



ATTACHMENT A: Categories of Volunteers and Lay Employees (Lay Church Workers)

Clearance for Service – Approved by Archbishop in Council

TABLE A – By resolution passed on 22 October 2020. To be read in conjunction with the Professional Standards Uniform Act Adoption Act and the accompanying explanatory notes.

Class A Clearance Governance role office or position		WWCC or VIT card linked with WWCC	Police Check	Code of Conduct for Child Safety	Clearance for Service	Professional Standards and Child Safe Training
		No	Yes	Read & sign Statement of Commitment	Yes	Yes
1	Member of Diocesan Council					
2	Director of Diocesan Corporation					
3	General Synod Representative					
4	Synod Representative					
5	Cathedral Chapter Member					
6	Trustee of Trust Corporation					
7	Members of other Governance Bodies with delegated authority from Diocesan Council and / or Diocesan Corporation					

Class B Clearance Child-related or community role office or position		WWCC or VIT card linked with WWCC	Police Check	Code of Conduct for Child Safety	Clearance for Service	Professional Standards and Child Safe Training
		Yes	Yes	Read & sign Statement of Commitment	Yes	Yes
8	Child Safety Officer Compliance Officer COVID Safe Officer Family Safety Champion					
9	Churchwarden					
10	Parish Council Member					
11	Verger					
12	Children's or Youth Group Leader, Coordinator, Worker, Helper or Assistant					
13	Crèche Leader, Coordinator, Worker, Helper or Assistant					
14	Director, Coordinator, Adult Member, Organist, Pianist, Musical Accompanist of a choir, music, dance or acting group that includes children					
15	Home Pastoral Care Visit Leader, Coordinator or Visitor					
16	Person in charge of a Sunday School or other educational program, Sunday School or other educational program teacher or worker					
17	Welcomer engaged in 'child-related work' and with vulnerable people					
18	Bus Driver for children					

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19	Op Shop Manager or Coordinator
20	Op Shop Worker, Helper or Assistant
21	Community Meals Leader, Coordinator, Worker, Helper or Assistant
22	Candidate for Selection conference for Holy Orders
23	Theological exiting student intending to seek ordination
24	Theological student doing a youth or children's practicum
25	Small Group leader where children who are not accompanied by their parent are present (includes Bible group, prayer group, fellowship group)
26	Liturgical master of ceremonies
27	Crucifer, Server, Acolyte, Lay Eucharistic Assistant, Chalice bearer where the serving team includes children
28	A volunteer, salaried or otherwise remunerated paid lay person, who engages in 'child-related work' other than specified above
29	Parish care worker or nurse
30	Camp leader

Class C Clearance Adult related role office or position		WWCC or VIT card linked with WWCC	Police Check	Code of Conduct for Child Safety	Clearance for Service	Professional Standards and Child Safe Training
		No	Yes	Read & sign Statement of Commitment	Yes	Yes
31	Director, Coordinator, Organist or other musical accompanist of an adult choir or music or dance or acting group that does not include children					
32	Bus Driver for adults					
33	Aged Care Facility Pastoral Care Leader, Coordinator, Worker, Helper, Assistant or Visitor					
34	Any salaried or otherwise remunerated paid lay person who does not engage in 'child related work'					



1. The provisions of the *Professional Standards Uniform Act 2016 (Melb)* relating to clearance for service commenced operation on 1 July 2018.
2. Under those provisions, a Church worker appointed or elected to any prescribed role office or position must apply to the Office of Professional Standards for a clearance for service –
 - (a) no later than 30 days following their appointment or election, as the case may be; or
 - (b) if the role office or position is prescribed after the appointment of the Church worker, no later than 30 days following written notice from the Director to the person of that prescription. *Professional Standards Uniform Act 2016 (Melb), s60(2)*
3. The Office of Professional Standards will publish details of what checks for each particular role office or position will be made.
4. A “**prescribed role office or position**” means any role office or position for service in the Church other than for ministry that –
 - (a) falls within a class from time to time prescribed by the Diocesan Bishop-in-Council; or
 - (b) involves in substance the duties inherent in the description of that class. *Professional Standards Uniform Act 2016 (Melb), s59*
5. **General rider:** Where no clearance is required for a particular role office or position but the Church authority becomes aware that the role office or position will involve 'child-related work', the Church >>>

authority is expected to exercise the authority conferred under the Act to require that the person obtain a clearance in that case. Likewise if for some other reason, the Church authority has real concerns about the fitness of the person for the particular role office or position.

6. Section 60(3) of the *Professional Standards Uniform Act 2016 (Melb)* provides:

(3) Nothing in this section precludes a Church authority in his or her or its discretion from requiring in writing as a condition of any appointment that a person whose role office or position does not otherwise fall within a class referred to above in subsection (2) of the preceding section apply for and obtain a clearance for service.

7. Under the *Working with Children Act 2005 (Vic)*, the relevant Church authority or the Diocesan Corporation may commit an offence under that State law if they engage or continue to engage the person in child-related work, knowing that it is child-related work when the person does not have a current assessment notice: s35.

8. '**Child-related work**': Section 9 of the *Working with Children Act 2005 (Vic)* specifies the kinds of work that are child-related work as follows:

(1) For the purposes of this Act, child-related work is **work** –

(a) at or for a service, body or place, or that involves an activity, specified in subsection (3); and

(b) **that usually involves direct contact with a child** and that contact is not directly supervised by another person.

(1A) For the purposes of this Act, **work is not child-related work by reason only of occasional direct contact with children that is incidental to the work.**

(2) For the purposes of this Act, direct supervision of a person's contact with a child requires immediate and personal supervision but does not require constant physical presence.

(3) The services, bodies, places or activities referred to in subsection (1)(a) are – (i) religious organisations;

(4) Subject to subsection (5) but despite any other provision of this section, for the purposes of this Act, work engaged in as a minister of religion is child related work unless any direct contact with children during the work engaged in as a minister of religion is only occasional direct contact that is incidental to that work.

(5) Despite any other provision of this section, if a minister of religion is the appointed leader of a local religious congregation in an organised religious institution and the congregation contains any children, work engaged in as a minister of religion is child-related work.

(6) ...

(7) ...

(8) For the purposes of this Act, a person is not engaged in child-related work merely because he or she – (a) is participating in an activity with a child on the same basis as the child; (b) is supervising a child undertaking practical training as part of an arrangement or agreement under Part 5.4 of the *Education and Training Reform Act 2006*.

(9) ...

9. Other additional mandatory OHS training may be required by some roles. Refer to the Diocesan Property and Risk Department for more information.

10. A church worker holding a clearance in Class A or Class C is to be treated as holding also a clearance in the other of those Classes; and a church worker holding a clearance in Class B is to be treated as holding also a clearance in both Classes A and C.