

# Screening and Training requirements in ADOM parishes and congregations

One off situations eg Camps, Fetes, Community Meals, Guest Speakers

This information relates to clearance and training requirements for once-off guest speakers/clergy/volunteers.

All regular volunteers must complete the required Clearance for Service process and Safe Ministry training for their roles.

## Screening - Clearance for Service and Related Checks

Working/ministering to children once-off eg. Guest presenter at youth event/Sunday school:

- Working with Children Check and copy of clearances from their current denomination or organisation

A clergy person from another denomination

- Working with Children Check and copy of clearances from their current denomination or organisation

Not working/ministering with children eg. missionaries preaching at a church service

- No clearance required.

## Screening for Third Party Organisations for activities involving children eg. Camp Activity Provider or Animal Petting Farm at Fete

Where there is a completely independent contractor running an event, it would be a similar situation having a karate club leasing a hall.

As such, they are an organisation contracted by the parish (there must be a written agreement/contract in place that specifies that the contractor will meet all legislative requirements) to perform a service. By nature of their business, they are required to meet the [Child Safe Standards](#) which includes screening and training of their staff. Talk with them about the priority for child safety and ask them for evidence of how they comply with the Child Safe Standards including giving you a copy of the WWCC of each person onsite at the camp/fete/etc. Document the conversation and keep all the evidence they provide. If their responses are not satisfactory in relation to child safety, it would be best to use another provider who can provide this assurance.

This organisation must be supervised by a leader from the parish that has the relevant Clearance.

## Screening for Third Party Organisations for activities that do NOT involve children

These organisations will be required to meet appropriate legal responsibilities to perform a service. Parishes will need to discuss putting in place a written agreement/contract that specifies that the contractor will meet all legislative requirements.

This organisation must be supervised by a leader from the parish that has the relevant Clearance.

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## Safe Ministry Training

For guest volunteers/preachers (not clergy) who are not working/ministering to children regardless if once-off or regular:

Safe Ministry Essentials (Level 1) Training

**External individuals** working with children (once-off) – provide evidence of having completed safe ministry/safe church/child safety training within their organisation/denomination.

**External organisation** working with children (regardless of once-off or not) – collect proof of their organisation's training and provide induction hand-out/session outlining parish specific arrangements.

## Training for parishioners and other ADOM volunteers/employees is same as always:

There are three levels of this training, the requirements for clergy, lay staff and volunteers depend on their roles and ministries.

- All staff and volunteers are required to complete Safe Ministry Essentials (Level 1) Training.
- All staff and volunteers in a ministry with children and youth (under 18 years of age) are required to complete Safe Ministry Essentials (Level 1) and Safe Ministry with Children and Young People (Level 2) training.
- All clergy and leaders are to also complete Safe Ministry Implementation for Senior Leaders (Level 3) training.
- Volunteers under the age of 18 years are to complete Teen Helper training.

There are a few ways that this training can be completed. It can be completed online, in small parish groups using the online modules or in face-to-face sessions.

## Safe Ministry Documents

- **All people/organisations are made aware of these:**

These Safe Ministry documents were adopted by the diocese in 2023

- Code of Conduct for Child Safety and Wellbeing,
- Safe Ministry Policy,
- Child Safety and Wellbeing Policy,
- Child Safety and Wellbeing Reporting Procedure.