in the Issue Management Process) the Safe Ministry Supervisors will appoint an Independent Ministry Investigator to investigate allegations of inappropriate behaviour.

Date of Last Review by Saltbush Evangelical Church Overseers : Oct 2018

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<sup>6</sup> As per Point 6 of the National Statement of Principles for Child Safe Organisations

<sup>7</sup> As per Point 10 of the National Statement of Principles for Child Safe Organisations